



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room, 2 Main Street  
**MONDAY, JANUARY 26, 2026 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Public Hearing**
  - 4.1. Public Hearing: Conservation Commission Land Purchase
- 5. Scheduled Appointments**
  - 5.1. NHDOT Presentation- Merrimack Rd./SR122 Intersection Improvements
  - 5.2. Solar Renewable Energy Credits Agreement — Eric Slosek and Mark Bolinger
- 6. Administration**
  - 6.1. Administrative updates
- 7. Staff Reports**
  - 7.1. Public Works Department - Solar Renewable Energy Credits Agreement
  - 7.2. Public Works Department - Transportation Projects Update
  - 7.3. Fire and EMS Department Department - Job Description: Captain of Community Risk Reduction
  - 7.4. Fire and EMS - Job Description: Administrative Assistant
- 8. Consent Agenda**
  - 8.1. Veteran Tax Credit
  - 8.2. Manifests
- 9. Other Approvals**

- 9.1. Abatements
- 9.2. Minutes
- 9.3. Request for Town Common, AJWC Easter Egg Hunt
- 9.4. Request for Town Common, Fourth of July

**10. New Action Items**

**11. Old/New Business**

**12. Non-Public Session if needed**

**Adjournment**

**Next Meeting: Town Deliberative Meeting, February 4, 2026 at Souhegan HS, 6pm**

Zoom webinar

When: Jan 26, 2026 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting January 26, 2026

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82798533153>

Join via audio:+1 312 626 6799 US

Webinar ID: 827 9853 3153

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.



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

**Title:** Public Hearing: Conservation  
Commission Land Purchase

**Department:** Administration

**Meeting Date:** January 26, 2026

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Public Hearing Notice, Conservation Commission Land Purchase 01.15.2026

**Town of Amherst, NH  
BOARD OF SELECTMEN and  
AMHERST CONSERVATION COMMISSION**

**NOTICE OF PUBLIC HEARING**

**Barbara Landry Meeting Room, Town Hall – 2 Main Street  
Monday January 26, 2026**

“Pursuant to New Hampshire RSA 36-A:5 and 675:7, the Amherst Board of Selectmen and the Amherst Conservation Commission hereby announce to the citizens of Amherst the convening of a Public Hearing to take input on the acquisition of **Austin Road, Map 7, Lot 44.**

All interested citizens are invited to attend the meeting.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** NHDOT Presentation- Merrimack Rd./SR122 Intersection Improvements

**Department:** Public Works

**Meeting Date:** January 26, 2026

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

### **Purpose of Agenda Item**

The purpose of this agenda item is to brief the Board on ongoing safety concerns at the SR 122 / Merrimack Road intersection and to introduce a presentation by a New Hampshire Department of Transportation (NH DOT) official regarding a potential near-term safety improvement.

### **Background**

The SR 122 / Merrimack Road intersection has been the subject of past, recent, and ongoing safety concerns expressed by residents and Town staff. While long-term improvements at this location are currently included in the State's Ten-Year Transportation Improvement Plan, the project timeline reflects preliminary engineering beginning in 2032, with construction anticipated in 2036.

Given the length of this timeframe, the Department of Public Works (DPW) contacted NH DOT to discuss the Town's concerns and to explore whether short-term or medium-term safety improvements could be considered ahead of the scheduled State project.

### **Meeting with NH DOT**

On December 19, Town staff met with NH DOT officials to review the intersection's history, existing conditions, and safety concerns. During that discussion, NH DOT staff identified the potential conversion of the intersection to a four-way stop as a treatment worthy of consideration.

NH DOT indicated that four-way stop controls have been successfully implemented at multiple locations throughout New Hampshire with characteristics similar to the SR 122 / Merrimack Road intersection and, in most if not all cases, have resulted in measurable safety improvements.

### **Presentation to the Board**

Joining the Board this evening is Bill Watson, Administrator of the NH DOT Bureau of Planning and Community Assistance. Mr. Watson will provide a brief overview of four-way stop treatments, including their typical application, effectiveness, and considerations for implementation.

Following the presentation, Mr. Watson will be available to answer questions from the Board.

## **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:** Solar Renewable Energy Credits Agreement — Eric Slosek and Mark Bolinger

**Department:** Administration

**Meeting Date:** January 26, 2026

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



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

**Title:** Administrative updates

**Department:** Administration

**Meeting Date:** January 26, 2026

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Public Works Department - Solar  
Renewable Energy Credits Agreement

**Department:** Public Works

**Meeting Date:** January 26, 2026

**Staff Contact:** Eric Slosek

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## BACKGROUND INFORMATION:

The Town has recently installed a municipal solar system located on the roof of the DPW salt shed. With the system now operational, the Town is eligible to monetize the Renewable Energy Credits generated by that facility. RECs represent the environmental attributes of renewable electricity generation and may be sold separately from the underlying electricity as a source of municipal revenue.

Staff solicited and reviewed REC purchase proposals from multiple vendors. Two proposals are currently under consideration:

1. A **fixed-fee REC purchase agreement** from Community Power Coalition of New Hampshire.
2. A **percentage-of-market-price REC agreement** from Knollwood Energy of MA LLC Percent Contract.

The Board is asked to consider whether to authorize staff to proceed with a contract that prioritizes predictability and administrative simplicity, while recognizing the potential upside and variability associated with market-based pricing.

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### Summary of Proposals

#### ***Community Power – Fixed-Fee REC Agreement***

Community Power has offered to purchase the Town's RECs at a fixed price per REC for a defined vintage year, with contracts structured on a one-year term that automatically renews unless terminated by the Town. For 2026-vintage RECs, Community Power has indicated a fixed purchase price that is set annually and disclosed in advance, allowing sellers to opt out if market conditions change.

Staff notes that the Town is already working with Community Power in Amherst under separate energy-related programs and has had a positive experience with the organization in terms of responsiveness, transparency, and administrative support.

Key characteristics of the Community Power proposal include:

- Fixed, known REC price for the contract year
- Annual review and opportunity to opt out
- Administrative support with REC certification and tracking
- RECs are retired by Community Power to support local renewable energy goals

### ***Knollwood Energy – Percentage-Based Market Agreement***

Knollwood Energy has proposed a REC purchase agreement under which the Town would receive a percentage of Knollwood's average net REC sales price. Under this structure, REC revenue fluctuates based on prevailing market conditions, subject to a minimum commission retained by Knollwood. The agreement includes automatic renewals and grants Knollwood discretion regarding the timing and method of REC sales.

Key characteristics of the Knollwood proposal include:

- Revenue tied directly to REC market performance
- Potential for higher returns in strong REC markets
- Greater exposure to price volatility
- Less predictability for annual budgeting

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Estimated annual revenue for a fixed-rate contract is \$1,750.

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to authorize Community Power agreement.

### **SUGGESTED MOTION:**

Move to authorize the DPW Director to enter into a fixed-fee Renewable Energy Credit (REC) purchase agreement with the Community Power Coalition of New Hampshire for the sale of Renewable Energy Credits generated by the Town's solar system installed on the DPW salt shed roof, subject to review and approval by the Town Administrator and/or legal counsel, and to execute all documents necessary to carry out this agreement.

**TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Public Works Department -  
Transportation Projects Update

**Department:** Public Works

**Meeting Date:** January 26, 2026

**Staff Contact:** Eric Slosek

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## BACKGROUND INFORMATION:

### Purpose

The purpose of this staff report is to provide the Board of Selectmen with a status update on three active federally funded transportation projects administered by the Department of Public Works, and to outline upcoming milestones and recommended next steps.

