



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room - 2 Main Street
MONDAY, APRIL 21, 2025 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Appointment**
 - 4.1. Appointment of Andrew Pataky to Conservation Commission as an Alternate Member
 - 4.2. Appointment of George Coddinton to the Bicycle & Pedestrian Advisory Committee as an Alternate member
- 5. Scheduled Appointments**
 - 5.1. Baboosic Lake Association member-Background information on cyanobacteria treatment option and request for letter of support
- 6. Administration**
 - 6.1. HealthTrust Renewal Transmittal for FY26 (July 1, 2025 - June 30, 2026) Dental, Life, Short-Term Disability and Long-Term Disability Insurance policies
 - 6.2. Health Insurance Update
 - 6.3. BOS Action Items
 - 6.4. General Updates
- 7. Consent Agenda**
 - 7.1. AP and Payroll Approvals
 - 7.2. Assessing Consent Agenda
- 8. Other Approvals**
 - 8.1. Assessing Approvals
 - 8.2. Minutes

8.3. Use of Town Common Request- Annual Frederick Douglas Reading,
Amherst Congregational Church

9. New Action Items

10. Old/New Business

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

Adjournment

Next Meeting: May 12, 2025

You are invited to a Zoom webinar

When: Apr 21, 2025 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting April 21, 2025

<https://us02web.zoom.us/j/82396274813>

Phone one-tap: +13052241968

Webinar ID: 823 9627 4813

Please be advised that technical difficulties may occur during this Zoom meeting due to factors beyond our control. If you experience issues with video or audio, please try refreshing your connection or checking your Internet connection. We appreciate your understanding.

MARCH 28, 2025

JENNIFER STOVER
TOWN OF AMHERST
2 MAIN STREET
AMHERST, NH 03031

I AM INTERESTED IN VOLUNTEERING TO SERVE
ON THE CONSERVATION COMMISSION. I HAVE
PREVIOUSLY SERVED ON THIS COMMISSION, AND FEEL
IT IS IMPORTANT AND NECESSARY TO PROTECT WHAT
LAND WE HAVE.

THANK YOU FOR YOUR CONSIDERATION.

SINCERELY,



ANDREW F. PATAKY



Town of Amherst, NH Volunteer Application

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

Applicant Name: PATAKY Andrew

Residence Address: 63 Spring Road

Mailing Address: 63 Spring Road

Best Telephone: 203 861 8787
(Cell or home)

E-mail Address: ab6kids@icloud.com

Time Available – Estimated number of hours per month: 30 hours

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

PLANNING BOARD, CONSERVATION Comm, Recreation Comm
HISTORIC DISTRICT Comm, NRPC, WAY + MEANS
Trustee of the Trust Funds

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


Signature

3/28/2025
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: RAIL TRAIL BPAC
BICYCLE AND Pedestrian Advisory
Committee

Applicant Name: GEORGE CODDINGTON

Residence Address: 10 UPHAM RD, AMHERST, NH 03031

Mailing Address: SAME ABOVE

Best Telephone: 603 801 4389
(Cell or home)

E-mail Address: coddingtong1234@gmail.com

Time Available – Estimated number of hours per month: 5-10

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

AMHERST PARADE COMMITTEE - ANTIQUE CARS 20 YRS
ALT EVENTS AND FUNDRAISERS
SERVE AS VOLUNTEER TRAIL MANAGER - CONVERSE TRAIL
POND PARISH

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

George Coddington
Signature

APRIL 5, 2025
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov

From: George Coddington coddington1234@gmail.com
Subject: Amherst Rail trail
Date: Apr 5, 2025 at 1:00:17 PM
To: George Coddington coddington1234@gmail.com

letter of Intent- Amherst Rail Trail BPAC

RE: Application for Bicycle and Pedestrian Advisory Committee

Hi- I have been advised by Chris Buchanan to join this committee to help serve the town and residents in moving this Rail trail project forward now that the vote is positive.

I currently serve on the Amherst Parade Committee as the antique car coordinator. I have helped several fundraisers with ALT (Amherst Land Trust) and manage/maintain the Amherst converse trail off Pond Parish road.

My goal is to help the project in any way my skills can support. I am experienced in management , trail and construction skills And general. Thank you

Sent from my iPad



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Baboosic Lake Association member-
Background information on cyanobacteria
treatment option and request for letter of
support

Department: Administration

Meeting Date: April 21, 2025

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Dart email, Fw_ Baboosic Lake Alum

From: [Obadiah Dart](#)
To: [Arene Berry](#); [Lincoln Daley](#); [Jennifer Stover](#); [Danielle Pray](#)
Subject: Fw: Baboosic Lake Alum
Date: Wednesday, April 16, 2025 6:23:19 PM

[External Sender]:

Hey there, please see below. I'm going to use this for now until you are able to execute the letter I've asked for; I'm hoping this context expedites your support of this effort. Thanks.

Obadiah Dart
Managing Partner
Chapel Street Consultants, LLC
C. (857) 753-1176



From: Craig Fraley <cfraley@peterboroughnh.gov>
Sent: Wednesday, April 16, 2025 2:52 PM
To: Obadiah Dart <odart@chapelstreetllc.com>
Subject: Re: Baboosic Lake Alum

Hi Obi,

It's great to hear from you, and I'm truly glad to see the Alum treatment for Baboosic Lake is still being actively pursued. This project has been a long time in the making, and during my time as the Amherst Recreation Director, it was something I felt passionately about—and still do.

