



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, APRIL 1, 2024 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Assignments**
 - 4.1. Board assignments to Commissions and Committees; Liaison and Representative assignments
- 5. Board Discussion:**
 - 5.1. Draft of Select Board Consent Agenda Procedure
 - 5.2. No Thru trucking ordinance draft
 - 5.3. Energy Committee
- 6. Administration**
 - 6.1. German Christmas Market Response to request
 - 6.2. Update on Thornton Ferry Road 1, PFAS Concern
 - 6.3. NHIT Renewal, Health Insurance
 - 6.4. HealthTrust Renewal Package for Dental, Life, STD and LTD
 - 6.5. Action Items list
- 7. Staff Reports**
 - 7.1. Regular Part-Time Hire - Transfer Station Attendant
- 8. Approvals**
 - 8.1. Assessing
 - 8.2. Atlas Fireworks, Permit for Wholesale / Retail sales
 - 8.3. AP, Payroll and Minutes

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: April 15, 2024

You are invited to a Zoom webinar.

When: Apr 1, 2024 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting April 1, 2024

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85635099414>

Or Telephone: +1 301 715 8592

Webinar ID: 856 3509 9414

BOARD OF SELECTMEN ASSIGNMENTS BY CHAIR		<u>2024-2025</u>	<u>2023-2024</u>	<u>2022-2023</u>
COMMISSIONS				
Conservation Commission	Non Voting		Peter Lyon	Peter Lyon
Heritage Commission	Voting		Tom Grella	Tom Grella
Historic District Commission	BOS (Voting)		Tom Grella	Tom Grella
Recreation Commission	Non Voting		Danielle Pray	Danielle Pray
Roads & Bridges Commission	Voting		Tom Grella	Tom Grella
COMMITTEES				
Baboosic Lake Septic Committee			Peter Lyon	
Bicycle & Pedestrian Advisory	Liaison		Peter Lyon	Peter Lyon
Capital Improvement Committee	Voting		John D'Angelo	John D'Angelo
Energy Committee			Bill Stoughton	
Highway Safety Committee	BOS (Voting)		John D'Angelo	John D'Angelo
Stormwater Committee			Tom Grella	Tom Grella
LIAISONS				
Legislative Liaison			Danielle Pray	Danielle Pray
Schools	Non Voting		John D'Angelo	John D'Angelo
Cemetery Trustees	Non Voting		Peter Lyon	Peter Lyon
Library Trustees	Non Voting		Danielle Pray	Danielle Pray
REPRESENTATIVES				
Planning Board	BOS (Voting)		Bill Stoughton/John D'Angelo (alt)	Bill Stoughton/John D'Angelo (alt)
Trustee of the Trust Fund	?		John D'Angelo	John D'Angelo
Master Plan Steering Committee			Ended	Danielle Pray



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

Title: Draft of Select Board Consent
Agenda Procedure

Department: Administration

Meeting Date: April 1, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Draft Select Board Consent Agenda Procedure

Select Board Consent Agenda

I. Introduction

The Select Board typically addresses several routine items for which approval has been recommended by staff. In the interest of focusing Board meetings on topics requiring greater time and discussion, the Board is adopting a Consent Agenda to streamline the approval of these routine items, while ensuring any Member can cause an item to receive individual consideration if warranted.

II. Topics Appropriate and Not Appropriate for Consent Agenda

The following topics are appropriate for inclusion on the Consent Agenda:

1. Payroll Approvals
2. Accounts Payable Approvals
3. Veteran Tax Credit approvals of all types (Veteran, All Service, Service-Connected Disability) recommended by the Assessor
4. Elderly Tax Exemption approvals recommended by the Assessor
5. Solar Installation Tax Exemption Approvals recommended by the Assessor
6. Land Use Change Tax Assessments/Releases recommended by the Assessor
7. Current Use Applications recommended by the Assessor
8. Intent to Cut Wood or Timber forms
9. Timber Tax Assessments recommended by the Assessor
10. Intent to Excavate forms
11. Semi-Annual Property Tax Warrants
12. Baboosic Lake Community Septic Quarterly Tax Warrant approvals recommended by the Tax Collector
13. Town Common Use Request approvals for Town-Sponsored Events (e.g., Fourth of July Celebration)

The following topics are ***not*** appropriate for inclusion on the Consent Agenda and shall be scheduled for separate consideration:

1. Recommended *denials* of any of the items listed above
2. Tax Abatements of any type, whether proposed by staff for approval or denial
3. BTLA Settlement Proposals

4. Payment in Lieu of Taxes Agreements
5. Elderly Tax Deferral approvals or denials
6. Town Common Use Requests for Events not sponsored by the Town
7. Contracts requiring Board approval or purchasing policy waivers
8. Items for which the Town Administrator or a Department Head concludes separate Board discussion would be beneficial

III. Process

A. Agenda Information

1. Each item on the Consent Agenda shall be separately numbered and the affected person or property and proposed actions and amounts clearly identified. The purpose of this requirement is to ensure there is a clear record as to the individual items for which approval is granted.

2. The Board meeting package shall include detailed information (applications, staff memos and recommendations, etc.) to permit Board Members to assess fully the proposed action. Confidential information shall be appropriately protected.

B. Any Member may remove items from the consent agenda by informing the Chair, before the Consent Agenda is called for a vote, that he or she wishes the items to be discussed by the Board. No vote is required to remove an item from the Consent Agenda. The request of a single Member shall be sufficient to remove the item.

C. The sole effect of a removal request is to cause the item to be considered by a separate motion with such discussion as the Board determines is appropriate.

D. When the Consent Agenda is reached, the Chair shall identify the removal of any item(s) prior to the Board voting on the Consent Agenda.

E. A Member may move the approval of all items remaining on the Consent Agenda in a single motion in a form similar to the following:

“I move to approve each item on the Consent Agenda [with the exceptions identified by the Chair].”

The individual items need not be read into the record.

F. The minutes of the meeting shall separately identify each item approved under the Consent Agenda, based on the meeting agenda information, so there is a clear record of the Board’s action.

G. Board Members shall continue to sign necessary documentation to reflect the action taken by the Board.

H. Any items removed from the Consent Agenda shall be addressed by the Board in the same meeting with action the Board deems appropriate (approval, denial, rescheduling to a future meeting, etc.).

DRAFT



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

Title: No Thru trucking ordinance draft
Meeting Date: April 1, 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. No Through Trucking (002)

TOWN OF AMHERST
ORDINANCE

1. Purpose:

In order to ensure the safety of residents, pedestrians, and vehicles on town maintained roadways and, pursuant to RSA 41:11, the Board of Selectmen hereby excludes certain motor vehicles from Town roadways identified in Appendix A.

2. Title:

This Ordinance shall be known and may be cited as the “No Thru Trucking Ordinance of the Town of Amherst.”

3. Authority:

NH RSA 41:11 and NH RSA 47:17

4. Use of Roadways:

All motor vehicles having a gross vehicle weight rating (GVWR) of 26,001 pounds or more shall be excluded from the Town maintained roadways identified in Appendix A. Certain roadways may be given different weight restrictions as specifically identified in Appendix A. The weight of the vehicle shall be determined by using the total combined GVWR of a vehicle and trailer as installed by the manufacturer. Such gross weight as shown shall be conclusive in determining whether a motor vehicle is excluded from the Town roadways as provided in this ordinance.

5. Exemptions:

A. The following motor vehicles having a GVWR of 26,001 pounds or more are exempt:

- 1) Town vehicles
- 2) Emergency vehicles
- 3) School and public transportation buses
- 4) Public utility vehicles in the performance of official duties
- 5) Vehicles making local deliveries within the excluded portion of the roadway
- 6) Vehicles of private contractors engaged to perform work on behalf of the Town, public utilities or owners of property abutting or otherwise having access from the excluded portion of said roadways or any other road accessible only via the excluded section.
- 7) Vehicles owned by a resident of any street listed in Appendix A

6. Waivers:

The Select board shall have the authority in extraordinary circumstances to grant written permission to an applicant who applies in writing to permit deviation from the provisions of this ordinance, where the applicant demonstrates, in the sole and exclusive discretion of the Select board, the circumstances are unique, the alternative route is unreasonable, and the use of the restricted public highway is in the public interest. The Board shall have the authority to attach such conditions to the grant of the waiver, as it deems prudent and necessary.

7. Posting:

A sign shall be erected at each end of the excluded roadways giving notice of this ordinance.

7. Modification:

The addition or deletion of a Town maintained roadway to this ordinance will occur only after a notice and hearing as required by state statute.

8. Penalty

Whoever violates this ordinance shall be guilty of a violation, and shall be fined not more than \$1,000 per violation.

EFFECTIVE DATE

Having held a public hearing, the Board of Selectmen voted to adopt this Ordinance on the _____ day of _____, 2024, which shall be the effective date hereof.

IN WITNESS HEREOF, a majority of the Board of Selectmen have hereunder set their hands.

TOWN OF AMHERST
BOARD OF SELECTMEN

Danielle Pray, Chair

William Stoughton, Vice Chair

Peter Lyon

Thomas Grella

Cynthia Dokmo

Appendix A
Prohibited Roadways

- 1.) Merrimack Road between the Milford town line and Route 122
- 2.) Austin Road
- 3.) Courthouse Road from Route 122 to Amherst Street
- 4.) Boston Post Road from Mont Vernon Road to Amherst Street (**add weight limit if different)
- 5.) Mont Vernon Road



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

Title: German Christmas Market Response **Department:** Administration
to request

Meeting Date: April 1, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Fwd_ German Christmas Market costs

From: [Dean Shankle](#)
To: [Jennifer Stover](#)
Subject: Fwd: German Christmas Market costs
Date: Wednesday, March 27, 2024 1:05:41 PM

Please include this in agenda packet under administration.

Dean

Begin forwarded message:

From: Lindsay Buchanan <lindsay@amherstchristmasmarket.org>
Date: March 27, 2024 at 11:47:35 AM EDT
To: Dean Shankle <dshankle@amherstnh.gov>
Cc: Peter Lyon <plyon@amherstnh.gov>, Laurie <decala@gmail.com>, Peter G <pgianna@comcast.net>
Subject: German Christmas Market costs

[External Sender]:

Dear Valued Board,

Thank you for your patience with our reply, and see link to financial information below.

I initially collaborated with the Historical Society of Amherst in 2019, with the shared goal to create a community Christmas event. In 2022, a new nonprofit was formed by Amherst residents to take on the tradition. We seem to have tapped into a desire for this unique event in the wider community because we have attracted far greater attendance than we anticipated.