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### 1. North 02 – Baboosic Greenway Trail (Project No. 42593)

#### Project Status

The Town's design engineer, VHB, has completed the **study engineering phase** of the North 02 project. A public Alternatives Presentation Meeting was held on November 18, 2025, at which VHB presented opportunities, constraints, and conceptual alternatives for the project.

Four potential trail segments were evaluated, with Segment 2 eliminated from consideration due to its location on private property. The property owners have stated they are unwilling to grant easements to the Town, making this segment infeasible.

#### Segment Evaluation Summary

- **Segment 1:**

Would require a switchback, retaining walls, and a stream crossing to reach Baboosic Lake Road. Costs are high, and there are safety concerns at the roadway connection. A limited connection to the existing rail corridor may be feasible as a future extension.

*Estimated Cost:* ~\$710,000

- **Segment 3:**

ADA surface improvements would be relatively low cost but would alter the existing natural trail character.

*Estimated Cost:* ~\$150,000

- **Segment 4:**

A boardwalk connection that significantly exceeds available funding and presents

unresolved trailhead parking challenges near Route 101.  
*Estimated Cost: ~\$1,610,000*

- **Engineering:**  
*Estimated Cost: ~\$347,000*

Total available funding for the project is approximately **\$1.07 million**, inclusive of engineering costs.

#### Coordination with NHDOT and Recommendation

Following the Alternatives Meeting, Town staff and VHB met with NHDOT representatives. NHDOT indicated a **No Build** alternative would be supported given the cost, feasibility challenges, and lack of continuity caused by the loss of Segment 2. NHDOT also offered the Town the option to **repurpose the existing federal funding** to further study alternative alignments outside the former railroad corridor, with the intent of improving multimodal connectivity between Baboosic Lake Road and Walnut Hill Road. A portion of the funds could be used to construct a limited segment if a viable alternative route is identified.

#### **Staff Recommendation:**

Staff recommends that the Board of Selectmen endorses repurposing the existing North 02 funding to pursue additional study of alternative routes connecting Baboosic Lake Road and Walnut Hill Road, consistent with NHDOT guidance.

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## 2. North 03 – Baboosic Greenway Trail (CMAQ)

### Project Status

The DPW is currently coordinating with NHDOT to secure approval to use **VHB as the design engineer** for the North 03 project. Under the Local Public Agency (LPA) process, this selection must comply with **Qualifications-Based Selection (QBS)** requirements. The Town has already completed a QBS process to select VHB as its on-call engineer and is submitting documentation to NHDOT to justify use of that selection for this project.

Once approval is received, the Town will enter into **scope and fee negotiations** with VHB. Upon reaching an agreement, the scope and fee will be brought to the BOS for approval. This process is expected to take approximately **two months**.

#### Anticipated Milestones

- NHDOT approval of engineer selection: Winter 2026
- Scope and fee negotiations: Winter–Spring 2026
- Survey work initiation: April 2026

- Local Concerns Meeting: Spring 2026
- Design engineering and right-of-way phase: Programmed for FY 2027
- Construction: Programmed for 2030

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### 3. Village Streets – Safe Streets and Roads for All (SS4A) Project Status

The **SS4A grant agreement** for the Village Streets project was fully executed in **December 2025**. This is an FHWA-administered award under the Fiscal Year 2024 SS4A program.

The Town is currently preparing a **Request for Qualifications (RFQ)** to initiate the required QBS process for consultant selection. The RFQ is anticipated to be advertised in **mid to late February 2026**, consistent with federal procurement requirements for engineering and planning services. Similar to the North 02 process, once an engineering firm is selected, scope and fee negotiations will commence.

#### Key Grant Milestones and Requirements

Based on the executed agreement and associated exhibits, the following requirements apply:

- **Period of Performance:**  
Begins upon grant execution and may extend up to five years.
- **Quarterly Reporting:**  
Quarterly Performance Progress Reports and Federal Financial Reports (SF-425) are due on or before January 20, April 20, July 20, and October 20 of each year.
- **Procurement Requirements:**  
All engineering and planning services must be procured using a qualifications-based selection process.
- **Federal Compliance:**  
The project is subject to Build America, Buy America requirements, Title VI and ADA compliance, and all applicable federal environmental and civil rights regulations.
- **Final Deliverables:**  
A final performance report and financial closeout are required within 120 days of the end of the period of performance.

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#### Summary

All three projects remain active and in compliance with their respective federal funding requirements. Staff will continue to coordinate closely with NHDOT and FHWA to advance each project and will return to the Board of Selectmen as key decision points are reached, particularly with respect to the recommended redirection of the North 02 project funding.

**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:** Fire and EMS Department  
Department - Job Description: Captain of  
Community Risk Reduction

**Department:** Fire Rescue

**Meeting Date:** January 26, 2026

**Staff Contact:** Donald Waldron

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## **BACKGROUND INFORMATION:**

The Fire and EMS Department provides fire prevention, inspection, and investigative services to the community in addition to efforts to reduce risk to residents and visitors to the town. These functions will be provided through the position of "Captain of Community Risk Reduction". This position will be a leadership role in the department and will oversee the development and delivery of a comprehensive risk reduction program in our community. This position replaces the "Deputy Chief of Fire Prevention" position in the department, which is currently vacant.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

This would replace a Deputy Chief (Pay grade 18) with a Captain (Pay grade 17) position.

## **POLICY IMPLICATIONS:**

None.

## **DEPARTMENT HEAD RECOMMENDATION:**

Approval.

## **SUGGESTED MOTION:**

I make a motion to accept the Captain of Community Risk Reduction job description and authorize the Town Administrator to commence hiring to fill this position. It is understood that this position will replace the currently vacant Deputy Chief of Fire Prevention.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 2026 - FIRE - JD - Captain of Community Risk Reduction, update 2026.01.12.docx



## Town of Amherst, NH Job Description

**Job Title:** Captain of Community Risk Reduction      **Department:** Fire and EMS

**Reports To:** Fire Chief

**Date:** January 12, 2026

**Grade:** Grade 17, Full-Time Non-Exempt

### **GENERAL SUMMARY**

The Deputy Chief of Fire Prevention is responsible for fire prevention duties, assisting with managing and leading emergency response, and operation of the department. This encompasses both day-to-day and global operations. This position also functions in all aspects and supports the positions of Chief and Deputy Chief of Operations, as well as a liaison between senior management and all levels throughout the department.

### **SUPERVISION RECEIVED**

Works under the direction of the Fire Chief.

### **SUPERVISION EXERCISED**

Supervision of the rank and file of the department.

### **ESSENTIAL FUNCTIONS:** *(\*Not intended to be a complete list)*

- Conducts Fire Department Inspections.
- Reviews Fire-related permits and building plans.
- Coordinates the permitting process with other Town departments
- Conducts Fire Department Inspections
- Conducts public education.
- Conducts fire origin and cause investigations.
- Prepare fire and investigation reports.
- May assume the duties of the Chief or Deputy Chief in their absence.
- Responds to fire and medical emergency calls.
- Completes fire incident reports.
- Completes EMS incident reports.
- Issues open burn permits.
- Assists with department purchasing.
- Assists with scheduling vehicle and equipment repairs.
- Assists with the training of department personnel.
- Working conditions include data entry, field work, firefighting, and EMS patient care.
- Leads the department's CRR program consistent with NFPA 1300.
- Conducts community risk assessments and develops data-driven mitigation strategies.