Baboosic Lake is the only accessible body of water for Amherst residents. Unfortunately, over the past three summers, the lake has had to close by early August due to water quality issues. This has had a real impact on our community, especially during the hottest, most humid part of the summer when families are looking for a safe, local place to cool off and enjoy outdoor recreation.

Not having access to Baboosic Lake isn't just an inconvenience—it's a significant loss for residents who treasure the lake and rely on it for summer enjoyment, connection, and relief from the heat. The Alum treatment offers a real opportunity to improve water quality and ensure the lake remains open and safe for all.

I sincerely hope that NH DES will support and approve this treatment so that Baboosic Lake can continue to be the incredible asset our town cherishes.

Thank you again for your continued advocacy on this important project.

Craig (Former Amherst Recreation director)

Craig Fraley CPRP
Recreation Director
Peterborough NH Recreation Department
603-924-8080

From: Obadiah Dart <odart@chapelstreetllc.com>
Sent: Tuesday, April 15, 2025 1:50 PM
To: Craig Fraley <cfraley@peterboroughnh.gov>
Subject: Baboosic Lake Alum

You don't often get email from odart@chapelstreetllc.com. [Learn why this is important](#)

Hey Craig, you can run but you can't hide! Ha ha, I hope you're doing well working a little closer to home! I have a favor to ask of you; since everyone is new at the town, no one has any context as to what we've been dealing with at the lake for the past few years in regards to cyanobacteria.

Would you mind shooting me a quick email in support of this project, as it is essential to keeping the beach open all summer? I would really appreciate it. Thanks!

Obadiah Dart
Managing Partner
Chapel Street Consultants, LLC
C. (857) 753-1176



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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: HealthTrust Renewal Transmittal for FY26 (July 1, 2025 - June 30, 2026)
Dental, Life, Short-Term Disability and Long-Term Disability Insurance policies

Department: Administration

Meeting Date: April 21, 2025

Staff Contact:

BACKGROUND INFORMATION:

Our annual renewal with HealthTrust includes:

- 5% increase in Dental rates
- -1.7% reduction in Short-Term Disability rates
- Life and Long-Term Disability rates have no change

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the HealthTrust Renewal Transmittal for FY26 and authorize Town Administrator Lincoln Daley to sign the agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY26 Town of Amherst Rate Package transmittal



Town of Amherst

Benefits Renewal Package

For

FY2026

(July 1, 2025 – June 30, 2026)



Enclosures

- 1) HealthTrust Renewal Letter
 - *Dental Rates*
 - *Short-Term Disability Rates*
 - *Rates for Fully Insured Lines of Coverage*
 - *Benefit Advantage Administrative Fees*
 - *Timeline*
 - *Educational Resources*
- 2) Member Group Coverage Confirmation (Transmittal)
- 3) How Your Rates Are Determined



October 11, 2024

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

Dear Mr. Shankle:

The HealthTrust Board of Directors met on October 8, 2024 to set renewal rates for the FY2026 renewal period. This rate package includes your rates for the renewal period as well as other important information.

Dental Rates

Dental rates experienced an **increase of 5.0%** for all dental plan options for FY2026, which includes a 5.3% Capital Risk Charge.

Short-Term Disability Rates

Short-Term Disability coverage experienced an overall base rate **decrease of 1.7%** FY2026, which includes a 5.3% Capital Risk Charge. **Your Member Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic make-up.**

Fully Insured Lines of Coverage Rates

- **Long-Term Disability Coverage** – There is **no rate change** for FY2026.
- **Life Coverage** – There is **no rate change** for FY2026.

Benefit Advantage Administrative Fees

There is **no change** to the per-participant/per-month fees for Flexible Spending Account (FSA) services. As a reminder, there are no annual renewal fees associated with Benefit Advantage.

Timeline

- **April 18, 2025:** Requests for any coverage changes must be communicated to us and completed to be effective July 1, 2025.
- **April 30, 2025:** Deadline for submitting signed renewal transmittals.

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.



Educational Resources

I encourage you to work closely with your Benefits Advisor to understand the rates and changes outlined in this letter. Important additional resources located in your SMP include:

- **Public Hearing Slides** – Slides from the public hearing provide significant detail regarding the Capital Adequacy Reserve, the Capital Risk Charge, specifics on how the overall self-insured rates were calculated, and more.
- **Electronic Benefit Education Packets** – These customized, fully electronic benefit packets contain links to your Member Group's benefit education presentation and all of the documents, program flyers, and fillable forms needed to learn about and enroll in benefits.

Your Benefits Advisor is also available to work with you to schedule in-person or virtual benefit education sessions to help your employees and retirees use their benefits to manage their own well-being and achieve optimum health.

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

Sincerely,

A handwritten signature in black ink that reads "Scott DeRoche". The signature is written in a cursive, flowing style.