As the event grew, we continued to work alongside our town's emergency services and DPW crew to ensure the safety of our residents and visitors. The 2023 event attendance proved to surpass our planning. In preparation for the event, we hired the Town of Amherst police detail for the sum of \$1,350.00. The Town of Amherst independently deployed additional resources from the DPW and emergency services at an estimated cost of \$5,086.56.

Reimbursement of these services was not presented nor agreed upon prior to the event and we therefore feel the Amherst German Christmas Market is under no obligation to pay for these additional services stated in the email received from Dean Shankle on March 8th, 2024.

Nonetheless, as the Amherst German Christmas Market committee was founded by local residents to enrich the Amherst community, we would like to contribute \$2,543.28, which is fifty percent of the \$5,086.56, to the Town of Amherst to alleviate some of the costs related to the DPW and emergency services. This contribution is in the spirit of cooperation and goodwill because we never anticipated the town needing to utilize this number of resources.

We are a new nonprofit, and each year have had to perform significant fundraising to help finance the minimum costs of the event. We currently have yet to raise the funds to support the proposed 2024 event. Therefore, we would like to work with the town services departments prior to this year's event to determine costs and needs related to our event so that we can plan for additional fundraising activities to cover these expenses.

We strive to foster a collaborative spirit with community stakeholders where the Town of Amherst plays a key role. We hope to work together to make this a great event for our wonderful town!

Lindsay Buchanan, Chairperson
Amherst German Christmas Market Committee

AGCM financial information:

https://docs.google.com/spreadsheets/d/1W6m2x_LIE9YECrbhb3sx0hAwmSe7vN-b_5CVx-p_4Xk/edit?usp=sharing



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

Title: Update on Thornton Ferry Road 1, PFAS Concern **Department:** Administration

Meeting Date: April 1, 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: NHIT Renewal, Health Insurance
Meeting Date: April 1, 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. AMHERST_NHIT Renewal Package_07.2024



Town of Amherst Health Insurance Renewal Package

SUBMITTED BY:
DATE:

New Hampshire Interlocal Trust (NHIT)
March 25, 2024

Table of Contents

Section I

- NHIT Final Renewal Letter

Section II

- Rate Sheet(s)

Section III

- NHIT Group Health Applications

Section IV

- Final Renewal Checklist

Section V

- NHIT Open Enrollment Flyer

Town of Amherst
Dean Shankle
Town Administrator
2 Main Street
Amherst, NH 03031



Dear Dr. Shankle,

The New Hampshire Interlocal Trust Board of Trustees met on March 21, 2024 to review and approve the final renewal rating for the Plan Year beginning July 1, 2024.

The final overall renewal for Town of Amherst is 9.30%.

Enclosed you will find your July 2024 Renewal Package. This package includes rates for your current plans, along with Group Health Applications, open enrollment flyer, SIMON® user forms (if you have not designated users or need to make changes) and your renewal checklist. **Please have the Group Health Applications signed and returned to Interlocal Trust no later than Friday April 26, 2024.**

Group Health Applications must be completed and sent to NHIT prior to any scheduled Open Enrollment meetings.

Interlocal Trust staff are scheduling both in-person and virtual open enrollment sessions. If you have not set up times for open enrollment, please reach out to Brittany White to schedule your meeting(s) ASAP. She can be reached via email at brittany@nhitrust.org or by phone at 603-223-6448.

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. She can be reached via email at brittany@nhitrust.org or by phone at 603-223-6448.

NHIT BENEFIT NEWS



SIMON® 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 your February Not-to-Exceed Confirmations, July Employer Groups were provided the SIMON® user form to get set up in the portal. Groups who completed their forms had their assigned users provided **view-only access** to become familiar with the platform and its features. Portal invitations were sent out to all users notated on your SIMON® user forms. Please note that invitations expire after 30 days and accounts are then disabled. If someone on your team needs a new portal invitation to be generated or you would like to make updates to your users, please let us know.

Employer Groups who have SIMON® view-only access today are invited to process their own terminations, changes and enrollments directly in the portal. If you are ready to turn on your Employer Processing Functionality, please let us know and we can turn this on for Open Enrollment. Back-up documentation will be required and can be uploaded to your employee records for all transactions at this time.

Looking to the future, the Interlocal Trust will be able to offer Employee access to SIMON for the opportunity to allow your employees to process their own Open Enrollment transactions. 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.



csONE. All NHIT Employer Groups will be automatically transferred from Voya to csONE Benefit Solutions, effective July 1, 2024. Renewal materials have been updated accordingly to reflect our new benefit accounts administrator. **Please have your csONE Renewal (if applicable) signed and returned to Interlocal Trust no later than Friday May 3, 2024. Receiving your completed csONE renewal forms by this date ensures that Members who need new FSA, HRA and/or HSA debit cards can receive them in time for July 1, 2024.**



Compare Care Prior Notifications. To help employees use the Interlocal Trust cost savings program, Compare Care, program nurses will 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

Town of Amherst
Final Rates
Effective July 1, 2024 - June 30, 2025
Renewal: 9.30%



	HMO Super \$25 \$500 R \$0/\$10/\$30/\$50 M \$0/\$10/\$30/\$50 MD25259 Rx21546	HMO HSA \$2000 R Ded; then 10% Coinsurance M Ded; then 10% Coinsurance MD25228 Rx16815
Billing Rates		
Single	\$1,577.56	\$1,127.96
Two-Person	\$3,151.69	\$2,253.46
Family	\$4,253.43	\$3,041.20
Rx Formulary	<i>Premium 3-Tier Formulary</i>	<i>Premium 4-Tier Formulary</i>

	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
Rx Formulary	<i>Premium 3-Tier Formulary</i>	<i>Premium 3-Tier Formulary</i>

R – 30 Day Retail Supply at the Pharmacy **M** – 90 Day Mail Order Supply through MedImpact Direct

The Mail Order Pharmacy is encouraged but not mandated for maintenance medications. Please refer to the Summary of Benefits for plan details. A complete Schedule of Benefits is available upon request.

Deductibles may be funded up to 25% by the Employer only if the NHIT’s Incentive Wellness HRA Program is used.

Wellness Programming. Annual, customizable wellness programming including incentives, challenges and on-site events.

Compare Care Program: Voluntary savings program that enables participants to make smart health care decisions based on cost information. Employees and enrolled family members are able to receive a 20% reward (up to \$2000 per service) of any savings on many non-emergency medical services.

Doctor on Demand Program: Virtual and convenient video visits with licensed doctors, psychologists and psychiatrists for non-emergency medical conditions. Available to enrolled employees and family members at no cost.

NHIT reserves the right to revise these rates at any time for the following reasons:

1. Rates quoted are contingent on the accuracy of the data provided, errors in data may result in re-rating
2. If the NHIT enrolled population changes by more than 10%
3. If NHIT is not the sole carrier
4. If there are any benefit changes to nay carrier plan
5. If there is a change in law or regulation increasing NHIT’s cost of providing the health plan selected
6. If Deductible Funding is implemented or changed.

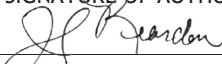
HEALTH BILLING & ENROLLMENT

GROUP # 178911

ENTITY Town of Amherst					
ENTITY ADDRESS 2 Main Street			CITY Amherst	STATE NH	ZIP CODE 03031
BILLING CONTACT Debbie Bender			TITLE		
BILLING ADDRESS 2 Main Street			CITY Amherst	STATE NH	ZIP CODE 03031
ENTITY TELEPHONE 603-673-6041	EXT.	FAX # 603-673-6794	BILLING TELEPHONE 603-673-6041	EXT.	FAX # 603-673-6794
ORIGINAL EFFECTIVE DATE 07/01/2017		ANNIVERSARY DATE July 1		COVERAGE BEGINS 7/1/2024	
				COVERAGE ENDS 6/30/2025	
PROGRAM CONTACT Dr. Dean Shankle		TITLE Town Administrator		E-MAIL ADDRESS dshankle@amherstnh.gov	
				TELEPHONE 603-673-6041 x209	
ENROLLMENT CONTACT Jennifer Stover		TITLE Executive Assistant		E-MAIL ADDRESS jstover@amherstnh.gov	
				TELEPHONE	
WELLNESS CONTACT		TITLE		E-MAIL ADDRESS	
				TELEPHONE	
ENROLLMENT POLICY First of the Month Following Date of Hire				ENROLLMENT POLICY EFFECTIVE DATE 7/1/2012	
TERMINATION POLICY End of Month				TIER TYPE Tier 3	
RETAIL RX \$0/\$10/\$30/\$50			MAIL RX \$0/\$10/\$30/\$50		
PLAN NAME HMO Super \$25 \$500			BILLING METHOD Wash		RETIREE BILLING Yes
PLAN ID/Rx ID MD25259/Rx21546			PLAN DESCRIPTION Combined OOP Maximum		
DEDUCTIBLE FUNDING HRA covers 100% of Deductible Expenses			ELIGIBILITY Available to all Employees hired before July 1, 2024		SPECIAL ELIGIBILITY RIDERS N/A

THE INFORMATION CONTAINED ON THIS APPLICATION IS (1) TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND (2) MADE TO INDUCE THE ISSUANCE OF HEALTH COVERAGE. I UNDERSTAND AND AGREE THAT ANY COVERAGE ISSUED SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE NH INTERLOCAL TRUST AGREEMENT AND BYLAWS, THE APPLICABLE EMPLOYER AGREEMENT AND PLAN DESCRIPTION FOR THE PRODUCT PURCHASED, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED.