## Town of Amherst, NH Job Description

- Identifies high-risk occupancies, target hazards, and vulnerable populations and deploys tailored prevention and outreach programs.
- Tracks performance metrics and prepares regular CRR reports for the Fire Chief
- Develops and delivers public education programs, including fire safety, CPR/AED, injury prevention, older-adult safety, school-based education, and disability-inclusive outreach.
- Serves as the department liaison to community organizations, businesses, schools, senior centers, and stakeholder groups.
- Leads department wellness and injury-prevention initiatives, including home-safety visits, fall-prevention programs, and community paramedicine opportunities as appropriate.
- Develops and delivers programs to maintain and improve employee physical and mental wellness
- Is a member of The Town Joint Loss Committee
- Works in partnership with Town departments to maintain community public access defibrillators and CPR/AED training
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge of the principles and practices of modern fire department administration and fire science.
- Knowledge of the principles, practices, procedures, equipment, and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the codes, ordinances, and statutes affecting the operation of the Department.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem-solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Proficiency in Microsoft Office Suite, and adaptable in learning and implementing new technologies.

### **LICENSURE AND CERTIFICATION REQUIREMENTS:**

- Nationally Registered EMT, required (Paramedic preferred)
- CDL-B license (or acquired within a year)
- Firefighter II Certification, preferred
- Fire Inspector II Certification, preferred
- Valid driver's license in the state of residence



## Town of Amherst, NH Job Description

### MINIMUM QUALIFICATIONS REQUIRED

- Graduate of an accredited four-year college or university with a degree in Fire Science, Leadership, Business Management or Business Administration, or related field.
- Ten years in the fire service is required, with several years in a leadership capacity.

***or***

any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

### PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	F
Lift 1-25 lb.	O
Lift 25-50 lb.	F
Lift over 50 lb.	R

Carry up to 10 lb.	F
Carry 10-25 lb.	F
Carry 25-50 lb.	R
Carry over 50 lb.	R

Reach:	
below shoulder	F
at shoulder	F
above shoulder	F
Push/Pull	F

Hand Manipulation:	
Grasping	F
Handling	F
Torquing	F
Fine Finger Movement	F

Twist	F
Bend	F
Squat	F
Crawl	O
Kneel	O
Crouch	O
Climb	O
Balance	O

Avg. 8-hour day:	
Sit	4
Stand	< 2
Walk	< 2

KEY:	
Not required	N
Rarely	R
Occasionally	O
Frequently	F
Constantly	C



## Town of Amherst, NH Job Description

### SUMMARY OF EXPOSURES:

- Some exposure to cleaning fluids and copy toner.
- Carcinogenic atmosphere.
- Flammable and combustible liquids.
- Live fire environments.
- Motor vehicle hazards.
- Biomedical hazards.

The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.

Employee Name, Printed: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:**

Fire and EMS - Job Description:  
Administrative Assistant

**Department:** Fire Rescue

**Meeting Date:** January 26, 2026

**Staff Contact:** Donald Waldron

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**BACKGROUND INFORMATION:**

The Fire and EMS Department seeks an Administrative Assistant to help with the day-to-day administrative burden of operating a department that relies heavily on on-call and per-diem employees for our operations. The Administrative Assistant position is new and has already been presented to the Board of Selectmen and included in the upcoming FY27 Town Budget process. We seek approval of this job description in order to be prepared for eventually filling this role.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

A line item of \$30,000 has been included in the FY27 budget proposal.

**POLICY IMPLICATIONS:**

None

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**SUGGESTED MOTION:**

I make a motion to approve the Fire and EMS Department job description for the new Administrative Assistant position.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2025 - FIRE - JD Admin Assistant (2)



# TOWN OF AMHERST, NH

## Job Description

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Fire and EMS

**REPORTS TO:** Fire Chief or designee

**DATE:** 11/5/2025 (created)

**GRADE:** Grade 5 (Part-Time, Non-Exempt, 24 hours/week)

### **GENERAL SUMMARY:**

The Administrative Assistant provides essential clerical, fiscal, and data management support to the Amherst Fire and EMS Department. This position enhances operational efficiency by managing administrative tasks related to records, payroll, personnel, accounts receivable, and public inquiries. The Administrative Assistant serves as the department's primary public point of contact, ensuring courteous, accurate, and timely communication between the department, residents, and other Town departments.

This part-time position (24 hours per week) supports the Department's mission to deliver high-quality emergency response and community risk reduction services through accurate data tracking, responsive customer service, and organized administrative operations.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Chief and/or Deputy Chief. Performs duties independently within established policies and procedures. Work is reviewed through observation, reports, and periodic evaluations.

### **SUPERVISION EXERCISED:**

None. May provide task-related guidance to per-diem personnel or volunteers assisting with administrative or clerical work.

### **ESSENTIAL FUNCTIONS:** *(Please Note: Not intended to be a complete list)*

- Serves as the department's first point of contact, greeting visitors and answering incoming phone calls.
- Responds to routine inquiries, provides general information, and directs the public to appropriate staff.
- Handles daily walk-in traffic, including burn permits, inspection scheduling, and citizen inquiries.
- Maintains electronic and paper records across multiple systems, including (but not limited to) Image Trend, NERIS/NFIRS.
- Conducts ongoing data entry, validation, and reporting to ensure regulatory compliance and support for performance metrics.
- Assists in compiling reports, statistical summaries, and documentation for annual Town and State reporting.
- Supports bi-weekly payroll processing for part-time and on-call personnel.
- Maintains personnel records, including training certifications, shift hours, and license expirations.
- Assists with scheduling and coordination for more than 60 part-time employees.

- Processes deposits, maintains revenue logs, and reconciles ambulance and fire prevention billing records.
- Prepares weekly accounts payable and cash receipts, and assists the Chief with financial reporting for the departmental budget.
- Coordinates with the Town Finance Department to ensure accurate and timely deposit and reporting.
- Schedules and tracks fire prevention inspections.
- Provides clerical assistance for school tours, events, and fire prevention outreach programs.
- Assists with correspondence, memos, and department publications.
- Manages incoming/outgoing mail, maintains office supplies, and ensures efficient administrative operations.
- Coordinates with Community Development to schedule inspectional services.
- Performs other duties as assigned to support departmental goals and operations.

**SECONDARY FUNCTIONS:**

- If mutually agreed to and properly certified and licensed, may respond to medical calls as needed as part of an ambulance crew

**KNOWLEDGE, SKILLS / EXPERIENCE, & TRAINING REQUIRED:**

- Strong organizational, clerical, and communication skills.
- Proficiency with Microsoft Office Suite and data management systems.
- Ability to learn and use specialized software such as ImageTrend, NFIRS, municipal accounting and RMS systems.
- Knowledge of general bookkeeping or municipal accounting practices preferred.
- Ability to maintain confidentiality and handle sensitive information.
- Excellent customer service and interpersonal skills.
- Ability to work independently and manage multiple priorities with accuracy and attention to detail.

**MINIMUM REQUIRED EDUCATION & EXPERIENCE:**

- High school diploma or GED required; Associate degree in business, accounting, or related field preferred.
- Minimum of three (3) years of clerical or administrative experience, preferably in a municipal or emergency services setting.
- Experience in customer service, accounts receivable, or payroll administration is desirable.