Scott DeRoche
Executive Director

Enclosures



Member Group Coverage Confirmation Transmittal

Town of Amherst ("Member")

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

Dental Coverage and Rates

July 2025 Dental Renewal

The following monthly rates shall apply from July 1, 2025 through June 30, 2026

Rating Renewal July

Probationary Period 0M

| Benefit Option(s) | Single | 2-Person | Family |
|-------------------|---------|----------|----------|
| OPTION 1 | \$49.34 | \$95.49 | \$173.75 |

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 2025 STD Renewal

The following monthly rates shall apply from July 1, 2025 through June 30, 2026

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 \$0.46

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 2025 Life Renewal

The following monthly rates shall apply from July 1, 2025 through June 30, 2026

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

| BASIC LIFE BENEFIT SCHEDULE | | | | | | |
|-----------------------------|------------------------|----------------------|----------|---------|-----------------|-----------------|
| Class | Class Name | Probation-ary 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 2025 LTD Renewal

The following monthly rates shall apply from July 1, 2025 through June 30, 2026

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:

[X] COBRA [X] 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 |
|-------|------|
|-------|------|

Date _____

Rating Process

The annual rating process begins with an actuarial determination of the overall amount needed in order to cover all claims and other expenses expected to be incurred during the upcoming rating period. In developing the projected estimate of the overall contributions needed, HealthTrust uses the actual claims incurred during the experience period. The projected estimate also includes the application of completion, trend and other applicable factors developed using experience data and information supplied by HealthTrust and its service providers, which is reviewed by the actuary. In addition, the projected estimate includes projected costs of fees, taxes, administration, and amount necessary to replenish the capital adequacy reserve.

In September, the Board's Finance and Personnel Committee reviews the proposed rating information and determines the recommended renewal rates, which are then presented at two public hearings for Member Groups. In early October, the HealthTrust Board sets the final renewal rates, taking into consideration the recommendation by the Finance and Personnel Committee and feedback received at the public hearings.

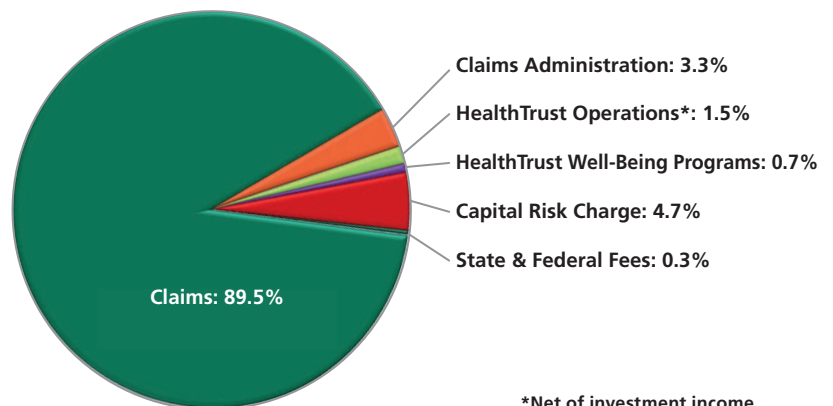
Capital Risk Charge

In years when the fiscal end of year net position is below the capital adequacy target, a capital risk charge may be added to each participating Member Group's rate to replenish the capital adequacy reserve. For each participating Member Group, the capital risk charge is calculated as a percentage of its proportionate projected claims expenses and added to its rate. In this year's renewal, the capital risk charge of 5.3% was added to each self-insured coverage as part of the multi-year capital adequacy rebuild plan. The HealthTrust Board established a target capital adequacy reserve level of \$122.5 million as of June 30, 2024.

Medical Contribution Components

The overall medical rates are comprised of several components. Claims are the largest component at approximately 89.5% of the rate. Additionally, 4.7% of the rate is the capital risk charge, which goes towards rebuilding the capital adequacy reserve. Other components include 3.3% for claims administration, 1.5% for HealthTrust's operations (net of investment income), and 0.7% for HealthTrust well-being programs. The remainder of the rate is for required state and federal fees (0.3%).

July Renewal (FY2026)



*Net of investment income

Medical Rating Summary

The Medical Rating Summary provides each Member Group with specific information on how the medical rates are calculated along with the dollar amounts associated with each component of the rating calculation used to determine each Member Group's rate adjustment. This information is available in the Secure Member Portal (SMP).

Plan Specific Pricing

After the overall rate change is established for each rating entity, product specific pricing is determined. This fiscal year, the HealthTrust Board of Directors commissioned an actuarial review of medical and prescription plan pricing. The results of this study indicated changes to the relative value of products, also known as relativities, may be needed in order to more accurately price certain products. After careful review, the HealthTrust Board of Directors has adopted a three year plan to implement these indicated relativity changes, beginning with this rating cycle.

These relativity changes mean that the medical and prescription products you offer each have their own rate change, rather than each product having the same rate change. Within a rating entity, both the 1) dollar value of contributions required to be raised and 2) the overall rate change for the rating entity remains the same as it would if relativities were not adjusted, presuming no movement in enrollment. If you are part of a combined rating entity or the 50 and Under rating entity, your own Member Group rate change will vary depending on the relative value of the products selected by your Member Group. Please see your Member Group's Medical Rate Exhibit for your specific rate adjustments.



PO Box 617, Concord, NH 03302-0617
800.527.5001 • www.healthtrustnh.org



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Health Insurance Update
Meeting Date: April 21, 2025

Department: Administration
Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

On April 11, 2025, the Town received a Notice of Termination of Agreement from the New Hampshire Interlocal Trust (NHIT). NHIT informed its members, including the Town, that its risk management program will be dissolved as of June 30, 2025, due to a high volume of claims and insufficient reserve levels. As a result, the Town must secure alternative healthcare benefits for its employees effective July 1, 2025.