TYPE	BILLING RATE	TYPE	BILLING RATE
Individual (I)	\$1,577.56	Family (F)	\$4,253.43
Two Person (D/ES)	\$3,151.69	Other (EK)	

SIGNATURE OF AUTHORIZED Local Government Official	SIGNATURE OF AUTHORIZED NHIT OFFICIAL 
TYPE/PRINT NAME	TYPE/PRINT NAME Jeff Reardon
TITLE	TITLE Administrator
DATE	DATE 3/22/2024

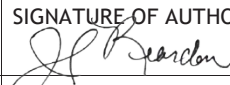
HEALTH BILLING & ENROLLMENT

GROUP #

ENTITY Town of Amherst				
ENTITY ADDRESS 2 Main Street		CITY Amherst	STATE NH	ZIP CODE 03031
BILLING CONTACT Debbie Bender		TITLE		
BILLING ADDRESS 2 Main Street		CITY Amherst	STATE NH	ZIP CODE 03031
ENTITY TELEPHONE 603-673-6041	EXT.	FAX # 603-673-6794	BILLING TELEPHONE 603-673-6041	EXT. FAX # 603-673-6794
ORIGINAL EFFECTIVE DATE 07/01/2024	ANNIVERSARY DATE July 1	COVERAGE BEGINS 7/1/2024	COVERAGE ENDS 6/30/2025	
PROGRAM CONTACT Dr. Dean Shankle	TITLE Town Administrator	E-MAIL ADDRESS dshankle@amherstnh.gov		TELEPHONE 603-673-6041 x209
ENROLLMENT CONTACT Jennifer Stover	TITLE Executive Assistant	E-MAIL ADDRESS jstover@amherstnh.gov		TELEPHONE
WELLNESS CONTACT	TITLE	E-MAIL ADDRESS		TELEPHONE
ENROLLMENT POLICY First of the Month Following Date of Hire			ENROLLMENT POLICY EFFECTIVE DATE 7/1/2012	
TERMINATION POLICY End of Month			TIER TYPE Tier 3	
RETAIL RX Deductible; then 10% Coinsurance		MAIL RX Deductible; then 10% Coinsurance		
PLAN NAME HMO HSA \$2000		BILLING METHOD Wash	RETIREE BILLING Yes	
PLAN ID/Rx ID MD25228/Rx16815		PLAN DESCRIPTION Combined OOP Maximum		
DEDUCTIBLE FUNDING Dollar for Dollar Match up to \$1000 (S) \$2000 (2P/F)		ELIGIBILITY Available to all Employees hired after July 1, 2024	SPECIAL ELIGIBILITY RIDERS N/A	

THE INFORMATION CONTAINED ON THIS APPLICATION IS (1) TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND (2) MADE TO INDUCE THE ISSUANCE OF HEALTH COVERAGE. I UNDERSTAND AND AGREE THAT ANY COVERAGE ISSUED SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE NH INTERLOCAL TRUST AGREEMENT AND BYLAWS, THE APPLICABLE EMPLOYER AGREEMENT AND PLAN DESCRIPTION FOR THE PRODUCT PURCHASED, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED.

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Individual (I)	\$1,127.96	Family (F)	\$3,041.20
Two Person (D/ES)	\$2,253.46	Other (EK)	

SIGNATURE OF AUTHORIZED Local Government Official	SIGNATURE OF AUTHORIZED NHIT OFFICIAL 
TYPE/PRINT NAME	TYPE/PRINT NAME Jeff Reardon
TITLE	TITLE Administrator
DATE	DATE 3/22/2024

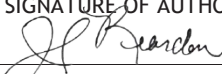
HEALTH BILLING & ENROLLMENT

GROUP # 029360

ENTITY Town of Amherst							
ENTITY ADDRESS 2 Main Street		CITY Amherst	STATE NH	ZIP CODE 03031			
BILLING CONTACT Debbie Bender		TITLE					
BILLING ADDRESS 2 Main Street		CITY Amherst	STATE NH	ZIP CODE 03031			
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ENROLLMENT CONTACT Jennifer Stover		TITLE Executive Assistant		E-MAIL ADDRESS jstover@amherstnh.gov			TELEPHONE
WELLNESS CONTACT		TITLE		E-MAIL ADDRESS			TELEPHONE
ENROLLMENT POLICY Retirees - First of Month upon Medicare Eligibility						ENROLLMENT POLICY EFFECTIVE DATE	
TERMINATION POLICY End of Month						TIER TYPE Tier 3	
RETAIL RX \$10/\$30/\$50			MAIL RX \$10/\$30/\$50				
PLAN NAME Medicare Enhance \$5			BILLING METHOD Wash			RETIREE BILLING Yes	
PLAN ID/Rx ID MD50/Rx694			PLAN DESCRIPTION				
DEDUCTIBLE FUNDING N/A			ELIGIBILITY Medicare Eligible Retirees Only			SPECIAL ELIGIBILITY RIDERS N/A	

THE INFORMATION CONTAINED ON THIS APPLICATION IS (1) TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND (2) MADE TO INDUCE THE ISSUANCE OF HEALTH COVERAGE. I UNDERSTAND AND AGREE THAT ANY COVERAGE ISSUED SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE NH INTERLOCAL TRUST AGREEMENT AND BYLAWS, THE APPLICABLE EMPLOYER AGREEMENT AND PLAN DESCRIPTION FOR THE PRODUCT PURCHASED, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED.

TYPE	BILLING RATE	TYPE	BILLING RATE
Individual (I)	\$1,303.41	Family (F)	
Two Person (D/ES)		Other (EK)	

SIGNATURE OF AUTHORIZED Local Government Official	SIGNATURE OF AUTHORIZED NHIT OFFICIAL 
TYPE/PRINT NAME	TYPE/PRINT NAME Jeff Reardon
TITLE	TITLE Administrator
DATE	DATE 3/22/2024

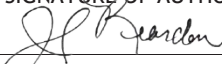
HEALTH BILLING & ENROLLMENT

GROUP # 029359

ENTITY Town of Amherst					
ENTITY ADDRESS 2 Main Street			CITY Amherst	STATE NH	ZIP CODE 03031
BILLING CONTACT Debbie Bender			TITLE		
BILLING ADDRESS 2 Main Street			CITY Amherst	STATE NH	ZIP CODE 03031
ENTITY TELEPHONE 603-673-6041	EXT.	FAX #	BILLING TELEPHONE 603-673-6041	EXT.	FAX #
ORIGINAL EFFECTIVE DATE 07/01/2017		ANNIVERSARY DATE July 1		COVERAGE BEGINS 7/1/2024	
				COVERAGE ENDS 6/30/2025	
PROGRAM CONTACT Dr. Dean Shankle		TITLE Town Administrator		E-MAIL ADDRESS dshankle@amherstnh.gov	
				TELEPHONE 603-673-6041 x209	
ENROLLMENT CONTACT Jennifer Stover		TITLE Executive Assistant		E-MAIL ADDRESS jstover@amherstnh.gov	
				TELEPHONE	
WELLNESS CONTACT		TITLE		E-MAIL ADDRESS	
				TELEPHONE	
ENROLLMENT POLICY Retirees - First of Month upon Medicare Eligibility				ENROLLMENT POLICY EFFECTIVE DATE	
TERMINATION POLICY End of Month				TIER TYPE Tier 3	
RETAIL RX \$10/\$30/\$50			MAIL RX \$10/\$30/\$50		
PLAN NAME Medicare Enhance \$25 \$1000			BILLING METHOD Wash		RETIREE BILLING Yes
PLAN ID/Rx ID MD3149/Rx694			PLAN DESCRIPTION		
DEDUCTIBLE FUNDING N/A			ELIGIBILITY Medicare Eligible Retirees Only		SPECIAL ELIGIBILITY RIDERS N/A

THE INFORMATION CONTAINED ON THIS APPLICATION IS (1) TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND (2) MADE TO INDUCE THE ISSUANCE OF HEALTH COVERAGE. I UNDERSTAND AND AGREE THAT ANY COVERAGE ISSUED SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE NH INTERLOCAL TRUST AGREEMENT AND BYLAWS, THE APPLICABLE EMPLOYER AGREEMENT AND PLAN DESCRIPTION FOR THE PRODUCT PURCHASED, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED.

TYPE	BILLING RATE	TYPE	BILLING RATE
Individual (I)	\$1,117.88	Family (F)	
Two Person (D/ES)		Other (EK)	

SIGNATURE OF AUTHORIZED Local Government Official	SIGNATURE OF AUTHORIZED NHIT OFFICIAL 
TYPE/PRINT NAME	TYPE/PRINT NAME Jeff Reardon
TITLE	TITLE Administrator
DATE	DATE 3/22/2024



HEALTH PLAN RENEWAL CHECKLIST

1. PAPERWORK

- Sign and return Group Health Applications to NHIT by **Friday April 26, 2024**
- Distribute Open Enrollment Materials to employees– flyer and enrollment form
 - Request customized, group-specific Open Enrollment documents created by NHIT (if desired)
- Send completed Employee Enrollment/Change Forms to NHIT no later than **Friday May 31, 2024** to ensure timely ID card delivery to Participants

2. OPEN ENROLLMENT SESSIONS

- Notify Employees of upcoming Open Enrollment Period
- Provide NHIT Enrollment/Change Form to Employees who need to update/change their enrollment information
- Schedule Open Enrollment Session(s) with NHIT
- Communicate date(s) and time(s) of sessions with Employees

3. CONTACT NHIT TO...

- Request to review plan alternatives with NHIT (if desired)
- Update or add any FSA or HRA plan design(s) (if applicable)
- Plan Wellness Programming for the year – schedule on-site educations, challenges, etc.
- Schedule On-Site Training with the NHIT Wellness Team
- Order Enrollment Materials
- Ask any questions... or tell us what you need!

NHIT BENEFITS

New Hampshire Interlocal Trust Health Insurance Open Enrollment



Your Interlocal Trust Benefits

The Open Enrollment Period for your Employee Health Benefits with NHIT has begun! If you need to make any changes to your current health insurance policy for the upcoming 2024 plan year, please contact your HR or Benefits Administrator to complete the appropriate paperwork.

ID CARD DELIVERY

To ensure timely processing and ID card delivery, please have completed paperwork returned to your HR or Benefits Administrator no later than **Friday May 31, 2024** to ensure ID card delivery by July 1, 2024.

ID cards will also be available for digital download on July 1, 2024.