**Or**

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**LICENSES AND CERTIFICATION REQUIREMENTS:**

- Valid driver’s license required.
- Notary Public certification or willingness to obtain within six (6) months of hire preferred.
- If mutually agreed upon, obtaining EMT and NH Ambulance Attendant licensure

**PHYSICAL DEMANDS:**

**PHYSICAL ACTIVITY  
REQUIREMENTS**

Lift up to 10 lb.	F
Lift 1-25 lb.	F
Lift 25-50 lb.	O
Lift over 50 lb.	R

Twist	F
Bend	F
Squat	F
Crawl	R
Kneel	O
Crouch	O
Climb	R
Balance	F

Carry up to 10 lb.	F
Carry 1-25 lb.	F
Carry 25-50 lb.	O
Carry over 50 lb.	R

Reach:	
Below shoulder ht.	F
At shoulder ht.	F
Above shoulder ht.	F
Push/Pull	F

Of 8-hour day:	
Sit	3
Stand	4
Walk	1

Hand Manipulation:	
Grasping	F
Handling	F
Torquing	F
Fine Finger Mvmt.	F

<b>KEY:</b>	
<b>Not required</b>	<b>N</b>
<b>Rarely</b>	<b>R</b>
<b>Occasionally</b>	<b>O</b>
<b>Frequently</b>	<b>F</b>
<b>Constantly</b>	<b>C</b>

**WORK ENVIRONMENT:**

Work is primarily performed in an office environment at the Amherst Fire and EMS Station. The employee has regular contact with the public, Town staff, and vendors. The position involves frequent interruptions and requires flexibility to manage multiple tasks simultaneously. Occasional exposure to outdoor weather conditions may occur during public interactions or community events.

**Notes:**

1. The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.
2. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with a reasonable accommodation, to be determined per case.

\_\_\_\_\_  
Employee Name, printed

\_\_\_\_\_  
Employee Signature Date



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

**Title:** Veteran Tax Credit

**Department:** Assessing

**Meeting Date:** January 26, 2026

**Staff Contact:** Michele Boudreau

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**Veteran Tax Credit**

**Item B.** The attached Veteran Tax Credit Application for Map 006, Lot 028-043 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2026 tax year.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Item B Confidential



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

**Title:** Manifests

**Department:** Administration

**Meeting Date:** January 26, 2026

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

December 30, 2025 - \$806,538.08

January 13, 2026 - \$640,885.93

January 63, 2026 - \$53,307.39

January 22, 2026 - \$305,700.76

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Abatements

**Department:** Assessing

**Meeting Date:** January 26, 2026

**Staff Contact:** Michele Boudreau

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Abatement**

**Item A.** This parcel was a vacant mobile home site on 4/1/2025. We had erroneously left a value on there for the July tax bill, but after speaking with the property owner, the mobile home really had no value as the roof was removed, and he was in the process of dismantling the entire structure. The assessment was zero for the December tax bill. However, the July bill needs to be abated to clean it out of the system.

#### **Motion:**

Therefore, I move to accept the Assessor's recommendation, as a housekeeping matter, to abate \$128.00 for tax Map 002 Lot 166-048, a vacant mobile home site at 464 Boston Post Rd, Unit 48, which was an overtax on the July tax bill due to a reduction in the assessment mid-term.

**Item A-1.** This parcel was given to the Town of Amherst by the Wilkins Family Land LLC on 10/20/2025. Therefore, since the Town now owns this property, we need to abate the December tax bill of \$62.00

#### **Motion:**

Therefore, I move to accept the Assessor's recommendation, as a housekeeping matter, to abate \$62.00 for tax Map 005 Lot 167, a vacant piece of land that was given to the Town of Amherst.

**Item A-2.** This is a vacant parcel of land containing 50 acres. Previously, 48 acres were already in the Current Use assessment program. The owner put the remaining 2 acres into current use timely for the 2025 tax year. However, the assessment was never updated. Therefore, we need to abate the difference between the old

assessment of 172,100, to the new assessment of 7,100. Abating 165,000 of assessed value.

**Motion:**

Therefore, I move to accept the Assessor's recommendation, as a housekeeping matter, to abate \$4,072.93.00 for Map 007 Lot 041-000.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

- 1. Item A Confidential
- 2. Item A-1 Confidential
- 3. Item A-2 Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Minutes

**Department:** Administration

**Meeting Date:** January 26, 2026

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the minutes of January 12, 2026.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 2026.01.12\_DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, January 12, 2026, 6:30PM

1 **Attendees:** Chairman Danielle Pray; Selectman John D'Angelo, Selectman Tom Grella,  
2 Selectman Cynthia Dokmo  
3 **Staff present:** Town Administrator Lincoln Daley; EA/HRC Jennifer Stover; DPW Director Eric  
4 Slosek, Finance Director Jacob Fitzgerald; Police Chief Ciampoli; Fire Chief Waldron  
5

### 6 **1. Call to Order**

7 Chair Danielle Pray called the public meeting to order at 6:34p.m.  
8

9 **2. Pledge of Allegiance** – led by Jared Hardner.  
10

11 **3. Citizens Forum** – None at this time.  
12

### 13 **4. Public Hearing- Traffic Ordinances**

14 **4.1.** Public Hearing pursuant to NH RSA's 41:11 and 47:17: Adding Lyndeborough  
15 Road to the No Through Trucking Ordinance list; Proposed stop sign at the corner  
16 of Thornton Ferry I and Ravine Road.  
17

18 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to open the*  
19 *Public Hearing regarding the proposed Traffic Ordinances.*

20 *Vote: 4-0-0; motion carried unanimously.*  
21

22 Police Chief Ciampoli explained that the Traffic Safety Advisory Committee took up this item  
23 after some citizen complaints. There are significant issues with sight line distance from the stop  
24 sign at Ravine Road and Thornton Ferry Road I. There is insufficient space between the  
25 intersection and the curvature of the roadway on Thornton Ferry Road I for vehicles on Ravine  
26 Road to make a left safely at the current speed limit of 30 mph. The proposal is to add a stop sign  
27 on Thornton Ferry Road I at the intersection of Ravine Road. This will turn the intersection into  
28 a three-way stop. The curve is such that it would require a stop sign on the right side of the road  
29 and a stop sign on the left side of the road, as well as early warning devices, such as markings,  
30 within the lane.  
31

32 There was no public comment at this time.  
33

34 DPW Director Slosek explained that the Traffic Safety Advisory Committee also heard concerns  
35 regarding the speeding of large trucks on Lyndeborough Road. The Nashua Regional Planning  
36 Commission (NRPC) helped with traffic studies which showed that there were only a couple of  
37 trucks speeding along the road. The Committee discussed this issue at length, including whether  
38 Lyndeborough Road is suitable for truck traffic. Specifically, there were comments from Town  
39 departments. The Committee unanimously approved to recommend to the Board the prohibition

40 of through trucks on Lyndeborough Road. There are issues with poor horizontal and vertical  
41 alignment. The road is also fairly narrow and windy.

42  
43 Selectman Dokmo asked if the restriction will be the same as currently exists along Boston Post  
44 Road. DPW Director Slosek stated that the same prohibition will be used for Lyndeborough  
45 Road.