Town Administration and the Finance Department are actively evaluating options and have initiated discussions with HealthTrust, Harvard Pilgrim, and SchoolCare. We anticipate appearing before the Board at its next meeting to present more detailed information along with potential provider and plan options for review and discussion.

To allow adequate time for administrative processing and employee onboarding, a final decision by the Board will be required no later than May 27, 2025.

Additionally, we understand that csONE, the current administrator of the Town's Health Savings Accounts (HSA), is fully prepared to transition NHIT clients to direct clients. The only change will be the issuance of new csONE-branded cards, with no disruption in service anticipated. csONE has also confirmed it will honor NHIT's current pricing and extend a two-year rate guarantee to ensure a smooth transition.

To support this process and assist in the evaluation of healthcare providers and plan options, Staff recommends engaging the services of Borislow Insurance Agency—a third-party insurance broker specializing in the municipal sector and recommended by NHIT. Engagement requires the Town to sign a Letter of Authorization.

BUDGET IMPACT:

(Include general ledger account numbers)

Unknown at this time.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Motion to approve the recommendation of staff to engage the services of Borislow Insurance Agency and allow the Town Administrator to sign the Letter of Authorization on behalf of the Board.

TOWN ADMINISTRATOR RECOMMENDATION:

Move to approve the recommendation of staff to engage the services of Borislow Insurance Agency and allow the Town Administrator to sign the Letter of Authorization on behalf of the Board.

ATTACHMENTS:

1. NHIT Notice of Termination of Member Agreement - Amherst(5337530.1)

VIA CERTIFIED MAIL RRR

April 11, 2025

Ms. Jennifer Stover, Exec. Assistant
Town of Amherst
2 Main Street
Amherst, NH 03031

RE: Notice of Termination of Membership Agreement

Dear Valued Member,

As you are aware, New Hampshire Interlocal Trust ("NHIT") has been making difficult, but necessary, rate adjustments for the next plan year based on the advice of our actuary. We have been considering all possible measures to ensure the long-term stability of our program and have appreciated your continued partnership and professionalism through this challenging time.

In recent weeks, NHIT implemented a corrective rate action for plans beginning July 1, 2025, which was developed by our actuary and approved by the NHIT Board of Trustees on March 28, 2025. This adjustment reflected the changing healthcare landscape and included both a structured percentage dedicated to addressing healthcare trends and rebuilding NHIT's reserves. Our goal was to return to the stable rate adjustments members have come to expect while continuing to provide high-quality, uninterrupted benefits for public employees.

Unfortunately, despite our best efforts, it has become apparent that the market will not tolerate the necessary rate changes required to ensure the long-term stability of the program.

NHIT has therefore made the difficult decision to stop offering services at the end of the current fiscal year, June 30, 2025. Please consider this formal notice of the termination of your Membership Agreement effective as of June 30, 2025.

Please know that this decision was not made lightly. We truly value the relationship we've built with you and the work we've accomplished together. NHIT's priority has always been to ensure that your group's claims are covered without disruption, and it remains dedicated to this end.

Our team remains committed to supporting you throughout the process of obtaining other coverage and to ensure as smooth a transition as possible. If you require any assistance or have any questions, please do not hesitate to contact us.

Thank you for your partnership and trust. It has been an honor to work with you.

Sincerely,



Jeffrey S. Reardon,
Trust Administrator



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: BOS Action Items
Meeting Date: April 21, 2025

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. ActionItems 3-10-25

AMHERST BOS ACTION ITEMS

[illegible]



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: General Updates
Meeting Date: April 21, 2025

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP and Payroll Approvals
Meeting Date: April 21, 2025

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$7,292.32 dated March 10, 2025, subject to review and audit. (Credit Card)
AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$45,261.88 dated April 1, 2025, subject to review and audit. (NH DMV)
AP3 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$415,093.19 dated April 10, 2025, subject to review and audit. (Vendors)
AP4 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$6,623.69 dated April 7, 2025, subject to review and audit. (Credit Card)
PR1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$259.21 dated April 8, 2025, subject to review and audit.
PR2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$284,445.98 dated April 17, 2025, subject to review and audit.

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: Assessing Consent Agenda
Meeting Date: April 21, 2025

Department: Assessing
Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Solar Exemption

Item A. The Assessor has reviewed the attached Solar Exemption Application for Map 019, Lot 018-001 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$15,000 commencing in the 2025 tax year.

Item A-1. The Assessor has reviewed the attached Solar Exemption Application for Map 009, Lot 011-011 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$30,000 commencing in the 2025 tax year.

Veteran/Service Connected Disability Tax Credit

Item B. The attached All Veterans' Tax Credit Application for Map 008, Lot 045-001 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28-b commencing in the 2025 tax year.

Item B-1. The attached All Veterans' Tax Credit Application for Map 006, Lot 104-011 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28-b commencing in the 2025 tax year.

Item B-2. The attached All Veterans' Tax Credit Application for Map 002, Lot 173-031 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28-b commencing in the 2025 tax year.