July Open Enrollment

It's the Employee's responsibility to notify their Employer of changes that may affect their health coverage. **Changes made during this Open Enrollment period will be effective July 1, 2024.**

- Adding or removing a dependent from your policy
- Address or telephone number changes
- Change in marital status (i.e. Marriage or Divorce)
- Change in Medicare eligibility for you or a dependent on your policy

If you miss the Open Enrollment period, your current enrollment status in the health plan will remain effective until **June 30, 2024**. *Exceptions may apply for employees with certain qualifying events.*





PO BOX 4090 - CONCORD, NH 03302
(888) 960-6448 (P) (800) 229-6902 (F)

REASON FOR SUBMISSION (PLEASE CHECK ALL THAT APPLY)

ENROLLMENT

- NEW HIRE
- ANNUAL OPEN ENROLLMENT
- PART TIME TO FULL TIME: _____
- LOSS OF INSURANCE DATE: _____
(ATTACH DOCUMENTS)

CHANGE

- CHANGE COVERAGE TYPE
- ADD DEPENDENT LISTED BELOW
- TERMINATE DEPENDENT LISTED BELOW
- NAME CHANGE - PREVIOUS NAME: _____
- MARRIAGE DATE: _____
- NEWBORN DATE: _____

TERMINATION

- VOLUNTARY CANCELLATION (SIGNATURE REQUIRED)
- DECEASED DATE: _____
- TRANSFER FROM GROUP #:** _____

DECLINING COVERAGE

TO BE COMPLETED BY EMPLOYER:

EMPLOYER GROUP NAME	NAMING CONVENTION/GROUP NUMBER	DATE OF HIRE	EFFECTIVE DATE

TO BE COMPLETED BY EMPLOYEE:

SUBSCRIBER INFORMATION					PLAN TYPE				
FIRST MIDDLE LAST					<input type="checkbox"/> HMO: _____ <input type="checkbox"/> HMO-LP <input type="checkbox"/> EH/EHO: _____ <input type="checkbox"/> POS <input type="checkbox"/> PPO <input type="checkbox"/> ME <input type="checkbox"/> ME + PDP				
MAILING ADDRESS					COVERAGE TYPE				
STREET / PO BOX					<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> TWO-PERSON <input type="checkbox"/> FAMILY <input type="checkbox"/> OTHER (ONLY WHERE OFFERED)				
CITY STATE ZIP () TELEPHONE					PLEASE USE THE CODES LISTED BELOW TO COMPLETE DEPENDENT RELATION BLOCK 02 – SPOUSE/CIVIL UNION 03 – CHILD UNDER 26 04 – DISABLED DEPENDENT (VERIFICATION REQUIRED) CHILD DEPENDENTS ARE ELIGIBLE FOR COVERAGE THROUGH THE MONTH THAT THEY TURN 26 AS AN HMO OR POS PLAN MEMBER YOU MUST CHOOSE A PRIMARY CARE PHYSICIAN (PCP) UPON ENROLLMENT IF YOU DO NOT HAVE A PCP, NON-EMERGENCY AND MOST SPECIALTY CARE MAY NOT BE COVERED.				
EMAIL ADDRESS									
FIRST	MIDDLE	LAST (IF NOT SAME AS EMPLOYEE)	DATE OF BIRTH MO / DAY / YR	SEX (PLEASE CIRCLE)	RELATION CODE	SOCIAL SECURITY NUMBER	PRIMARY CARE PHYSICIAN NAME AND TOWN FOR EACH MEMBER	HARVARD PILGRIM PCP # (HMO AND POS PLANS ONLY)	CURRENT PATIENT OF THIS DOCTOR?
EMPLOYEE				M F	01	- -			Y N
SPOUSE				M F		- -			Y N
DEPENDENT				M F		- -			Y N
DEPENDENT				M F		- -			Y N
DEPENDENT				M F		- -			Y N
DEPENDENT				M F		- -			Y N

MEDICARE ENHANCE SUBSCRIBERS MUST PROVIDE A COPY OF THEIR MEDICARE PART A AND B CARD UPON ENROLLMENT.

MEMBERSHIP WILL BECOME EFFECTIVE UPON ACCEPTANCE BY THE PLAN. BENEFITS UNDER THE PLAN WILL BE EXPLAINED IN A SEPARATE DOCUMENT. FOR AN EXPLANATION OF HOW HARVARD PILGRIM MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION, PLEASE READ YOUR NOTICE OF PRIVACY PRACTICES PROVIDED TO YOU BY HARVARD PILGRIM IN YOUR ENROLLMENT KIT. I UNDERSTAND THAT A COPY OF THIS FORM WILL BE GIVEN TO ME, OR MY AUTHORIZED REPRESENTATIVE, UPON REQUEST.

IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

BY SIGNING BELOW, I CONSENT TO THE USE OF EMAIL COMMUNICATION BETWEEN MYSELF, THE NEW HAMPSHIRE INTERLOCAL TRUST, HARVARD PILGRIM AND OTHER PROGRAM VENDORS. I CAN OPT-OUT OF THESE COMMUNICATIONS AT ANYTIME.

THE EMPLOYEE AND THE EMPLOYER MUST SIGN AND DATE THIS FORM FOR ENROLLMENT.

EMPLOYEE SIGNATURE

DATE

EMPLOYER SIGNATURE

DATE



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

Title: HealthTrust Renewal Package for
Dental, Life, STD and LTD

Department: Administration

Meeting Date: April 1, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2024 HealthTrust Town of Amherst Rate Package July Revisit



Town of Amherst

Benefits Renewal Package

Revisit Rates for FY2025

(July 1, 2024 – June 30, 2025)

March 26, 2024

Mr. Dean Shankle
Town Administrator
Town of Amherst
2 Main Street
Amherst, NH 03031

Dear Mr. Shankle:

We are providing you with this duplicate rate package in order to ensure a smooth renewal of the employee benefit coverages for the renewal period of July 1, 2024 through June 30, 2025. **Please sign and return the enclosed transmittal by June 7, 2024.** *The rates included in this renewal packet are the same as were issued in the fall of 2023.*

Your HealthTrust Benefits Advisor, Teresa Williams is available to work with you to schedule in-person or virtual meetings to provide employee and retiree education and training, as well as to answer any questions you may have.

Rate and Benefit Information for Ancillary Coverages

Dental Rates – Increase of 4.7% for all dental plan options for FY2025 for Member Groups currently participating in HealthTrust’s dental coverage.

Short-Term Disability Coverage – For Member Groups currently participating in HealthTrust’s short-term disability coverage, there is an overall base rate decrease of 1.3% for FY2025. Your Member Group’s actual rate adjustment will vary from the overall rate change due to your Group’s individual experience and demographic makeup.

Long-Term Disability Coverage – Decrease of approximately 15% for FY2025 (July 1, 2024 – June 30, 2025) for most Member Groups currently participating in HealthTrust’s long-term disability coverage.

Life Coverage –

- **Base Life Coverage:** Decrease of approximately 15% for most Member Groups currently participating in HealthTrust’s life coverage.
- **AD&D Coverage (Accidental Death and Dismemberment):** No change for Member Groups currently participating in HealthTrust’s AD&D coverage.
- **Supplemental Life Coverage:** No change for most Member Groups currently participating in HealthTrust’s supplemental life coverage.
- **Dependent Life Coverage – New standard benefit:** The cost per family will be \$2.95 per month for this enhanced benefit. This increase in benefits will provide the following coverage amounts:
Spouse \$10,000, Child < 6 Months \$2,500, and Child > 6 Months \$10,000.

Benefit Advantage – For Member Groups currently participating in HealthTrust’s Benefit Advantage Flexible Spending Account (FSA) service, there is no change to the per-participant/per-month fees. As a reminder, there are no annual renewal fees associated with Benefit Advantage.

Timeline

- **Benefit Changes Notification Deadline – May 17, 2024**
- Your Benefits Advisor will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes must be communicated to us and completed by May 17, 2024 to be effective July 1, 2024.
- **Member Group Transmittal Deadline – Please sign and return by June 7, 2024.**

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Teresa at 800.527.5001.

Sincerely,



Scott DeRoche
Executive Director

Enclosure



Member Group Coverage Confirmation Transmittal

Town of Amherst ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

Dental Coverage and Rates

July 2024 Dental Renewal

The following monthly rates shall apply from July 1, 2024 through June 30, 2025

Rating Renewal July

Probationary Period 0M

Benefit Option(s)	Single	2-Person	Family
OPTION 1	\$46.99	\$90.94	\$165.48

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have group dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group dental coverage.

BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year Maximum	Coverage D	Coverage D Maximum	Deductible
OPTION 1	100%	80%	50%	\$1,000	50%	\$1,000	\$25/\$75

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

Short-term Disability Coverage and Rates

July 2024 STD Renewal

The following monthly rates shall apply from July 1, 2024 through June 30, 2025

Rating Renewal July
Suffix # 001

BENEFIT SCHEDULE

Class	Class Name	Probationary Period	Benefit Amount (% of Base Weekly Earnings)	Maximum Weekly Benefit	Maximum Benefit Period	Waiting Period Accident	Waiting Period Illness
1	All Eligible Employees	0M	66.67%	\$1,400	26 weeks	1 day(s)	7 day(s)

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Employees	N	100%

RATE

For Each \$10 of Weekly Benefit Per Month \$0.43

Monthly rates and continued Member Group coverage are based on 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N, per applicable HealthTrust minimum participation requirements.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Evidence of Insurability needed for all late enrollees (contributory groups only).

Life Coverage and Rates

July 2024 Life Renewal

The following monthly rates shall apply from July 1, 2024 through June 30, 2025

Rating Renewal July
 Suffix # 001
 BAE means Base Annual Earnings, if applicable

BASIC LIFE BENEFIT SCHEDULE

Class	Class Name	Probationary Period	Coverage	AD&D	Guarantee Issue	Maximum Benefit
1	All Eligible Employees	0M	1 x BAE	1 x BAE	\$100,000	\$100,000

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Basic Life Contributory Status Y/N	Basic Life Participation	Supplemental Contributory Status Y/N	Supplemental Participation	Dependent Contributory Status Y/N	Dependent Participation
1	N	100%	N/A	N/A	N/A	N/A

RATES

BASIC LIFE FOR EACH \$1,000 OF BENEFIT	\$0.11
BASIC AD&D FOR EACH \$1,000 OF BENEFIT	\$0.02

Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N for Basic Life. Other requirements may apply.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Basic Life Evidence of Insurability required for: Any amount in excess of the Guarantee Issue; all late applicants (contributory groups only); salary increases greater than \$25,000. Life and AD&D benefits reduce to 50% at age 70.

Long-term Disability Coverage and Rates

July 2024 LTD Renewal

The following monthly rates shall apply from July 1, 2024 through June 30, 2025

Rating Renewal July
Suffix # 001

BENEFIT SCHEDULE

Class	Class Name	Probationary Period	Benefit Percentage	Maximum Monthly Benefit	Elimination Period
1	All Eligible Employees	0M	60%	\$6,000	180 days
2	All Eligible Police Union Employees	0M	66.67%	\$6,000	180 days

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Employees	N	100%
2	All Eligible Police Union Employees	N	100%

RATE

Per \$100 of Covered Monthly Payroll \$0.23

Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N. Other requirements may apply.

MAXIMUM BENEFIT PERIOD

Age at Disablement	Benefit Duration*
59 or younger	To age 65
60	5 years
61	4 years
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 and over	1 year

*To the later of: 1) the specified length of time as stated above, or
2) the day before attaining the Social Security Normal Retirement Age under the United States Social Security Act, as revised.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Evidence of Insurability needed for all late enrollees (contributory groups only).

BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

COBRA Retirees

AGREEMENT AND AUTHORIZATION

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date



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

Title: Action Items list
Meeting Date: April 1, 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. BOS Action Items 2024 (1)

AMHERST BOS ACTION ITEMS

	ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
1	Writing of No Thru Truck Traffic Ordinance w/ weight classification & waivers	3/18/2024	4/1/2024	Chief Ciampoli & Dean	
2	Schedule for Public Hearing Engine Brake Ordinance	3/18/2024	4/1/2024	Jennifer	Needs counsel review & sceduling of two public hearings
3	Further Bond Bank Research for Open Space Loans	3/18/2024	4/1/2024	Debbie	
4	Ensure AFR Solar Panels Functioning and Town is Receiving Net-Metering credit	2/12/2024	4/1/2024	Dean, Chief Conley	Chief identified as Eversource issue, and they will correct
5	Written request for impact fee expenditure for Buck Meadow Engineering per policy	11/20/2023	4/1/2024	Craig	
6	Discussions re revision to Mont Vernon Ambulance Contract	6/26/2023	4/1/2024	Danielle, Dean	Prepare for and commence negotiations
7	TF I private home well test results to assist BOS in decisions on potential connection to public water	5/8/2023	4/1/2024	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	10/10/2023	4/1/2024	Dean	Status of Report/Recommendations. Preliminary Cost Estimate if possible
9	BOS discuss use of ARPA Funds	5/22/2023	4/1/2024	BOS	Timing of commitment requirement (12/31/24) vs. PFAS usage
10	Provide recommendations on who should conduct assessment of Tower Truck	12/18/2023	4/1/2024	Chief Conley	
11	Make inquiries re improving cell service in village	7/24/2023	4/1/2024	Peter, Danielle, Dean	Chief & Dean following up with tower company
12	Status of TF I Property Quiet Title Effort	10/10/2023	4/1/2024	Dean	Court filing authorized. Check with T. Quinn re status
13	Send letter to German Market group requesting payment of town expenses	2/26/2024	4/1/2024	Dean	
14	Chestnut Hill traffic study/Highway Safety status	11/6/2023	4/1/2024	Dean, Chief Ciampoli	Need additional information from NRPC
15	Review of Town Common Usage Policy	12/11/2023	4/1/2024	BOS	
16	Begin Semiquincentennial Planning	9/25/2023	4/1/2024	Danielle	Update
17	Draft Changes to retirement policy to reflect 457(b) and NHRS changes	1/22/2024	5/1/2024	Dean, Jennifer	
18	Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/2023	5/1/2024	Chief Conley	
19	Review Personnel Funded through -02 Account	12/11/2023	6/10/2024	Bill	BOS and Rec make decisions before next budget cycle
20	Civil Engineering on-Call Contract - Report on FY24 Usage	9/11/2023	7/15/2024	Eric	Compare usage of two awardees



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Regular Part-Time Hire - Transfer
Station Attendant

Department: Public Works

Meeting Date: April 1, 2024

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW recently conducted interviews for the vacant position of regular part-time transfer station attendant. We are pleased to recommend Jake Coulter, an Amherst resident, to the BOS for hire. Jake did very well in the interview process. We believe Jake will be a great fit for our team.

BUDGET IMPACT:

(Include general ledger account numbers)

Transfer Station Part-time wages

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to hire

SUGGESTED MOTION:

I move to hire Jake Coulter to fill the vacant position of Regular Part-Time Transfer Station Attendant, effective Tuesday, April 2, 2024, under the conditions as specified in the conditional offer of employment at Grade 3, Step 5 at \$21.35 an hour.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. PAR_001
2. conditional offer_001



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: April 1, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Solar Exemption

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

Suggested Motion:

The Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$30,000 for Map 004 Lot 100-004 commencing in tax year 2024.

Item A-1. The attached Solar Exemption Application provided has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

Suggested Motion:

The Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$12,500 for Map 002 Lot 146-059 commencing in the tax year 2024.

Item A-2. The application for a Solar Exemption has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$20,000 for Map 008 Lot 074-000 commencing in the tax year 2024.

Item A-3. The application for a Solar Exemption has been reviewed and the applicant

qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$20,000 for Map 001 Lot 010-002 commencing in the tax year 2024.

Veteran Tax Credit

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

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 002, Lot 098-029 commencing in Tax Year 2024.

Item B-1. The attached Veteran Tax Credit Application has been reviewed, and the applicant does not qualify for the Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends denying this credit. Therefore, I move to deny the Veteran Tax Credit for Map 003, Lot 166-001 in Tax Year 2024.

Item B-2. The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 002 Lot 146-059 commencing in Tax Year 2024.

Abatement

Item C. The property owners have appealed their assessment. Compared to his neighborhood, he feels he is over-assessed. The Assessor accomplished a complete inspection of the property and discovered some corrections to the record. The corrections were made, resulting in a decreased assessment. Therefore, the Assessor recommends granting this abatement request. The 2023 assessed value will change from \$505,000 to \$475,300, a difference of \$29,700 which should be abated.

Suggested Motion: The Assessor has inspected the property and recommends changing the assessed value from \$505,000 to \$475,300. Therefore, I move to approve the abatement in the amount of \$650.00 for Map 002, Lot 087-031.

Item C-1. The reason for the abatement is the owner suggests this building's lot is unbuildable due to wetlands. There is a memo on file from the Amherst Planning Dept.

in 2010 (attached) indicating, due to the proximity to wetlands, this property would need special approval to be developed due to it being in the watershed district which requires 100ft setbacks. According to the memo, the proposed development site is only 37.5 feet from one stream and 32 feet from another.

It is reasonable to presume this property will be limited to what is built on it and the cost of development relatively high and difficult to develop.

Suggested motion, the Assessor recommends granting the abatement due to the small building envelope and adverse development conditions. Therefore, I recommend granting an abatement for this property in the amount of \$753.00, revising the assessed value from \$68,800 to \$34,400 for Map 021, Lot 018-039.

Timber Tax Levy

Item D. The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

After reviewing the submitted documents, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$3.20 for Map 010, Lot 028-007.

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 B Confidential
6. Item B-1 Confidential
7. Item B-2 Confidential
8. Item C Confidential
9. Item C-1 Confidential
10. Item D Confidential



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

Title: Atlas Fireworks, Permit for
Wholesale / Retail sales

Department: Administration

Meeting Date: April 1, 2024

Staff Contact:

BACKGROUND INFORMATION:

A signed application/permit has been recieved for approval.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the Application & Permit for Wholesale / Retail Sales of Permissible Fireworks for Atlas Fireworks.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Atlas Fireworks Permit for wholesale-retail sales



**APPLICATION & PERMIT FOR
WHOLESALE/RETAIL SALES OF PERMISSIBLE
FIREWORKS**

The Board of Selectmen hereby grants/denies a permit for the wholesale/retail sales, possession and display of Permissible Fireworks to:

Applicant: Allas Fireworks Date of Application: March 12, 2024
Signature: [Handwritten Signature] Telephone: (603) 532 8324
Mailing Address PO Box 498 Jaffrey, NH Location of Sales 105 State Route 101A
03452 Amherst, NH 03031

Said activities to be conducted in accordance with pertinent laws of the State of New Hampshire RSA 160-B (RSA 160-A as amended) and as listed in the town policy below adopted March 26, 2001.

POLICY STATEMENT

AUTHORITY

In accordance with RSA Chapter 160-A (as amended), the Board of Selectmen as the governing body of the Town of Amherst for the Town of Amherst hereby adopts this policy intended to regulate the sale of Class C "Permissible" Fireworks as described in RSA 160-A:1,5 within the limits of the Town of Amherst.

Persons wishing to conduct the aforementioned retail/wholesale sales of Class C "Permissible Fireworks" shall obtain a permit from the Board of Selectmen prior to any such activities.

APPLICATION

Persons wishing to apply for a sales permit under this policy shall do so in writing to the Board of Selectmen on forms that may be prescribed by the Board. Completed applications shall be submitted to the Board of Selectmen no less than thirty (30) days prior to the desired date of proposed activity.

ELIGIBILITY REQUIREMENTS

All persons wishing to obtain a permit for the sale of Class C Permissible Fireworks shall in addition to applicable State and Federal regulations, conform to the following guidelines:

Under no circumstances shall the Board issue a permit for the retail/wholesale sales of these products by any individual under the age of twenty-one (21).

Persons wishing to obtain a permit for the retail/wholesale sale of Class C Permissible Fireworks must hold a Federal sales permit issued under USC Title 18. The permit shall not become valid until the applicant successfully obtains a sales license from the State of New Hampshire's Department of Safety.

SITE LOCATION

Retail sales shall only be conducted at such locations as listed upon the applicant's Federal license.

At no time shall the product be sold from temporary structures which are not those permanently affixed to the property (i.e. motor vehicles, trailers, campers, roadside stands, etc.)

Wholesale/retail sales locations must have successfully completed Site Plan Review with the Amherst Planning Board prior to approval of the requested permit. Sales will only be permitted from those sites which meet all applicable land use regulations.

All sales locations within the Town of Amherst must undergo physical inspection of the property by the Fire Chief or his/her designee prior to issuance of the actual permit and be in compliance with all applicable building, life and fire safety codes. The Fire Chief of the town of Amherst retains the right to disapprove any site at any time due to the existence of safety/fire hazards.

The holder of this permit shall assume all responsibility for liabilities arising from the storage, sale and display of Class C Permissible Fireworks.

CONDITIONS OF SALES

Persons permitted to sell Class C Permissible Fireworks (or their agents) must, prior to the sale, require the purchaser of these products to furnish photographic identification (State issued I.E. or Driver's license) indicating that they are at least twenty-one (21) years of age. Persons engaged in the retail sales of Class C Permissible Fireworks shall not allow sales by persons (or their agents) who are under the age of eighteen (18).

No permits shall be issued under this policy for the retail/wholesale sales of Class C Permissible Fireworks when sales are to take place before 7:00 a.m. or after 9:00 p.m.

All permits referenced herein shall be kept at the site permitted for sales and readily available for inspection by local authorities.

Applicants are expected to comply with all provisions of applicable Federal and State Regulations (Chapter 160-B).

DURATION

Permits issued by the Board of Selectmen for this purpose will be issued on an annual basis and expire at the end of the calendar year.

FEEES

An annual fee shall be assessed by the Board of Selectmen for said permit. The permit fee shall be \$500.00 until such time as amended by the Board.

REVOICATION

The Board of Selectmen or their designee shall have the authority to revoke any permits pertaining to Class C Permissible Fireworks. Any violation of the above terms shall be deemed sufficient reason for revocation without a refund of the required fees paid.

Any appeal of a permit revocation must be made to the Board of Selectmen in writing, indicating the reason to reconsider the action of the Board. The submission must be made to their office within five (5) calendar days of revocation. The Board will convene to consider the appeal within ten (10) calendar days of the receipt of an appeal.

The sale of Class C Permissible Fireworks without or after the revocation of a permit from the Town of Amherst is subject to criminal prosecution and penalty under State Statute.

OFFICE USE ONLY

DOCUMENTATION PROVIDED

- Federal Sales Permit issued under USC Title 18
- Sales License issued by State of New Hampshire (To Be Submitted to Town Within One Year of Obtaining Town Permit.)

