



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, March 5, 2018

1 **1. Call to Order**

2
3 Chairman Dwight Brew called the public meeting to order at 5:30 p.m.

4
5 Attendees: Chairman Dwight Brew, Selectmen Mike Akillian, Tom Grella, Peter Lyon, and
6 Reed Panasiti. Also present: Town Administrator Jim O'Mara.

7
8 **2. Non-Public Session per RSA 91-A:3 II (a)**

9
10 The board entered non-public session at 5:30 p.m.

11
12 After the non-public session, the board resumed the public meeting at 6:30 p.m.

13
14 **3. Pledge of Allegiance** – Jennifer Reczek, project manager for the DOT, led the pledge.

15
16 **4. Citizen Forum**

17
18 Hill Ryer of the Amherst Lion's Club, explained that the group would like the opportunity to
19 sell tickets for their pancake breakfast on March 25th at the transfer station. They hope to
20 have a sign at the bottom of the hill and have a couple of people selling the tickets at the top.

21
22 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian to*
23 *allow the Lion's Club to sell pancake breakfast tickets at the transfer station on March 17th*
24 *for approximately a 6 hour period.*

25
26 The Board discussed that the Lion's Club members should not approach any cars to solicit
27 tickets, but instead should allow people to approach them if interested. Administrator
28 O'Mara will confirm the details with the Lion's Club.

29
30 *Voting: motion passed unanimously, 5-0.*

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33

34 **5. NH DOT 101/101A project update**
35

36 Jennifer Reczek, DOT project manager, explained to the Board that the 101/101A project is
37 now in its final design. Dan Prehemo, also from DOT, ran through a design review with the
38 Board. He explained that traffic can sometimes back up 1500 feet on the off-ramp, and thus
39 the plan is to create an exclusive left turn lane coming down from 101, while also widening
40 the right hand slip ramp onto 101A. In order to create the wider lane, and improve site
41 distance, areas of the rock face will be cut back about 15-20 feet. Across the street on 101A,
42 a water quality basin will be created which will be chain-link fenced in. One utility pole will
43 need to be relocated and some lights will be removed, and replaced with a new one. Also
44 included in the plan is the usage of the small infield area before the 101 bridge as a stockpile
45 spot for the contractor, if necessary.

46
47 Mr. Prehemo stated that the work is set to begin around late June-early July. It will be
48 completed by early October. There will be three phases to the project: 1) traffic will be kept
49 where it is while other non-impacting construction and blasting are done, 2) traffic will be
50 temporarily shifted over on the ramp to finish the widening, 3) final paving. There will be
51 shutdowns to 101 and 101A during the blasting times, approximately during 10-2pm, in 10
52 minute periods. There will be police officers and signs to alert the public. Also, traffic will be
53 reduced to one lane during the pavement work, but not during peak hours.

54
55 In response to a question from Selectman Grella, Krystle Pelham handed out a blasting fact
56 sheet, which can be found on the DOT's website, and explained that nearby businesses will
57 be closely surveyed pre- and post- blasting. Ms. Reczek stated that she will be leaving a
58 municipal work zone agreement with Administrator O'Mara for review.

59
60 **6. Town Administrator**

61
62 **6.1 DPW Director Retirement**

63
64 Selectman Lyon read a letter of retirement from Public Works Director Bruce Berry.

65
66 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to accept*
67 *Director Berry's retirement effective April 7, 2018.*

68 *Voting: motion passed unanimously, 5-0.*

69
70 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to appoint*
71 *Assistant Director, Eric Hahn, as interim DPW Director, effective April 7, 2018.*

72 *Voting: motion passed unanimously, 5-0.*

73
74 The Board plans to thank Director Berry and wish him well at their next meeting.
75
76
77
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79

80 **6.2 Amherst Garden Club shed request**

81
82 Town Administrator O'Mara presented the Board with a request from the Amherst Garden
83 Club to erect a shed at the Stearns Road Fire Station for the centralization of their
84 equipment. Administrator O'Mara suggested that the Garden Club purchase the shed and
85 donate it back to the town, so that the town can allow the Club members sole access, while
86 also maintaining the shed and putting it on the town's insurance roll.

87
88 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to*
89 *accept, on behalf of the Town of Amherst, the Amherst Garden Club gift of a shed.*
90 *Voting: motion passed unanimously, 5-0.*

91
92 Administrator O'Mara and the Board thanked the Garden Club for their outstanding work
93 around town.