46  
47 Selectman D'Angelo noted that the Traffic Safety Committee did not find any safety related  
48 justification for this recommendation. DPW Director Slosek stated that NRPC's traffic study did  
49 not support a speeding issue for trucks. The study also did not show a large number of trucks.  
50 There was no direct evidence to support this, other than first-hand experience within the Town  
51 departments. Selectman D'Angelo asked if the recommendation stands even without clear  
52 evidence. DPW Director Slosek stated that the recommendation is made based on first-hand  
53 experience. There could be a safety issue which can be avoided by this prohibition. Selectman  
54 D'Angelo asked if there has been a history of accidents with large trucks along the road. DPW  
55 Director Slosek stated that he is not aware of any. Selectman D'Angelo stated that large trucks  
56 are likely traveling this road because they were previously banned from using Boston Post Road,  
57 which was also done without a safety justification. A better strategy may be to repeal the  
58 ordinance on Boston Post Road, which would remove the hypothetical concern regarding  
59 Lyndeborough Road, instead of continuing to ban trucks from further roads in Town. DPW  
60 Director Slosek explained that there was not a classification study completed prior to the ban on  
61 Boston Post Road. It is thus unclear if trucks have been pushed onto Lyndeborough Road post-  
62 ban. Selectman D'Angelo stated that two or three trucks traveling Lyndeborough Road each day  
63 does not seem to justify a ban. Chief Ciampoli stated that it only takes one vehicle to encounter  
64 one of the dangerous curves to create an accident. The intention is to prevent this from  
65 happening. This does not appear to be an inconvenient recommendation. Also, the Fire  
66 Department noted that it is difficult to access the curves along the road when encountering a  
67 large truck. Lyndeborough Road was identified during the discussion regarding the ban on  
68 Boston Post Road. Christian Hill Road was also identified.

69  
70 Selectman Dokmo noted that the Committee made its determination based on traffic counts and  
71 the condition and width of the road.

72  
73 Town Administrator Daley asked if this ban would then push the truck traffic to other roads in  
74 Town. DPW Director Slosek stated that this is difficult to ascertain. A preemptive traffic study  
75 could be conducted on nearby roads prior to the ban to collect baseline data. However, the low  
76 number of trucks studied along Lyndeborough Road will not likely create an issue on other  
77 roads. Trucks will likely use Route 13 and Amherst Street. Trucks cutting through  
78 Lyndeborough Road may be cutting through Amherst Street north-to-south, due to the ban on  
79 Boston Post Road.

80  
81 Selectman D'Angelo stated that the precautionary principal is generally a bad way to pursue  
82 legislation. Any scenario can be imagined in order to create legislation around it. Data matters  
83 and there is none to suggest a problem along Lyndeborough Road.

84

85 Selectman Grella stated that he believes there have been incidences of cars going off the road  
86 along Lyndeborough Road. There could be an accident involving large trucks.

87  
88 Chairman Pray stated that this was brought up due to concerns from residents of Lyndeborough  
89 Road. She supports this recommendation in order to take care of residents. She will not wait for  
90 data in order to prevent potential accidents.

91  
92 Diane Leyton, Green Road, stated that there is no worse intersection in terms of sight lines than  
93 Christian Hill Road and Green Road. She asked where large trucks will go if they continue to be  
94 pushed off other roads. Chairman Pray stated that this was previously addressed. Chief Ciampoli  
95 stated that Christian Hill Road will require the same exercise, if complaints are heard. There will  
96 likely also not be data to justify a ban for this road. Selectman Dokmo noted that no trucks  
97 should be able to access Christian Hill Road, if the streets surrounding it have bans on them.

98  
99 Chairman Pray stated that these bans will not affect Amherst businesses, who will be allowed to  
100 use the roads.

101  
102 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to close the*  
103 *Public Hearing.*

104 *Vote: 4-0-0; motion carried unanimously.*

105  
106 **5. Public Budget Hearing and Public Hearing on Bond Authority over \$100,000**

107 **5.1.** Pursuant to New Hampshire RSA 32:5, I, the Amherst Board of Selectmen  
108 hereby announces to the citizens of Amherst the convening of a Public Hearing to  
109 take input on the proposed FY27 Town Operating Budget, bonds and notes, and  
110 proposed warrant articles.

111  
112 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to open the*  
113 *Public Hearing.*

114 *Vote: 4-0-0; motion carried unanimously.*

115  
116 The presentation reviewed by the Board can be found within the agenda packet for the meeting.

117  
118 The Board read and reviewed Article 23.

119  
120 *A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to advance*  
121 *Article 23 to the Warrant.*

122 *Vote: 4-0-0; motion carried unanimously.*

123  
124 The Board read and reviewed Article 24.

125  
126 Kirk Rogers, Windsor Drive, asked if the tax impact continues through the 20 year projection for  
127 the bond. Selectman D'Angelo explained that the assumption is to spend the entire \$10M in the  
128 first year, as a worst case scenario. If that occurs, each \$1M will be reduced by the principal  
129 payment of subsequent years. Thus, the amount will go down over the 20 year period. The  
130 combined total spend would be approximately \$0.59 per thousand over the 20 year period.

131  
132 Jared Hardner, Chair of the Conservation Commission, asked about a term in which the funds  
133 can be spent. Town Administrator Daley stated that no term is included in the language.

134  
135 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Dokmo to*  
136 *advance Article 24 to the Warrant.*

137 *Vote: 4-0-0; motion carried unanimously.*

138  
139 The Board read and reviewed Article 25.

140  
141 Russ Hodgkins, Ways & Means Committee, presented regarding the Town budget figures. He  
142 reviewed the Town's inflation and wage growth. During COVID, there was a huge spike in  
143 inflation, peaking just under 10% and then abating to around the 2.5%-3% level, which is where  
144 it has remained for the last couple of years. During periods after high inflation, wage growth will  
145 exceed inflation. In terms of the Town budget analysis, he characterized spending into three bins:  
146 salaries and benefits, overhead, and taxpayer services. Most of the money spent in the Town  
147 budget is for salaries and benefits. Overall spending has increased slightly, less than 5%, with  
148 salaries and benefits being the largest dollar amount. The percent that these increased matches  
149 private sector wage growth. The increase in spending for overhead exceeds the rate of inflation  
150 for the Northeast. The Committee discussed if there is a realistic balance between taxpayers'  
151 needs and their ability to pay. In comparing town taxes to town populations, there is a fairly  
152 linear relationship, where a small town has a small budget, a larger town has a larger budget. In  
153 reviewing data from the Department of Revenue, Amherst, compared to other towns in  
154 Hillsborough County, has property valued approximately 7% higher than one would expect for a  
155 town of approximately 12,000 people. Amherst's municipal tax is approximately 6% higher than  
156 expected. Essentially, the taxes are commensurate with the property values. The Town budget is  
157 about equal to what is expected for other towns in Hillsborough County. The Committee is  
158 unanimously in support of the budget.

159  
160 Mark Bender, Grater Road, stated that the proposed budget appears to be reasonable, and he  
161 hopes the Board will vote unanimously to support it.

162  
163 *A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to advance*  
164 *Article 25 to the Warrant.*

165 *Vote: 4-0-0; motion carried unanimously.*

166  
167 The Board read and reviewed Article 26.

168  
169 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to advance*  
170 *Article 26 to the Warrant.*

171 *Vote: 4-0-0; motion carried unanimously.*

172  
173 The Board read and reviewed Article 27.