I hereby certify that to the best of my knowledge, the sales location (S) IS NOT in compliance with all applicable building, life and safety codes.

3/20/24
Date

[Signature]
Signature: Building Inspector

I hereby certify that to the best of my knowledge, the sales location (S) IS NOT in compliance with all applicable building, life and safety codes.

03/22/24
Date

[Signature]
Signature: Fire Chief or Designee

I hereby certify that to the best of my knowledge, the sales location (S) IS NOT in compliance with all applicable building, life and safety codes.

3/22/24
Date

[Signature]
Signature: Planning/Zoning Administrator

Only permissible fireworks will be sold or stored at the location the permit covers.

3/22/24
Date

[Signature]
Signature: Police Chief

APPROVED / DISAPPROVED

Date _____

Chairman _____

Vice Chairman _____

AMHERST BOARD OF SELECTMEN

Issue Date _____

Expiration Date _____

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

ATLAS PYROVISION ENTERTAINMENT GROUP INC

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.51** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License Permit Number	6-NH-005-51-4E-00307
Chief, Federal Explosives Licensing Center (FELC)	<i>Mama Howard</i>	Expiration Date	May 1, 2024

Name
ATLAS PYROVISION ATLAS FIREWORKS

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
**136 OLD SHARON ROAD
JAFFREY, NH 03452-**

Type of License or Permit
51-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement
The licensee or permittee named above shall use a copy of this license or permit to assist a transferee of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operation identified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)
**ATLAS PYROVISION ENTERTAINMENT GROUP INC
ATLAS PYROVISION ATLAS FIREWORKS
PO BOX 498
JAFFREY, NH 03452-**

Licensee/Permittee Responsible Person Signature _____
Position/Title _____
Printed Name _____
Date _____

Previous Edition is Obsolete ATLAS PYROVISION ENTERTAINMENT GROUP INC 136 OLD SHARON ROAD JAFFREY NH 03452-0000 (51-4E) (REV) MAY 1, 2024 (18) CHAPTER OF EXPLOSIVES ATF Form 5400 (4-2000) (2) Part I Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free Telephone Number: (877) 283-3352 Fax Number: (304) 616-4401 E-mail: FELC@atf.gov	ATF Homepage: www.atf.gov
--	--	---------------------------

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession (27 CFR 555.59): (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations

(Continued on reverse side)

Cut Here X

Federal Explosives License/Permit (FEL) Information Card	
License/Permit Name:	ATLAS PYROVISION ENTERTAINMENT GROUP INC
Business Name:	ATLAS PYROVISION ATLAS FIREWORKS
License/Permit Number:	6-NH-005-51-4E-00307
License/Permit Type:	51-IMPORTER OF EXPLOSIVES
Expiration:	May 1, 2024
Please Note: Not Valid for the Sale or Other Disposition of Explosives.	

WARNINGS

- 1 As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
- 2. **Federal Regulation 27 CFR 555.53 - Licensees and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.**
- 3 **Alteration or Changes to the License or Permit. Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.**

NOTICES

- 1 Any change in trade name or control of this business or operations MUST be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.36-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
- 2 Under § 555.16 Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.
 Note: The user-limited permits are not renewable.
- 3 This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
- 4 THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information
(Continued from front)

Discontinuance of Business (27 CFR 555.61)(27 CFR 555.124) Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:
CALL TOLL FREE - (888) ATF-BOMB**

X Cut Here

Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free number: (877) 283-3352 Fax number: (304) 616-4401 E-mail: FELC@atf.gov
ATF Hotline Numbers	
Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)	
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)	
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)	
Firearms Theft Hotline: 1-888-930-9275	
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242	
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8177)	

MARKETING AND RETAIL SALES OF PERMISSIBLE FIREWORKS

ID NO 23-000519



ISSUED TO

Atlas Fireworks
105 Route 101 A
Amherst, NH 03031

ISSUED BY

Keith Boden
State of New Hampshire Division of Fire Safety
33 Hazen Drive
Concord, NH 03305

MARKETING AND RETAIL SALES OF PERMISSIBLE FIREWORKS

ISSUED TO

Atlas Fireworks
105 Route 101 A
Amherst, NH 03031

ISSUED BY

Keith Boden
33 Hazen Drive
Concord, NH 03305



ISSUED ON: **03/31/2023**
VALID FROM: **03/31/2023**
EXPIRES: **03/31/2024**
ID NO: **23-000519**

This license is Non-Transferable

This certifies that pursuant to the building described within, is hereby licensed to sell or market permissible fireworks in accordance with New Hampshire RSA 160-C:3. This license is property of the State of New Hampshire and shall be returned upon request

Signature of Licensee



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes
Meeting Date: April 1, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Accounts Payable

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$46,608.94 dated March 16, 2024, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$7,992.38 dated March 6, 2024, subject to review and audit. (Vendors)

AP3 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$654,553.06 dated March 28, 2024, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of March 18, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2024.03.18 BOS_DRAFT - PL Tracked Changes



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, March 18, 2024, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman Cynthia Dokmo,
2 Selectman Danielle Pray, and Selectman Tom Grella

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 Cynthia Dokmo.

8 Chairman Lyon welcomed newly elected Board of Selectmen member Cynthia Dokmo. He
9 expressed the Board's thanks and gratitude to previous Selectman John D'Angelo for his years
10 of work with the Board.

11

12 **3. Citizens Forum**

13 None at this time.

14

15 **4. Board of Selectmen Reorganization**

16 **4.1 Board Reorganization and committee assignments**

17

18 The Board agreed to address their committee assignments at the next meeting.

19

20 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to nominate*
21 *Danielle Pray as Chair of the Amherst Board of Selectmen.*

22 *Vote: 4-0-1; motion carried [D. Pray abstaining.]*

23

24 *A MOTION was made by Chairman Pray and SECONDED by Selectman Lyon to nominate*
25 *Bill Stoughton as Vice Chair of the Amherst Board of Selectmen.*

26 *Vote: 4-0-1; motion carried [B. Stoughton abstaining.]*

27

28 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
29 *nominate Peter Lyon as Clerk of the Amherst Board of Selectmen.*

30 *Vote: 4-0-1; motion carried [P. Lyon abstaining.]*

31

32 **5. Scheduled Appointments**

33 **5.1 Amherst Highway Safety Committee**

- 34
 - Discussion re: No Through Truck Traffic Ordinance on Boston Post Road

35

36 Police Chief Ciampoli explained that the Highway Safety Committee met several times
37 regarding complaints from residents about commercial motor vehicle traffic in the Village.

38 The Nashua Regional Planning Commission (NRPC) did an evaluation of the Village

39 roadways to gather data. It was determined that almost all vehicles are currently speeding
40 through the area to some degree due to the current speed limits. Approximately 85% of
41 vehicles traveling through the area are traveling at a higher rate of speed than the posted 25
42 mph. Generally, with this data, roadways are made safer by increasing the speed. This would
43 not be helpful in this case as there are safety concerns due to the speeding in the Village. The
44 Committee discussed if a prohibition against through truck traffic would be appropriate but
45 could not find any data to support it. The Committee struggled, as the priority is to create a
46 safe area, but there is no data showing that this is currently an unsafe area. The Committee
47 questioned whether this is a true safety issue or a quality-of-life issue for those who live in the
48 Village. Chief Ciampoli explained that his position is to be proactive and address potential
49 safety concerns before they start, even in the face of a lack of data. He stated that enacting a
50 prohibition backed by Town ordinances would need to be data driven.

51

52 Chief Ciampoli stated that the Committee voted 4-1 against a prohibition. The Committee
53 discussed many reasons against the prohibition, such as it becoming a financial burden on
54 local businesses whose truck drivers would then have to find alternate routes. He explained
55 that a prohibition would have to be carefully tailored to avoid liability for the Town due to a
56 lack of data. Regarding enforcement, an outright prohibition against all truck traffic through
57 the village would be very difficult to enforce and not a good use of Police Department
58 resources. He suggested that a time restricted prohibition may be better, though it would still
59 be hard to enforce. He suggested that the Board discuss other opportunities such as a
60 prohibition against compression braking or jake braking to ease the noise concerns in the
61 Village.

62

63 Selectman Stoughton stated that he supports enacting a noise restriction in the Village. He
64 does not agree with the majority of the Committee regarding there not being enough of a
65 safety concern to enact a no thru trucking prohibition. Truck traffic invites a safety problem
66 due to the configuration of the Village, the amount of pedestrian traffic in the area, and the
67 sidewalks being located close to the roadway. Trailer trucks are heavier, cause greater injuries
68 during accidents, have less visibility than smaller vehicles, and are noisier. He does not
69 believe that the Board should wait for statistics to occur but should be proactive to avoid
70 accidents. This prohibition should not apply to those trucks whose business originates/ends
71 within a certain zone in order to not shut out local commerce. He urged the Board to direct the
72 Chief to draft an ordinance to these points.

73

74 Selectman Grella stated that the only pedestrian accident he is aware of within the last 35
75 years involved a pedestrian and motor vehicle at the Moulton's intersection. He stated that he
76 believes large truck drivers have increased safety in mind as driving is their livelihood. He
77 supported the recommendations of the Committee and a prohibition on jake brake use.

78

79 In response to a question from Selectman Dokmo, Chief Ciampoli stated that the prohibition
80 is proposed to be from either 8pm-8am or 9pm-9am. This was also a concern of the
81 Committee as it does not capture both ends of the school day. He stated that he believes there
82 are likely more complaints in the early morning hours, though it is not clear if these are due to
83 the presence of trucks or the noise they produce. He explained that a time-restricted
84 prohibition would be more enforceable.