94
95 **6.3 Bicycle and Pedestrian Advisory Committee**

96
97 Rick Katzenberg, of the Bicycle and Pedestrian Committee, presented the Board with their
98 charter. He explained that there are approximately 26 people on the Committee and the have
99 broken down into two subcommittees: 1) roads and pedestrian walking, 2) trails. He believes
100 there is another point of interest, installing sidewalks from the high school and middle
101 school to Homestead Road, which should be outside the scope of this group.
102 The Committee will hold a public forum on March 22nd to listen the community. The group
103 will then take approximately two months to put together answers and plans and will meet
104 again with the public in late May/early June.

105
106 Selectman Lyon suggested, and Chairman Bew agreed, that the 6ex-officio members
107 discussed in the charter should be changed to advisory members.

108
109 Mr. Katzenberg and the Board discussed the sidewalks from the middle and high schools
110 and where this project should be located in the town's government. Administrator O'Mara
111 explained that a similar project was put forth before the Board 10-15 years ago, but it didn't
112 pass a town vote. Chairman Brew asked that the issue be kept on a prioritized list and in
113 front of the Board for their attention in the future.

114
115 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to accept*
116 *the Bicycle and Pedestrian Advisory Committee's charter as amended.*
117 *Voting: motion passed unanimously, 5-0.*

118
119 **6.4 APD computer server replacement purchase**

120
121 Town Administrator O'Mara followed-up with the Board regarding pricing for the Amherst
122 Police Department's computer server replacement. He followed-up to the Board that the
123 pricing from Microtime is \$700 less than retail price, and includes installation and set-up.
124

125 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to waive*
126 *the competitive pricing bidding and award the APD computer server replacement to*
127 *Microtime, at a total of \$17,109.*

128 *Voting: motion passed unanimously, 5-0.*

129
130 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian to*
131 *withdraw \$17,109 from the computer capital reserve fund to purchase the APD computer*
132 *server replacement.*

133 *Voting: motion passed unanimously, 5-0.*

134

135 **6.5 Street lights removal update – Highway Safety Committee**

136

137 Police Chief, Mark Reams, explained that the NH DOT has expressed their intent to
138 discontinue 31/40 street lights along Routes 101 and 101A in Amherst. The Highway Safety
139 Committee evaluated each of these lights and determined that they concurred with the NH
140 DOT that 22/31 lights could be removed. However, they asked the DOT to reconsider on
141 retaining 9 of the lights. The DOT thoughtfully considered the proposal and agreed with the
142 Committee on 6 of the 9 lights, with 3 lights still slated for removal. The Committee is
143 asking the town to assume the cost for these three lights. The lights are at: 1) Route 101A @
144 Veterans Road, 2) Route 101A @ Airline Drive, 3) Route 101 @ Meeting Place Mall. The
145 cost for the three lights is about \$450/year. These 3 lights would raise the number that DPW
146 operates in town from 133 to 136.

147

148 *A MOTION was made by Selectman Grella and SECONDED by Selectman Akillian to*
149 *authorize payment by the Town of Amherst for the monthly utility charges for the 3*
150 *streetlights recommended by the Highway Safety Committee.*

151 *Voting: motion passed unanimously, 5-0.*

152

153 **6.6 Donation acceptance – ACC**

154

155 Rob Clemens, Chairman of the Amherst Conservation Commission, explained to the Board
156 that there is a piece of grooming equipment, a SnowDog, to improve trail recreation in the
157 winter. There are 12 private donors in town who would like to pay for the total amount of
158 the equipment. The ACC and the Recreation Department both have interest in the SnowDog
159 and they would hold a formal training session for a small group of selected operators.

160

161 The Board discussed who the owner of this piece of equipment should be. It will be stored
162 by the Recreation Department. Administrator O'Mara explained that a motion would allow
163 the ACC to accept the donations into their gift account and that future maintenance could
164 also be paid from that account.

165

166 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
167 *authorize the Amherst Conservation Commission to accept the monetary gift in the total of*
168 *\$3,540.*

169 *Voting: motion passed unanimously, 5-0.*

170

171 **6.7 Dump Truck Financing Bid withdrawal/award - DPW**

172
173 Town Administrator O'Mara explained that the rate guarantee for the original dump truck
174 financing bid expired during discussions. The original November 2017 bid, from Municipal
175 Leasing Consultants, was in the total of \$141,297.80 at a 2.97% interest rate. The new rates
176 have risen 0.42%. The payment option, in 5 annual payments, will be advantageous as it will
177 be less expensive over time.