Item B-3. The attached Veteran Tax Credit Application for Map 008, Lot 077-029 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2025 tax year.

Item B-4. The attached All Veterans' Tax Credit Application for Map 005, Lot 160-004 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 commencing in the 2025 tax year.

Item B-5. The attached All Veterans' Tax Credit Application for Map 005, Lot 108-003 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 commencing in the 2025 tax year.

Item B-6. The attached Service-Connected Total Disabled Veteran Tax Credit Application has been reviewed by the Assessor and the applicant does qualify for the Service-Connected Total Disabled Tax Credit under RSA 72:35 for Map 005, Lot, 108-003 commencing in the 2025 tax year.

Item B-7. The attached All Veterans' Tax Credit Application for Map 021, Lot 020-053 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28-b commencing in the 2025 tax year.

Item B-8. The attached All Veterans' Tax Credit Application for Map 004, Lot 097-002, has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 commencing in the 2025 tax year.

Elderly Exemption

Item C. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.
MAP/LOT
008-016-013

Item C-1. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.
MAP/LOT
008-077-029

Item C-2. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.
MAP/LOT
002-073-041-043

Item C-3. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.
MAP/LOT
006-104-002

Item C-4. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.
MAP/LOT
002-164-014

Item C-5. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.

MAP/LOT

004-047-001-009

Item C-6. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.

MAP/LOT

017-054-000

Item C-7. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.

MAP/LOT

018-036-000

Item C-8. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.

MAP/LOT

004-034-019

Item C-9. The applicant has applied for an Elderly Exemption under RSA 72:39-a, The applicant qualifies for the exemption. The Assessor recommends this approval.

MAP/LOT

008-022-001

Current Use Application

Item F. This is an application for Current Use. Our Assessor has reviewed the Application, and determined the applicant qualifies for 2.00 acres, Map 007 Lot 041-000 to be placed in Current Use under RSA 79-A and CUB 304.01 and recommends approval. These 2 acres are contiguous with 48 acres on the same lot already in Current Use.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential
2. Item A-1 Confidential
3. Item B Confidential
4. Item B-1 Confidential
5. Item B-2 Confidential
6. Item B-3 Confidential
7. Item B-4 Confidential
8. Item B-5 Confidential
9. Item B-6 Confidential
10. Item B-7 Confidential
11. Item B-8 Confidential
12. Item C Confidential
13. Item C-1 Confidential
14. Item C-2 Confidential
15. Item C-3 Confidential
16. Item C-4 Confidential
17. Item C-5 Confidential
18. Item C-6 Confidential
19. Item C-7 Confidential
20. Item C-8 Confidential
21. Item C-9 Confidential
22. Item F Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Approvals
Meeting Date: April 21, 2025

Department: Assessing
Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Elderly Exemption Removal

Item D. The above property has been receiving the Elderly Exemption but no longer qualifies due to their income exceeding the limit for a married couple.

Any questions regarding this decision may be directed to the Assessing Department.

Motion:

Therefore, based on the information provided by the assessor, I move to remove the Elderly Exemption from Map 001, Lot 035-032 for the tax year 2025.

Abatement Requests

Item E. The attached abatement is a recommended GRANT.

This property owner filed for an abatement stating that their property was erroneously listed for a larger patio than there is.

Assessing staff completed a full remeasure and interior inspection of the property. A correction was made to the patio and a 3-season porch to living area.

Motion: Based on the information provided by the assessor, therefore, I move to grant an abatement for the referenced property, Map 003, Lot 027-017 by reducing the assessed value from \$403,400 to \$400,100. This change is a reduction in the assessment of \$3,300. The refund amount is \$75.66 plus statutory interest.

Item E-1. The attached abatement is a recommended GRANT.

This property owner filed for an abatement stating that their property was erroneously listed as a Cape when it is a Colonial, their porch is unfinished, they abut a propane tank farm and their lot has a lot of wetlands.

Assessing staff completed a full remeasure and interior inspection of the property. Some corrections were made to areas due to style, basement listing, porch size and type, and abutting the propane tank farm. They were already getting an adjustment for the wetlands on the lot.

Motion: Based on the information provided by the assessor, therefore, I move to grant an abatement for the referenced property, map 004, lot 057-007 by reducing the assessed value from \$425,200 to \$383,000. This change is a reduction in the assessment of \$42,200. The refund amount is \$967.64 plus statutory interest.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item D Confidential
2. Item E Confidential
3. Item E-1 Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Minutes

Meeting Date: April 21, 2025

Department: Administration

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the meeting minutes of April 7, 2025.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2025.04.07 BOS_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, April 7, 2025, 6:30PM

Attendees: Chairman Danielle Pray, Selectman John D'Angelo, Selectman Cynthia Dokmo, Selectman Tom Grella, Selectman Pam Coughlin

1. Call to Order

Chair Danielle Pray called the public meeting to order at 6:30 p.m.

2. Pledge of Allegiance – led by Lincoln Daley, Town Administrator

3. Citizens Forum

Will Ludt, 3 School Street, explained that he and Chairman Pray received an unsolicited letter from a citizen who is part of the Sons of the American Revolution. There is a request for residents to put up two lights in their windows as a token of the historic event of the ride of Paul Revere that happened 250 years ago on April 18th.