174  
175 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman D'Angelo to*  
176 *advance Article 27 to the Warrant.*

177 *Vote: 4-0-0; motion carried unanimously.*  
178  
179 The Board read and reviewed Article 28.  
180  
181 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to advance*  
182 *Article 28 to the Warrant.*  
183 *Vote: 4-0-0; motion carried unanimously.*  
184  
185 The Board read and reviewed Article 29.  
186  
187 *A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to advance*  
188 *Article 29 to the Warrant.*  
189 *Vote: 4-0-0; motion carried unanimously.*  
190  
191 The Board read and reviewed Article 30.  
192  
193 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to advance*  
194 *Article 30 to the Warrant.*  
195 *Vote: 4-0-0; motion carried unanimously.*  
196  
197 The Board read and reviewed Article 31.  
198  
199 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to advance*  
200 *Article 31 to the Warrant.*  
201 *Vote: 4-0-0; motion carried unanimously.*  
202  
203 The Board read and reviewed Article 32.  
204  
205 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to advance*  
206 *Article 32 to the Warrant.*  
207 *Vote: 4-0-0; motion carried unanimously.*  
208  
209 The Board read and reviewed Article 33.  
210  
211 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to advance*  
212 *Article 33 to the Warrant.*  
213 *Vote: 4-0-0; motion carried unanimously.*  
214  
215 The Board read and reviewed Article 34.  
216  
217 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to advance*  
218 *Article 34 to the Warrant.*  
219 *Vote: 4-0-0; motion carried unanimously.*  
220  
221 The Board read and reviewed Article 35.  
222

223 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to advance*  
224 *Article 35 to the Warrant.*

225 *Vote: 4-0-0; motion carried unanimously.*

226

227 The Board read and reviewed Article 36.

228

229 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to advance*  
230 *Article 36 to the Warrant.*

231 *Vote: 4-0-0; motion carried unanimously.*

232

233 The Board read and reviewed Article 37.

234

235 DPW Director Slosek questioned if this Article should be non-lapsing. The intention is to do the  
236 work immediately, but he would like to consider any potential delays. The Board agreed to  
237 amend the language to make this Article non-lapsing.

238

239 *A MOTION was made by Chairman Pray and SECONDED by Selectman Grella to make Article*  
240 *37 non-lapsing, pending legal review.*

241 *Vote: 4-0-0; motion carried unanimously.*

242

243 *A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to advance*  
244 *amended Article 37 to the Warrant.*

245 *Vote: 4-0-0; motion carried unanimously.*

246

247 The Board read and reviewed Article 38.

248

249 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to advance*  
250 *Article 38 to the Warrant.*

251 *Vote: 4-0-0; motion carried unanimously.*

252

253 The Board read and reviewed Article 39.

254

255 Kirk Rogers, Ways & Means Committee, stated that he assumed the business model for  
256 American Tower Company is to erect the tower and recoup its investment by charging for access  
257 to the tower. He asked if the Town would have to pay for access to the tower. Town  
258 Administrator Daley stated that the Town is negotiating with American Tower for access for the  
259 Town's equipment at no cost. The Town will be able to generate some revenue from the process.  
260 Mr. Rogers asked if the agreement would include provisions in case American Tower goes  
261 bankrupt. Town Administrator Daley stated that the contract will address similar concerns. The  
262 maintenance of the facility would move onto the next company to own it. The terms and  
263 conditions of the contract have not yet been vetted.

264

265 Will Ludt, 3 School Street, asked the location for the proposed tower. Town Administrator Daley  
266 stated that this will be at the back, undeveloped area of the Police Station. The property is within  
267 the edge of the Town's Historic District, and the company will be required to go through all State  
268 and Town permitting.

269  
270 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to advance*  
271 *Article 39 to the Warrant.*

272 *Vote: 4-0-0; motion carried unanimously.*

273  
274 The Board read and reviewed Citizens Petition Articles 40 and 41.

275  
276 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to close the*  
277 *public hearing,*

278 *Vote: 4-0-0; motion carried unanimously.*

279

## 280 **6. Administration**

### 281 **6.1. Presentation and signature of the MS-DTB**

282

283 Town Administrator Daley explained that the default budget was approved by the DRA and is  
284 requested for approval by the Board.

285

286 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve*  
287 *the FY27 Town of Amherst Default Budget as presented.*

288 *Vote: 4-0-0; motion carried unanimously.*

289

### 290 **6.2. Appointment of Amherst Health Inspector - Don Waldron, Fire and EMS Chief**

291

292 Town Administrator Daley explained that the intention of this item is to appoint the Fire and  
293 EMS Chief as the Town's Health Inspector pursuant to RSA 128:1. This appointment will  
294 authorize the Fire and EMS Chief to carry out the duties and responsibilities of the Health  
295 Inspector on behalf of the Town, ensuring compliance with applicable public health laws,  
296 regulations, and enforcement requirements. The appointment is intended to formalize existing  
297 practices and provide clear statutory authority for health inspection and enforcement activities  
298 within the Town. The Building Inspector, Jamie Ramsay was appointed Deputy Health Inspector  
299 by the Board of Selectmen in late 2025 and will continue to serve in this capacity.

300

301 Selectman D'Angelo stated that, upon hiring Chief Waldron, the Board gave him a number of  
302 items to complete, and also recently appointed him as the Emergency Management Director.  
303 This proposal will add more work and responsibility, and it may not be a well thought out  
304 appointment. Chairman Pray stated that Chief Waldron has accepted the appointment. The Board  
305 of Health has not had a hearing in approximately three years.

306

307 Chief Waldron stated that he considered the demands of the role carefully. The demands are not  
308 constant, and he may not keep the position for the long-term but would like to learn the position.  
309 Selectman D'Angelo reiterated his concerns. There are others in the department qualified for the  
310 position who possibly have more time available. Town Administrator Daley stated that he  
311 believes the Chief has the capacity for this role.

312

313 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to appoint*  
314 *the Fire and EMS Chief, Don Waldron as the Town’s Health Inspector pursuant to RSA 128:1,*  
315 *with all duties and responsibilities as provided by law.*

316 *Vote: 3-1-0; motion carried with Selectman D’Angelo in opposition.*

317

318 **6.3. Town Administrator Updates**

319

320 Town Administrator Daley provided the following updates:

321

322 **Net Metering Contract Update – Kearsarge Solar LLC**

323 The Board of Selectmen approved the net metering contract with Kearsarge Solar LLC in mid-  
324 2025. The agreement is scheduled to take effect on January 1, 2026. Under the contract,  
325 Kearsarge Solar will receive monthly Surplus Generation Payments from the electric utility for  
326 excess power generated. Within 30 days of receiving each payment, Kearsarge Solar LLC will  
327 remit to the Town of Amherst a payment equal to 10% of the portion of the surplus attributable  
328 to the Town’s municipal electric meters. The Town’s share is calculated based on its volumetric  
329 commitment relative to the total annual electric load of all participating members. Credits  
330 associated with all Town municipal meters will be aggregated into a single monthly payment to  
331 the Town, estimated to average approximately \$1,000 per month, providing a consistent and  
332 predictable revenue stream beginning this year.