85

86 Selectman Dokmo stated that most of the noise from these trucks seems to come from braking
87 after speeding. She asked if the braking would be necessary if the trucks were going the speed
88 limit. Chief Ciampoli explained that emergency vehicles would be an exception to this
89 prohibition, mostly dealing with Fire and EMS vehicles.
90

91 Selectman Dokmo asked what the traffic volume currently is during the 8pm-8am hours.
92 Chief Ciampoli stated that he believes this is very low. Most truck traffic likely occurs during
93 business hours.
94

95 In response to a question from Selectman Lyon, Chief Ciampoli stated that there is a legal
96 basis for a proposed waiver for some from this prohibition. Waivers can be given for good
97 cause shown at the Board's discretion.
98

99 Selectman Lyon explained that his concerns are mostly from large dump trailers coming
100 through the Village. He asked if an ordinance could be weight based to allow for more local
101 contractors to continue to use the area. DPW Director Eric Slosek explained that weight limits
102 are difficult as the legal definition of weight for certain trucks could exclude many local
103 businesses that use trailers of any type. Selectman Lyon explained that the proposed time-
104 restricted ordinance does not necessarily accomplish the Board's goal. DPW Director Slosek
105 explained that the waiver process could help local businesses get around the ordinance.
106

107 Chairman Pray asked if DPW Director Slosek's main concern is impacting local businesses.
108 DPW Director Slosek explained that his main concern was that, as the Highway Safety
109 Committee, the group could not find safety concerns to point to in order to gather data to
110 support the proposed ban. He stated that he believes this is a quality-of-life issue for those in
111 the Village. Four of the Committee members did not feel there was a safety issue at hand.
112

113 In response to a question from Chairman Pray, Chief Ciampoli explained that there has been
114 an increase in all types of traffic through the Village. There was discussion by the Committee
115 if some of the increased truck traffic was coming from new development construction at the
116 north end of Town.
117

118 DPW Director Slosek explained that one resident's concerns were around children's safety in
119 the Village, but there is already a reduced speed limit in the school zone and flashing lights
120 from all directions. Thus, these areas already have safety measures in place and there were no
121 additional safety concerns found through the data.
122

123 Chairman Pray suggested that the Chief look into a no thru trucking ordinance with a waiver
124 included. She stated that she does not want to see accidents occur in this area. Businesses use
125 the Village as a cut through and this is a pedestrian-friendly area.
126

127 DPW Director Slosek noted that enacting an ordinance in this area could be a precedent for
128 other areas in Town, such as by the High School and Middle School. Traffic also tends to
129 travel quickly in this area and there not sidewalks of any type, as there are in the Village.
130 Chairman Pray stated that roads could be added to the ordinance as needed. DPW Director
131 Slosek also noted that a prohibition through the Village will send the trucks onto other roads,

132 and the ban may thus need to be posted on additional nearby roads as well. Selectman Lyon
133 suggested a weight-based ban to limit traffic.

134
135 Dennis Wheeler stated that he believes many of the noise complaints are coming from large
136 trucks that have no mufflers. If noise is in fact the problem, this should be addressed by
137 ticketing those that are causing the noise. He stated that the idea that jake braking is used to
138 allow for speeding and quick stopping is false. Using brakes causes them to heat up, and so
139 jake brakes are often used when going down a large hill as a safety measure. He stated that he
140 believes there should be enforcement measures to make cars and trucks slow down through
141 the Village.

142
143 Kevin Grasset, 75 Merrimack Road, asked why, if child safety is the main concern, there are
144 sidewalks in the Village at all. He asked why the Town is trying to add more of them if
145 sidewalks are not enough of a safety measure. He noted that traffic barely moves at all
146 through the Village during school hours due to the traffic volume. He stated that the Board
147 should deal with facts instead of scare tactics. He stated that it is discrimination to not allow
148 large trucks to drive on these roads based on their appearance. He stated that truck drivers pay
149 extra attention to the road due to the liability they carry. A blanket prohibition is wrong. This
150 will push all truck traffic onto other roads. He asked if the Town would have an issue if the
151 trucks were pushed to Amherst Street, as this also has a sidewalk and pedestrian traffic. He
152 pays a lot in taxes and has every right to use these roads. Any business owner would not be
153 okay if their drivers started getting speeding tickets regularly, so if speed is the issue,
154 enforcement through ticketing should be used.

155
156 Doug Chabinsky, 89 Boston Post Road, stated that the speed of both trucks and cars in the
157 Village is a big issue. The ordinance would allow for those who do business within the area of
158 the Village to continue to use the roads. He stated that truck traffic starts at 4am, and he has
159 counted 27 trucks past his house some days before 8am. One day he saw a total of 150 trucks
160 between the hours of 6am-6pm. There are no current accident statistics, but the Town is due
161 for one to occur. Everyone should do the speed limit of 25 mph through the Village, and this
162 should be enforced. The volume of pedestrians through the Village is much greater than along
163 the Amherst Street sidepath. There may not be as much of a concern in the Village if the
164 sidewalks were as wide as the one on Amherst Street.

165
166 Chairman Pray directed the Chief to explore a weight limit no thru trucking ordinance for the
167 Board's review. DPW Director Slosek noted again that the Committee was 4-1 against an
168 ordinance.

- 169
170 • Discussion re: No Engine Brakes Boston Post Road

171
172 The Board agreed to move this item to public hearings and a review by Town Counsel.

173
174 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
175 *advance the No Engine Breaks on Boston Post Road draft ordinance to public hearings.*
176 *Vote: 5-0-0; motion carried unanimously.*

177
178 **6. Administration**

179 **6.1. 457(b) Secure Act 1 Election Forms for 457(b) Deferred Compensation plans**
180 **for Corebridge (VALIC) and Mission Square (ICMA)**
181

182 Jennifer Stover, Executive Assistant, explained that an active employee has requested the
183 Board consider a change to the contract with the Town's 457 (b) deferred Compensation
184 Plans, allowing an active employee to disburse funds after reaching the age of 59 ½, in
185 accordance with the Miners Act. Both Corebridge (formerly Valic) and Mission Square
186 (formerly ICMA) have sent election forms to initiate that change.
187

188 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
189 *authorize in service distributions from pension plans and government 457 plans at age 59 ½.*
190 *Vote: 5-0-0; motion carried unanimously.*
191

192 **6.2. Rail Trail Referendum discussion**
193

194 DPW Director Slosek explained that he spoke with Chris Buchanan, Bicycle & Pedestrian
195 Advisory Committee, and the NH DOT project manager for this project and it was determined
196 that the next step is for the Board to sign an agreement to allow for the engineer selection
197 process to occur. This process could take 2-3 months.
198

199 In response to a question from Selectman Stoughton, DPW Director Slosek explained that the
200 local match for this project for FY25 is \$20,200. It is estimated that there are currently Bean
201 Grants available for approximately \$70,000 to be used for this project and the CMAQ project
202 along Route 122. It is at the Board's discretion to determine the split for this funding.
203

204 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
205 *authorize the Town Administrator or the Director of the Department of Public Works to*
206 *execute agreements with the State consistent with the Town's approval of the rail trail*
207 *referendum and to go forward with that project.*
208 *Vote: 5-0-0; motion carried unanimously.*
209

210 **6.3. BOS Action Items**
211

212 The Board reviewed its action items.
213

214 Regarding the solar panel function at the Fire Station, Fire Chief Connolly explained that it
215 was determined that there is an issue that needs to be fixed on Eversource's end. He will
216 follow up with them this week.
217

218 **7. Staff Reports**

219 **7.1. DPW- Request for Authorization to expend CRF funds**
220

221 DPW Director Slosek explained that the computer server at DPW has been identified by
222 Microtime as needing replacement. The server is nearing the end-of-life and is nearly at
223 storage capacity. Microtime has provided a quote for its replacement. They are recommending
224 moving to a cloud-based system instead of replacing the hardware. The cloud-based system

225 offers several advantages over physical hardware, including requiring less maintenance, and
226 eliminating the need for replacement of the server in future years.

227

228 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
229 *authorize DPW to expend \$7,575.00 from the "Computer System" capital reserve fund to*
230 *complete a cloud-based computer server replacement at DPW.*

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

232

233 **7.2. DPW-Road Work Bid**

234

235 DPW Director Slosek explained that the Department recently solicited bids for upcoming
236 FY25 planned road work. Bids were received from two companies, Pike Industries and
237 Continental Paving. Continental Paving had the low bid of \$1,661,430.90. Their bid was
238 \$67,751.10 less than Pike's for a difference of 4.08%. It was observed that prices have
239 generally decreased as compared to last year's pricing. Continental's bid represents a total
240 decrease of 10.5% when comparing the requested pay items with their respective quantities
241 using last year's prices. Pike's bid represented a 7.3% decrease over last year's prices. The
242 asphalt paving items are the largest pay items. Paving items represent approximately 57% of
243 the total base bids. Both companies are listed on the NH DOT pre-qualified contractor's list
244 for road construction. The recommendation is to award the DPW05-24 contract to the low
245 bidder, Continental Paving, Inc., for the amount of \$1.594M. The approved FY25 road
246 construction budget is \$1.5M. The Board also approved the use of an additional \$94,000 in
247 FY24 "extra block-grant" money. This brings the total road construction funding amount in
248 FY25 to \$1.594M. The DPW05-24 road contract gives the Town the right to change the scope
249 of work in the contract to stay within our available budget.

250

251 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
252 *award the DPW05-24 Multi-Road Construction contract, in the amount of \$1,594,204.42, to*
253 *Continental Paving, Inc. for work on various Town roads, utilizing the unit prices submitted*
254 *with their bid. Further, to authorize the DPW Director to sign the related contract documents.*
255 *This work is planned to commence in FY2025 upon award.*

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

257

258 **7.3. DPW- PD Roof Bid**

259

260 DPW Director Slosek stated that the Department recently solicited bids for replacement of the
261 Police Department roof. This project had been planned but was postponed until the station
262 renovation was completed. Seven bids were received for this project. The low bid was
263 \$27,140 and the highest bid was \$35,499. The Board approved a request by DPW to use up to
264 \$70,000 in ARPA funds for this project. The recommendation is to award the DPW06-24
265 roofing bid to JB Roofing Systems, LLC.

266

267 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
268 *award the DPW06-24 Police Department Roof bid to JB Roofing Systems, LLC, in the amount*
269 *of \$27,140.00, contingent on contract acceptance of the Town's additional ARPA terms and*
270 *conditions. Further, to authorize the DPW Director to sign all related contract documents.*

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

272
273 **7.4. DPW- Church Steeple Painting Bid**
274

275 DPW Director Slosek explained that the Department recently solicited bids for the painting of
276 the Town-owned Congregational Church steeple and bell tower. This includes refinishing the
277 clock faces. It has been several years since the Church painted their portion of the building.
278 The steeple is in desperate need of paint to prevent further deterioration, which would result in
279 more costly repairs. Two qualified bids were received from contractors. The bid amounts were
280 \$92,320 and \$57,760 respectively. Both contractors submitted portfolios containing examples
281 of projects they have completed, and both are well qualified with experience working on
282 historical structures. The recommendation is to award the bid to Target New England
283 Restorations.

284
285 Funding for this project has not yet been established. The Town unsuccessfully applied for the
286 moose plate grant last year. The recommendation is for the Board to use the balance of the
287 earmarked ARPA funds for the Police Department roof, totaling \$42,860, toward the balance
288 of the Church Steeple Painting. The remaining balance of \$14,900 will be covered using
289 unused funds identified in the FY24 salt budget.