4. Board Reorganization

Chief Ciampoli and the Board recognized Detective Aspinwall and others involved for their work on a recent case.

5. Scheduled Appointments

- 5.1. Request of Town Common Application, Either Victoria Parisi or Anne Baid for The Foundation for Amherst Education

Victoria Parisi explained that the purpose of the Foundation of Amherst Education is to fund and support the facility problems of the Amherst School District. The proposal is for a kickoff introductory community picnic activity. Anne Baid stated that the estimate is approximately 100 people attending the event. There is not currently a rain date proposed for the event.

*A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the request for Use of Town Common, the Village Green, by the Foundation for Amherst Education for a Community/Family picnic on May 30th from 4-9pm.
Vote: 5-0-0; motion carried unanimously.*

6. Board Appointments

- 6.1. Re-appointment of Town Treasurer: Richard Katzenberg

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to re-appoint Rick Katzenberg to the position of Town Treasurer for a term ending March 2026.

Discussion:

Selectman D'Angelo asked if Mr. Katzenberg is currently filling the full Town Treasurer position, including how to invest the Town's funds. Chairman Pray stated that Mr. Katzenberg has help but is the primary person.

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

6.2. Appointments and Re-appointments to Amherst Boards, Commissions and Committees

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-appoint Bruce Bowler to Baboosic Lake Community Septic for a term ending 2028.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-appoint Wendy Rannenberg, Rick Katzenberg, and George Bower to the Bicycle & Pedestrian Advisory Committee for a term ending 2028.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-appoint Rob Clemens and Steve Lutz to the Conservation Commission for a term ending 2028.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-appoint Conor Frain and Lisa Montesanto to the Heritage Commission for a term ending 2028.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to appoint Bill Glenn to the Historic District Commission for a term ending 2028.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-appoint Jason Hennessy to the Nashua Regional Planning Commission for a term ending 2029.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to appoint Jim McGuinness, Jackie McKnight, and CJ Butler as alternates to the Library Trustees for a term ending 2026.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to appoint and John Stover (alternate) to the Recreation Commission for a term ending 2028.

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

86 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-*
87 *appoint Paul Levesque, Lisa Eastland, and Matt Goddard to the Recreation Commission for a*
88 *term ending 2028.*

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

91 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-*
92 *appoint Bruce Bowler to the Souhegan Regional Landfill District for a term ending 2028.*

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

95 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-*
96 *appoint Jacqueline Daley to the Swap Shop Commission for a term ending 2028.*

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

99 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to re-*
100 *appoint William Dunn (alternate) to the Trustees of the Trust Fund for a term ending 2026.*

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

103 **7. Administration**

104 **7.1. Administrative Updates**

106 Debbie Bender, previous Acting Town Administrator, explained that when Eversource has to
107 replace a pole, they can only move their lines to the new pole. Anyone else's line on the old
108 pole will be left on the cut piece. The Town seems to have no jurisdiction over this. She
109 reached out to Town Counsel, and he suggested that the Town could change its ordinance on
110 this, but it is unclear if that would be effective.

112 **7.2. NH Interlocal Trust**

114 Debbie Bender explained that the Town was contacted by NH Interlocal Trust and the actual
115 increase in health insurance premiums for FY26 is predicted to be 27.5%. The NHIT Board of
116 Trustees, on the advice of their actuary, will be increasing the Town's health insurance
117 premium rates by 27.5%, which is a breach of the Not To Exceed (NTE) contract that the
118 Town signed in January 2025. The Town's option is to change carriers. She has requested
119 more information in writing from NHIT and their Trust Administrator is willing to zoom
120 into a Board meeting in order to answer questions. This is approximately \$200,000 more than
121 anticipated. Approximately 16% of this increase will be paid by the employees. The balance
122 will be paid by the Town.

124 Selectman D'Angelo noted that this is a breach of contract and so the Town has no obligation
125 to pay the overage. Chairman Pray stated that this should be run by legal counsel. If the Town
126 does not pay, its employees may not have health insurance. Debbie Bender explained that the
127 Town is no longer bound by the contract to stay with NHIT and would have to seek another
128 provider.

130 Town Administrator Daley stated that he will look into other options to present to the Board at
131 its next meeting.

Debbie Bender noted that there is not currently an AED unit in Town Hall, and it may be important to have one in case of emergencies. Rescue One has one that the Town could purchase for approximately \$1,600. Eric Slosek, DPW Director, noted that the DPW rents their AED unit at \$100/month in order to have the unit maintained and serviced when needed. Selectman D'Angelo suggested that the Board rent a unit, similar to the DPW. Chairman Pray stated that she would prefer to purchase the unit outright and have Staff check the necessary maintenance.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to purchase a Rescue One AED for Town Hall in the amount of \$1,615.70. Vote: 4-1-0; motion carried with Selectman D'Angelo against.