333

334 **Amherst’s 2026 Property Revaluation**

335 The Town of Amherst is conducting a town-wide property revaluation that will be completed by  
336 October 2026. The work is being done by Vision Government Solutions, a professional appraisal  
337 firm used by many New Hampshire communities. Residents may see Vision staff and vehicles in  
338 neighborhoods as they collect property data or conduct inspections. All representatives will have  
339 proper identification. The revaluation is required by New Hampshire law and ensures that all  
340 properties are assessed at fair market value. Property values change over time, and revaluations  
341 help keep the tax system fair so that everyone pays their appropriate share. The revaluation  
342 affects all property owners, including residential, commercial, and industrial properties. While  
343 some assessed values may go up or down, a higher assessment does not automatically mean  
344 higher taxes. The tax rate is adjusted after the revaluation to raise the amount of revenue  
345 approved in the Town budget. Individual tax bills may change depending on how a property’s  
346 value compares to others. Revaluations occur at least every five years. To reduce the impact on  
347 taxpayers, the Town has planned ahead by funding the cost over time through a Capital Reserve  
348 Fund. Residents with questions or concerns are encouraged to contact Lincoln Daley, Town  
349 Administrator, at [ldaley@amherstnh.gov](mailto:ldaley@amherstnh.gov) or 603-673-6041.

350

351 **Key Town Meeting Dates & Information**

352 The Town of Amherst’s FY27 budget and town voting process will take place over the coming  
353 months and includes several important public meetings and voting dates. The process begins  
354 with the 2026 Town Budget and Bond Hearing on Monday, January 12, 2026, at 6:30 p.m., to be  
355 held at Town Hall in the Barbara Landry Meeting Room, located at 2 Main Street. This hearing  
356 provides residents an opportunity to review and comment on the proposed budget and bond  
357 items. The 2026 Deliberative Session will follow on Tuesday, February 4, 2026, at 6:00 p.m. at  
358 the Souhegan High School Gymnasium on Boston Post Road. At this session, voters will discuss

359 and act on warrant articles that will appear on the ballot. The process concludes with the 2026  
360 Town Election on Tuesday, March 10, 2026, with polls open from 6:00 a.m. to 8:00 p.m., also at  
361 the Souhegan High School Gymnasium. Voters will cast ballots on the town budget, warrant  
362 articles, and elected offices. Additional details, including the full FY27 Town Budget and  
363 Warrant and election information, are available through the Town's website at  
364 www.amherstnh.gov.

### 366 **The Amherst Exchange Podcast**

367 The Amherst Exchange podcast is a public information and community engagement initiative  
368 designed to keep residents informed about important issues, projects, people and decisions  
369 affecting the Town of Amherst. Hosted by Kristy Jobin Community Development Director and  
370 Lincoln Daley, Town Administrator, the podcast offers a transparent and accessible forum for  
371 sharing updates on town government, public services, budgeting, planning efforts, and  
372 community events, while also highlighting the people, businesses, and perspectives that help  
373 shape Amherst. All episodes of the Amherst Exchange podcast are available on the Town's  
374 website at www.amherstnh.gov. Residents and anyone interested in Amherst are encouraged to  
375 listen, stay informed, and participate in the ongoing conversation about the town's future.

376  
377 Regarding the Town's water hydrant rates, Town Administrator Daley explained that the Town  
378 is working with a consultant to pose questions to Pennichuck Water.

## 380 **7. Staff Reports**

### 381 **7.1. Approval of Cooperative Purchasing Agreements**

382  
383 The Board noted that this was addressed at a previous meeting.

### 385 **7.2. Fire and EMS Department — Appreciation Award Presentation to Sidney Knowles**

384  
387  
388 Amherst Fire and EMS publicly acknowledged and thanked Sidney Knowles, who recently  
389 retired as longtime Amherst Lowe's store manager. During his tenure, Sidney Knowles has  
390 offered continuous support of Amherst Fire and EMS in a variety of ways, from fundraising  
391 assistance to equipment and supply acquisition. The presentation included an appreciation plaque  
392 and department display to Sidney Knowles.

### 394 **7.3. Fire and EMS Department — Purchase of New Staff Vehicle**

395  
396 Chief Waldron explained that in May 2025, the paramedic intercept vehicle was involved in a  
397 motor vehicle accident and was eventually totaled by the Town's insurance carrier, Primex.  
398 Whereas Chief Conly had just retired, his vehicle (Car 1 - a Chevy Tahoe) was utilized to replace  
399 the Paramedic intercept vehicle. The only other vehicle that could have been utilized for this was  
400 a 2005 Ford Explorer (Car 5), which has numerous mechanical issues and is unreliable. Primex  
401 issued a \$7,550 payment to the town in August 2025 for the paramedic intercept vehicle  
402 settlement. This amount was placed into the General Fund. At the July 28, 2025, Board, meeting  
403 Interim Fire Chief Hevey requested and received approval for up to \$60,000 from the Fire-  
404 Rescue Vehicle and Equipment CRF to purchase a Dodge Durango to replace the Paramedic

405 intercept vehicle from a Connecticut dealership. This vehicle was slated to arrive in December  
406 2025. Chief Waldron explained that he ordered that the paramedics continue to use the Chief's  
407 car (Car 1) and eventually made the change permanent. He has used a combination of his  
408 personally owned vehicles, Car 5 (a 2005 Ford Explorer), and Car 3 (a 2008 Ford pickup truck),  
409 for his needs as Fire Chief. Car 5 has since been ordered out of service following a full fleet  
410 assessment. He paused the Dodge Durango purchase a full assessment of the department's needs  
411 could be conducted, including a mechanical evaluation of the fleet. As a result of the fleet  
412 evaluation, Car 5 has been ordered permanently out of service due to safety issues. Based on the  
413 department's needs assessment, it was determined that the Dodge Durango selection was  
414 inadequate for the department's future operational mission needs. After considering the options,  
415 he has concluded that purchasing a Chevy Tahoe is the best vehicle to meet the Department's  
416 current needs and to be prepared for an evolving department mission in the future.

417  
418 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to authorize*  
419 *the Fire Chief to expend up to \$60,000 to purchase and upfit a Chevy Tahoe for the Fire and*  
420 *EMS Department. \$7,550 of this purchase shall be deducted from the General Fund and the*  
421 *balance is to come from the Fire-Rescue Vehicle and Equipment Purchase and Repair CRF*  
422 *pursuant to the approved Purchasing Policy.*

423 *Vote: 4-0-0; motion carried unanimously.*

424

425 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to rescind the*  
426 *Fire-Rescue vehicle purchase authorization approved by the Board of Selectmen on July 28,*  
427 *2025.*

428 *Vote: 4-0-0; motion carried unanimously.*

429

#### 430 **7.4. Public Works Department - New Hire - Wayne Titus, Driver/Laborer**

431

432 DPW Director Slosek stated that the DPW recently conducted interviews for the vacant  
433 Driver/Laborer position. The DPW is pleased to recommend the hire of Wayne Titus.  
434 Accordingly, the DPW respectfully requests Board approval to appoint Wayne Titus to the  
435 Driver/Laborer position at Grade 4, Step 8, at a rate of \$27.11 per hour (\$56,388.80 annually),  
436 with an anticipated start date of January 27, 2026.