290
291 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
292 *award DPW01-24, the Congregational Church Steeple Painting project, to Target New*
293 *England Restorations, for the amount of \$57,760. Funding for the project will come from*
294 *\$42,860 in ARPA funds, and \$14,900 from the FY24 Highway budget contingent on contract*
295 *acceptance of the Town's additional ARPA terms and conditions. Further, to authorize the*
296 *DPW Director to sign all related contract documents.*
297 *Vote: 5-0-0; motion carried unanimously.*

298
299 **7.5. Land Bond for purchase/refinance**
300

301 Finance Director, Debbie Bender, explained that the NH Municipal Bond Bank had attractive
302 rates for July 2023 and January 2024 bond issue dates. This is something that the Board
303 should consider for the July 2024 Curran land purchase and for the refinancing of another two
304 land purchases.

305
306 The Board reviewed an estimated payment schedule for borrowing \$2M for 20 years at 3.5%.
307 There would be a savings over 20 years of approximately \$250,000 for each \$2M bond by
308 financing at a lower rate. Refinancing all three bonds would lead to a savings over the life of
309 the bond of approximately \$750,000.

310
311 Selectman Stoughton stated that he is in favor of exploring refinancing the loans. He noted
312 that the existing loans are 20-year loans based on the approval of the previous Warrant Article
313 authorization. He asked Debbie Bender to check with bond council on if these loans could be
314 refinanced for less than 20 years.

315
316 **7.6. Employer Election to Participate in the NH Retirement System**
317

318 Debbie Bender explained that, as the budget has passed, she contacted NHRS about next steps
319 to include employees in the NH Retirement System Plan. In order to do this, the Board will
320 have to vote and allow the Chairperson to sign the Employer Election to Participate form.
321 Once this is accepted by the NHRS Board of Directors, the Town will be able to complete the
322 process of adding NHRS as a benefit for employees.

323

324 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Dokmo to approve*
325 *the Employer Election to participate in the NH Retirement System Plan and further to allow*
326 *Chairman Pray to sign on behalf of the Board.*

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

328

329 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Dokmo to that this*
330 *should properly reflect the resolution language contained within the form.*

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

332

333 **7.7. FY25 Seasonal Wage Scale – Effective 4-7-24**

334

335 Debbie Bender explained that, in the past the Board has approved the Seasonal Wage Scale to
336 be effective in early April, so that seasonal hires do not have to start at one rate and then
337 change to another on July 1st. The recommendation is to approve the FY25 Seasonal Wage
338 Scale to be effective on 4/7/24.

339

340 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to approve*
341 *the FY25 Seasonal Wage Scale with a 3.5% COLA, to be effective as of April 7, 2024.*

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

343

344 **8. Approvals**

345

346 **8.1. Use of the Town Common, Memorial Day Parade: Friday, May 24, 2024**

347

348 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to*
349 *approve the use of the Town Common for the purpose of the Annual Memorial Day Parade on*
350 *Friday May 24, 2024 from 5-7pm, as well as road closures as approved by the Director of*
351 *Public Works, the Fire Chief and the Police Chief.*

352 *Vote: 4-0-1; motion carried [T. Grella abstaining.]*

353

354 **8.2. Use of the Town Common, Fourth of July Celebration**

355

356 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to*
357 *approve the request of the Fourth of July Committee for the use of the Town Common on July*
358 *4th, 2024 from 7am - 12:30 pm for the celebration of Independence Day, along with the*
359 *specified road closures as approved by the Director of Public Works, the Fire Chief and the*
360 *Police Chief.*

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

362

363 **8.3. Atlas Fireworks Permit for Wholesale/Retail Sale of Permissible Fireworks**

364

The Board did not vote on this item at this time.

365 **8.4. 2023 Elderly Tax Deferrals**

366
367 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon to*
368 *approve and sign the 2023 Elderly Tax Deferral applications for Map 005 Lot 114-000 and*
369 *Map 002 Lot 166-013.*

370 *Vote: 4-0-1; motion carried [C. Dokmo abstaining.]*

371
372 **8.5. Assessing**

373
374 **Abatement**

375 **Item A.** *This item was removed from consideration this evening.*

376
377 **Item A-1.** The reason for the abatement is the current owner purchased this property on
378 November 8, 2023, for \$125,000. They suggest the assessment should be more indicative of
379 the purchase price. The building is uninhabitable. The land value assessment is consistent with
380 others in the area. The foundation seems to be adequate to be reused if the building is razed.
381 The Assessor recommends granting the abatement due to condition of the building.

382
383 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
384 *Grant an abatement in the amount of \$2,116.00 for this property, revising the assessed value*
385 *to \$178,500 to reflect the physical condition of the building on Map 024, Lot 040-000.*

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

387
388 **Item A-2.** The attached abatement is to correct a data entry error. The Veteran Tax Credit was
389 approved in 2022 for the 2023 tax year but was never placed on the property for tax purposes.
390 This abatement is to correct the error and apply the \$500 Veteran Tax Credit to the property.

391
392 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
393 *approve an abatement for Tax Year 2023 for Map 002, Lot 163-032 in the amount of \$500*
394 *plus any applicable interest/fees.*

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

396
397 **Item A-3.** *This item was removed from consideration this evening.*

398
399 **Item A-4.** *This item was removed from consideration this evening.*

400
401 **Solar Exemption**

402 **Item B.** The attached solar exemption application provided has been reviewed and the
403 applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

404
405 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
406 *approve the Solar Exemption in the amount of \$17,500 for Map 008, Lot 084-001*
407 *commencing in tax year 2024.*

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

409
410 **Item B-1.** The attached solar exemption application provided has been reviewed and the
411 applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

412
413 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
414 *approve the Solar Exemption in the amount of \$17,500 for Map 010, Lot 005-028*
415 *commencing in tax year 2024.*
416 *Vote: 5-0-0; motion carried unanimously.*

417
418 **Item B-2.** The attached solar exemption application provided has been reviewed and the
419 applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

420
421 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
422 *approve the Solar Exemption in the amount of \$17,500 for Map 003, Lot 022-000*
423 *commencing in tax year 2024.*
424 *Vote: 5-0-0; motion carried unanimously.*

425
426 **Elderly Exemption**
427 **Item C.** The assessor has reviewed the application for an Elderly Exemption under RSA
428 72:39-a and recommends approval.

429
430 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
431 *approve the Elderly Exemption for Map 002, Lot 166-013, commencing in tax year 2024.*
432 *Vote: 5-0-0; motion carried unanimously.*

433
434 **Item C-1.** The assessor has reviewed the application for an Elderly Exemption under RSA
435 72:39-a and recommends approval.

436
437 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
438 *approve the Elderly Exemption for Map 018, Lot 005-000, commencing in tax year 2024.*
439 *Vote: 5-0-0; motion carried unanimously.*

440
441 **Veteran Tax Credit**
442 **Item D.** The attached application has been reviewed by the Assessor and the Assessor
443 recommends granting this credit.

444
445 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
446 *approve the Veteran Tax Credit for Map 008, Lot 089-003 commencing in tax year 2024.*
447 *Vote: 5-0-0; motion carried unanimously.*

448
449 **Item D-1.** The attached application has been reviewed by the Assessor and the Assessor
450 recommends granting this credit.

451
452 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
453 *approve the Veteran Tax Credit for Map 017, Lot 049-000 commencing in tax year 2024.*
454 *Vote: 5-0-0; motion carried unanimously.*

455
456 **8.6. Payroll, AP, and Minutes**

457
458 **Payroll**

459
460 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
461 *approve one (1) Payroll Manifest in the amount of \$260,182.91 dated February 22, 2024,*
462 *subject to review and audit.*
463 *Vote: 5-0-0; motion carried unanimously.*

464
465 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
466 *approve one (1) Payroll Manifest in the amount of \$260,997.42 dated March 7, 2024, subject*
467 *to review and audit.*
468 *Vote: 5-0-0; motion carried unanimously.*

469
470 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
471 *approve one (1) Payroll Manifest in the amount of \$1,430.80 dated March 8, 2024, subject to*
472 *review and audit.*
473 *Vote: 5-0-0; motion carried unanimously.*

474
475 **Accounts Payable**

476
477 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
478 *approve one (1) Accounts Payable Manifest in the amount of*
479 *\$42,997.14 dated February 16, 2024, subject to review and audit. (NH DMV)*
480 *Vote: 5-0-0; motion carried unanimously.*

481
482 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
483 *approve one (1) Accounts Payable Manifest in the amount of \$464,820.87 dated February 29,*
484 *2024, subject to review and audit. (Vendors)*
485 *Vote: 5-0-0; motion carried unanimously.*

486
487 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
488 *approve one (1) Accounts Payable Manifest in the amount of \$3,149,219.00 dated March 1,*
489 *2024, subject to review and audit. (Schools)*
490 *Vote: 5-0-0; motion carried unanimously.*

491
492 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
493 *approve one (1) Accounts Payable Manifest in the amount of \$320,807.02 dated March 6,*
494 *2024, subject to review and audit. (Vendors)*
495 *Vote: 5-0-0; motion carried unanimously.*

496
497 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
498 *approve one (1) Accounts Payable Manifest in the amount of \$28,629.86 dated March 1,*
499 *2024, subject to review and audit. (NH DMV)*
500 *Vote: 5-0-0; motion carried unanimously.*

501
502 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
503 *approve one (1) Accounts Payable Manifest in the amount of \$367,193.01 dated March 11,*
504 *2024, subject to review and audit. (Vendors)*
505 *Vote: 5-0-0; motion carried unanimously.*

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Minutes

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Board of Selectmen meeting minutes of February 26, 2024, as presented.
Vote: 4-0-1; motion carried [C. Dokmo abstaining.]*

7. Action Items

The Board reviewed any new action items.

8. Old/New Business

Selectman Stoughton noted that the voters approved the Community Power Warrant Article at Town meeting. He outlined the next steps in this process noting that the Town would not launch the program unless rates are lower than Eversource rates at that time.

Selectman Stoughton explained that the Energy Committee has been reviewing the potential for solar panels on Town buildings. It will use the Police Station as a pilot project.

Chairman Pray explained that the Bicycle & Pedestrian Advisory Committee would like to submit an application to Senator Sheheen’s Office, similar to the one it submitted last year. This requires approval from the Board.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon to authorize the submission of the project as described.
Vote: 5-0-0; motion carried unanimously.*

Chairman Pray noted that the deadline for all exemptions in Town is April 15th.

Selectman Lyon noted that, while the Town budget was supported by approximately 60% of voters at Town Meeting, that also means it was not supported by approximately 40% of voters. He would like the Board to keep this in mind moving forward.

9. Adjournment

*A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to adjourn the meeting at 8:42pm.
Vote: 5-0-0; motion carried unanimously.*

NEXT MEETING: April 1, 2024

Selectman Peter Lyon

Date