8. Staff Reports

8.1. 155-B Order for 109 NH-101A, Amherst, New Hampshire 03031 (Map 002, Lot 53-002)

Kristie Jobin, Community Development Director, explained that on March 21, 2025, the Building Inspector received a report from a general contractor regarding significant structural concerns he came across at a business in Town. The Building Inspector met the contractor on-site to assess the situation. After inspecting the building and attic, he deemed it necessary to post the building with a notice that read "Unsafe – Do Not Enter or Occupy." This is in accordance with ICC Building code, Section 116-Emergency measures- (A) 116.1 Imminent danger. The Building Inspector advised the business owner to engage a licensed structural engineer to conduct a full structural assessment and provide a written report with recommendations. The property owner was able to get a structural engineer onsite immediately and, after inspection, determined that *"The building is safe to occupy if snow accumulates 4" or less, repairs are needed and should be completed prior to October 1 this year."* An official report was drafted by Monday, March 24th. The property owner has already installed supports and will continue to remedy the situation.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to authorize the Chairperson Danille Pray to sign the RSA 155-B Order as presented, regarding the property located at 109 NH-1-1A, Amherst, NH 03301 (Map 002, Lot 503-002). This order is necessary to address hazardous conditions in accordance with RSA 155-B and ensure compliance with public health and safety regulations. Vote: 5-0-0; motion carried unanimously.

8.2. TF1 Bridge Update

DPW Director Slosek explained that there was a preconstruction meeting today for this project. Starting April 21st, the bridge will be closed. Notices and social media posts regarding this closure have gone out. The work will be carried out as quickly as possible. The substantially complete date is estimated for August 22nd. Final completion is scheduled for September 21st.

8.3. DPW Promotion - Facility Maintenance Technician

DPW Director Slosek recommended the promotion of Dan Callahan to the position of Facility

Maintenance Technician effective April 8th. Mr. Callahan has been working in this position on an interim basis since December 9th and has demonstrated the necessary skills and ability required of this position.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the promotion of Dan Callahan to the position of Facility Maintenance Technician, pay to be commensurate with Grade 11, Step 3, \$29.57 per hour, effective April 8th, 2025. Vote: 5-0-0; motion carried unanimously.

8.4. EMS Wage Scale FY26 Revision

Debbie Bender explained that when creating the FY26 EMS Wage Scale, she noticed that Grade 2 and Grade 3 were only a few cents apart. She has revised the Grade 3 amounts to be between Grade 2 and Grade 4. She can start this change for the FY26 budget or fix it retroactively and give employees their backpay. This would likely cost a couple thousand dollars. Selectman D'Angelo stated that this should be done retroactively to the beginning of FY25. Chairman Pray stated that she would like to know the numbers of doing this retroactively prior to voting. Selectman D'Angelo stated that the Board can vote to make the change and hear about the actual number at a later date.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the revision of Grade 3 in the FY26 EMS wage scale to align correctly between Grade 2 and Grade 4.

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

9. Consent Agenda

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the Consent Agenda.

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

9.1. AP and Payroll Approvals

To approve one (1) Accounts Payable Manifest in the amount of \$3,460,501.28 dated March 27, 2025, subject to review and audit. (Vendors)

To approve one (1) Accounts Payable Manifest in the amount of \$45,288.97 dated March 18, 2025, subject to review and audit. (NH DMV)

To approve one (1) Payroll Manifest in the amount of \$194.15 dated March 20, 2025, subject to review and audit.

To approve one (1) Payroll Manifest in the amount of \$264,969.11 dated April 03, 2025, subject to review and audit.

10. Other Approvals

10.1. Minutes

228
229 *A MOTION was made by Chairman Coughlin and SECONDED by Selectman D'Angelo to*
230 *approve the meeting minutes of March 24, 2025, as presented.*
231 *Vote: 5-0-0; motion carried unanimously.*
232

233 **10.2. Notice of Intent to Cut**
234

235 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to*
236 *approve the Notice of Intent to Cut for the Amherst Conservation Commission.*
237 *Vote: 5-0-0; motion carried unanimously.*
238

239 **10.3. Raffle Permit Application for Amherst Garden Club**
240

241 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to*
242 *approve the request for a Raffle Permit for the Amherst Garden Club from April 3–May 10,*
243 *2025, with the drawing to be held May 10, 2025, at Wilkins School at their Annual Garden*
244 *sale.*
245 *Vote: 5-0-0; motion carried unanimously.*
246

247 **11. New Action Items**
248

249 As discussed during the meeting.
250

251 **12. Old/New Business**
252

253 Selectman Grella stated that he received a bill for Town water which included a flyer
254 suggesting flushing local hydrants. He called Pennichuck and asked when this would be
255 completed, but was told the hydrants will no longer be flushed. He contacted both the DPW
256 Director and Fire Chief with his concerns as the Town pays \$26,000/month for maintenance
257 of the hydrants. He and the DPW Director will work to draft a letter to Pennichuck stating that
258 the hydrants should be flushed annually. Town Administrator Daley stated that he would help
259 with this item.
260

261 Selectman D'Angelo explained that he asked Selectman Coughlin to take over his Baboosic
262 Lake Community Septic liaison assignment, and she agreed. When he went to have this
263 information changed on the Town website, Chairman Pray stated that this was not needed. He
264 asked why incorrect information should be left on the Town website. Chairman Pray stated
265 that the discussion regarding Board liaisons was done during a public meeting. It would be
266 more proper to have a discussion regarding this proposed change at a public meeting before
267 making any changes on the website or elsewhere. Chairman Pray stated that Selectman
268 Coughlin then informed her privately that she was not able to accept the change in liaison
269 position. Selectman Dokmo agreed to take this liaison position. Chairman Pray stated that this
270 change could be made on the Town website.
271

272 Selectman D'Angelo noted that the Bicycle & Pedestrian Advisory Committee will meet
273 tomorrow evening at 7pm, for those interested.
274

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

A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to enter Non-Public Session at 7:43pm.