437

438 *A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to approve*  
439 *the appointment of Wayne Titus to the Driver/Laborer position within the Department of Public*  
440 *Works at Grade 4, Step 8, at a rate of \$27.11 per hour (\$56,388.80 annually), with an*  
441 *anticipated start date of January 27, 2026, contingent upon the receipt of satisfactory drug*  
442 *screening results and a Department of Transportation (DOT) physical.*

443 *Vote: 4-0-0; motion carried unanimously.*

444

#### 445 **8. Consent Agenda**

446

447 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman D'Angelo to*  
448 *approve the consent agenda.*

449 *Vote: 4-0-0; motion carried unanimously.*

450

451 **8.1. Solar Exemption**

452

453 **Solar Exemption Applications**

454 **Item A.** The Assessor has reviewed the attached Solar Exemption Application for Map 004, Lot  
455 063-000 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of \$17,500  
456 commencing in the 2026 tax year.

457

458 **Item A-1.** The Assessor has reviewed the attached Solar Exemption Application for Map 004,  
459 Lot 147-014 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of  
460 \$20,000 commencing in the 2026 tax year.

461

462 **Item A-2.** The Assessor has reviewed the attached Solar Exemption Application for Map 004,  
463 Lot 147-014 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of  
464 \$20,000 commencing in the 2026 tax year.

465

466 **Item A-3.** The Assessor has reviewed the attached Solar Exemption Application for Map 006,  
467 Lot 071-004 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of  
468 \$17,500 commencing in the 2026 tax year.

469

470 **8.2. Financial Manifests**

471

472 December 19, 2025 - \$61,167.56

473 December 24, 2025 - \$292,721.76

474 December 30, 2025 - \$806,538.08

475 January 8, 2026 - \$374,206.54

476 January 2, 2026 - \$3,581,489.00

477

478 **9. Minutes**

479 **9.1. Minutes**

480

481 The Board agreed to address the meeting minutes at a future meeting.

482

483 **10. New Action Items**

484

485 The Board discussed its new action items, including a future Public Hearing regarding data  
486 collection for potential no-through trucking on Christian Hill Road. Also, general updates to the  
487 budget presentation.

488

489 **11. Old/New Business**

490

491 Selectman D’Angelo noted that the Bicycle & Pedestrian Advisory Committee will meet  
492 tomorrow in Town Hall at 7pm. Town Administrator Daley stated that the Board will hold a  
493 work session scheduled on the 22<sup>nd</sup> at 5:30pm. Selectman D’Angelo suggested moving the work  
494 session with the Committee. There was agreement to try to scheduled it on Tuesday 20<sup>th</sup> at  
495 5:30pm, prior to the Board’s previously scheduled meeting.

496

497 *The Board discussed its position to support Article 24.*  
498 *Vote: 3-1-0; motion carried with Selectman D'Angelo opposed.*

499  
500 *The Board discussed its position to support Articles 25-39.*  
501 *Vote: 4-0-0; motion carried unanimously.*

502  
503 **12. Non-Public Session RSA 91-A:3 (c)**

504  
505 *A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to enter into*  
506 *Non-Public Session: Pursuant to NH RSA 91-A:3, II (c) at 8:54pm.*

507 *Roll Call Vote: Grella – aye; Pray – aye; Dokmo – aye; D'Angelo – aye; 4-0-0; motion carried*  
508 *unanimously.*

509  
510 *The Board discussed personnel issues. No action was taken, and no votes were taken.*

511  
512 *A MOTION was made by Chairman Pray and SECONDED by Selectman Grella to exit Non-*  
513 *Public Session at 9:00pm.*

514 *Vote: 4-0-0; motion carried unanimously.*  
515

516 **Adjournment**

517  
518 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectmen Coughlin to*  
519 *adjourn the meeting at 9:00pm.*

520 *Vote: 4-0-0; motion carried unanimously.*

521  
522  
523 **NEXT MEETING: January 20, 2026**

524  
525  
526  
527 \_\_\_\_\_  
*Selectman Pamela D. Coughlin*      *Date*



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

**Title:** Request for Town Common, AJWC Easter Egg Hunt      **Department:** Administration

**Meeting Date:** January 26, 2026      **Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

I move to approve the use of the Village Green on March 28, 2026 at 9am for Amherst Junior Women's Club Annual Easter Egg Hunt.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Signed request - AJWM Town Common Easter Egg Hunt 2026



# 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: Amherst Junior Women's Cl
- Is this a Non-Profit Organization? Yes
- Contact Person: Robyn Westbrook
- Contact Phone Number: 334-740-8620
- Contact e-mail: robvingiana@gmail.com

## EVENT DETAILS

- Event Name: Town Easter Egg Hunt
- Date and Time of Event and requested Common: 3/28/26 at 10 AM
- Requested Time (including setup and breakdown): 9AM-11:45AM
- Estimated Number of Attendees 150
- Describe the event and any major physical activities: Open to the public, Egg hunt
- Will food or drinks be served/sold/given to the public? Yes (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? If so, what? Tables and pop-up tents
- 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 How Many? N/A (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) No
- 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, social media & library

-----  
**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:**
  - No open containers of alcoholic beverages.
  - No driving, riding, walking, or exercising of horses or ponies.
  - 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: Robyn G. Westbrook Date: 01/13/26

**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: 01/14/26

**Fire/ Rescue Chief Approval:** Signature Donald Waldron Date: 01/14/26

**Public Works Director Approval:** Signature Eric Slosek Date: 01/15/26

**BOS Approval:** Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Request for Town Common, Fourth of July  
**Department:** Administration

**Meeting Date:** January 26, 2026  
**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the request from the Amherst Fourth of July Committee for the Fourth of July parade and activities on July 4th, 2026, with set up beginning on July 3rd and the following road closures as requested: Main and Middle, Main and Courthouse, Main and Manchester, Davis and Foundry, Foundry and Boston Post Road, Boston Post and Carriage, Boston Post and School, Davis and Carriage, Davis and Main, Boston Post and Main.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Request- Town Common, Fourth of July - signed

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

Completed form 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.

Organization Name: Amherst Fourth of July Committee Contact Name: Deb Polatchek  
Contact Phone Number: 6319028490 Contact e-mail: amherstnh4th@gmail.com  
Date of Event: 7/3-7/4/2026 Hours (from/ to): 3pm 7/4-12:30pm 7/4 Number of est. participants: 3000  
Will you need Electricity? yes If so, for what? sound amplification, food, games  
Wish to bring anything onto the Commons? IF so, what? Tents, chairs, reviewing stand, grills, food, tables  
Wish to drive anything onto the Commons? no  
Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? yes, 2 port-  
Request road closures? (Please identify intersections) yes, listed below  
Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) \_\_\_\_\_

Brief Description of event.:  
**Amherst Fourth of July Parade and activities on the Green**

Road closures: Main and Middle, Main and Courthouse, Main and Manchester, Davis and Foundry, Foundry and Boston Post, Boston Post and Carriage, Boston Post and School Davis and Carriage, Davis and Main, Boston Post and Main

**Requirements:** By signing this document, I agree to abide by all applicable requirements.

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
3. If damage occurs to any town property, please notify DPW (603) 673-2317.
4. 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.
5. 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.

Applicant Signature: Deborah Polatchek Date: 1/15/2026

**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: 01/20/26

Fire/ Rescue Chief Approval: Signature Donald Waldron Date: 01/15/26

Public Works Director Approval: Signature Eric Slosek Date: 01/20/26

BOS Approval: Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Request- Town Common, Fourth of July

Final Audit Report

2026-01-20

Created:	2026-01-15
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOTFo_QQr64H3am8JjdKyY6en2YBaAS9z

## "Request- Town Common, Fourth of July" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
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