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

Other persons present during Non-Public Session:

Town Administrator Lincoln Daley

Debbie Bender, Finance Director

The Board discussed a personal matter. No decisions made and no votes taken.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to exit Non-Public Session at 8:15pm.

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

14. Adjournment

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella adjourn the meeting at 8:16pm.

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

NEXT MEETING: Next Meeting: April 21, 2025

Selectman Pam Coughlin

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Use of Town Common
Request- Annual Frederick Douglas
Reading, Amherst Congregational Church
Meeting Date: April 21, 2025

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

Sally Bokett has submitted a request for use of the Village Green and the north parking lot of the Town Common for the Annual Frederick Douglas Statewide Reading on Saturday, June 28, 2025. The reservation is from 11:30am - 2:30pm, with the reading beginning at noon.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the Amherst Congregational Church's request for the Use of the Town Common for the Village Green and the north parking area for the Annual Frederick Douglas Statewide Reading on June 28, 2025, from 11:30am - 2:30pm.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Use of Town Common Request, Cong. Church Annual Frederick Douglas Statewide Reading - signed

**TOWN OF AMHERST, NH
USE OF TOWN COMMONS REQUEST**

Completed forms must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land, including Main Street Common, Pierce Common, Spalding Common, Civil War Memorial Common, Huntington Common and School Street Park.

APPLICANT INFORMATION

- Organization Name: Racial Justice Team of the Congregational Church of Amherst
 - Is this a Non-Profit Organization? Yes
 - Contact Person: SALLY B. BOWKETT
 - Contact Phone Number: 603-673-7409 - CELL 603-801-9267
 - Contact e-mail: sbb46@hotmail.com
-

EVENT DETAILS

- Event Name: Annual Frederick Douglass Statewide Reading
- Date and Time of Event and requested Common: Saturday, June 28, 2025 at Noon
- Requested Time (including setup and breakdown): 11:30 AM to 2:30 PM
- Estimated Number of Attendees: 45
- Describe the event and any major physical activities: This annual event is being organized by the Black Heritage Trail of NH. We will be one of 20 participating communities around the state. This is the 4th year the church is participating in the event. Community members will read a speech Frederick Douglass originally gave in 1852 titled "What, to the Slave, is Your Fourth of July?" The reading will begin at noon and we expect it to last about an hour, followed by a reception in the church's Memorial Garden.
- Will food or drinks be served/sold/given to the public? No (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required)
- Will food be prepared at the event by the organizers or another vendor? No (A Hawkers and Vendors permit and an inspection by the Fire Dept. may be needed)
- Will anything be placed onto the Common? Yes. If so, what? Folding chairs for extra seating.
- Will you need to drive anything onto the Common? No
- Will Port-a-potties be provided? (Port-a-potties must be placed along on the far-right gravel parking lot to the right of Town Hall) No, the church has restrooms available. How Many? (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) Yes, directly in front of the church at 11 Church Street.
- Will electricity be needed? No (Electric power availability and cost must be arranged through the Department of Public Works. Electric power is not guaranteed.)
- Will the event be advertised? (If so, how and where?) Yes, primarily the church's and church members' social media and by the Black Heritage Trail of NH LIBRARY, POST OFFICE, MOWTONS

**TOWN OF AMHERST, NH
USE OF TOWN COMMONS REQUEST**

• **FEE SCHEDULE** Fees may be waived at the discretion of the Board of Selectmen and are due at time of application.
Checks are to be made out to: Town of Amherst.

- Free for town-sponsored events and events of fewer than 250 people.
- \$250 for 250 to 500 people
- \$500 for 500 to 1,000 people
- \$750 for between 1,000 and 2,000 people
- \$1,000 for more than 2,000 people.

ADDITIONAL REQUIREMENTS

- Applicants must ensure all refuse generated by their event is collected and disposed of properly.
- Applicants are responsible for any damage incurred as a result of their use of the Town Commons.
- The Town may require a bond to ensure payment of fees and expenses.
- The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.
- Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
- All applicable laws and ordinances must be adhered to, including:
 - o No open containers of alcoholic beverages.
 - o No driving, riding, walking, or exercising of horses or ponies.
 - o No playing of baseball, football, volleyball, and soccer except in designated areas.

ACKNOWLEDGEMENT AND SIGNATURE

I have read and understand the Town of Amherst's Town Common Policy and agree to abide by all rules and regulations set forth therein. I understand that failure to comply may result in the cancellation of my event and forfeiture of any fees paid.

Signature: *Sally B. Smith, RACIAL JUSTICE TEAM* Date: *4/15/2025*

This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.

Chief of Police Approval: Signature *Anthony Ciampoli* Date: *04/15/25*

Fire/ Rescue Chief Approval: Signature *Matthew Conley* Date: *04/16/25*

Public Works Director Approval: Signature *Eric Slosek* Date: *04/15/25*

BOS Approval: Chair's Signature _____ Date: _____











Use of Town Common Request, Cong. CHurch Annual Frederick Douglas Statewide Reading

Final Audit Report

2025-04-16

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|-----------------|--|
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