178
179 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
180 *reconsider the action of the Board from November 27, 2017 for the dump truck award of*
181 *lease payment financing awarded to Municipal Leasing Consultants.*

182 *Voting: motion passed unanimously, 5-0.*

183
184 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
185 *retract the award of the Dump Truck financing bid originally awarded on November 27,*
186 *2017 by the Board of Selectman to Municipal Leasing Consultants.*

187 *Voting: motion passed unanimously, 5-0.*

188
189 Administrator O'Mara explained that Director Berry contacted all of the original vendors
190 and asked them to resubmit their information regarding interest rates. Three of the six
191 responded and Director Berry and Administrator O'Mara recommend the Board award the
192 financing to Municipal Leasing Consultants at an interest rate of 3.39%, in 5 payments, for a
193 total of \$139,796.60.

194
195 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to award*
196 *the Municipal Dump Truck Financing bid to Municipal Leasing Consultants, being the*
197 *lowest qualified bidder at the rate of 3.39%, and to authorize the Town Administrator to sign*
198 *all related documents on behalf of the Board of Selectmen.*

199 *Voting: motion passed unanimously, 5-0.*

200
201 **6.8 Use of common request**

202
203 Town Administrator O'Mara stated that he received a request from Ms. Meg Trainor to use
204 the Green on March 18, 2018 from 6:30-7:30pm, for a community gathering to promote
205 peace, compassion, and unity.

206
207 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian to*
208 *approve the request for use of the town common for the Gathering for Peace on Sunday*
209 *March 18, 2018 from 6:30 p.m. to 7:30 p.m.*

210 *Voting: motion passed unanimously, 5-0.*

211
212 **6.9 New Hires - AFR**

213
214 Town Administrator O'Mara presented the Board with a request for a new hire to the
215 Amherst Fire Department, Drew Barton, as a Firefighter. He also presented a request for a
216 new hire to the Amherst Fire Rescue Department, Eric Wells, as an EMT-Paramedic.

217 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to appoint*
218 *Drew Barton to the Amherst Fire Rescue Department as a Firefighter, and Eric Wells to the*
219 *Amherst Fire Rescue Department as an EMT-Paramedic.*
220 *Voting: motion passed unanimously, 5-0.*

222 **6.10 New Hires - Finance**

224 Town Administrator O'Mara presented the Board with a request for a new hire to the
225 Finance Department, Patricia Walz, as a Finance Department Assistant. There were 6
226 interviews for the position and this candidate was mostly highly qualified.

228 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian to*
229 *appoint Patricia Walz as the new Finance Department Assistant for the Town of Amherst.*
230 *Voting: motion passed unanimously, 5-0.*

232 **7. Selectman policies review**

234 Chairman Brew discussed with the Board the procedure they'd like to see for reviewing and
235 revising policies. The Board agreed that Selectman Lyon and Chairman Brew will work with
236 Administrator O'Mara and Executive Assistant, Mary Guild, to codify their approach
237 towards the policies and then bring them back to the Board for review, as necessary.

239 **8. Approvals**

241 **8.1 Payroll**

243 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian to*
244 *approve one (1) FY18 Payroll Manifest in the amount of \$218,386.10 dated February 15,*
245 *2018, subject to review and audit.*
246 *Voting: motion passed unanimously, 5-0.*

248 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon to*
249 *approve one (1) FY18 Payroll Manifest in the amount of \$215,121.81 dated March 1, 2018,*
250 *subject to review and audit.*
251 *Voting: motion passed unanimously, 5-0.*

253 **8.2 Accounts Payable**

255 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
256 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$34,397.04 dated*
257 *February 16, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*
258 *Voting: Motion passed unanimously, 5-0.*

260 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
261 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$27,828.45 dated*
262 *February 28, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*

263 *Voting: Motion passed unanimously, 5-0.*

264
265 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
266 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$179,520.65 dated*
267 *February 20, 2018, subject to review and audit.*

268 *Voting: Motion passed unanimously, 5-0.*

269 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
270 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$5,002.27 dated*
271 *February 22, 2018, subject to review and audit.*

272 *Voting: Motion passed unanimously, 5-0.*

273
274 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
275 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$2,686,887.00 dated*
276 *March 1, 2018, subject to review and audit. (Schools Disbursement).*

277 *Voting: Motion passed unanimously, 5-0.*

278

279 **8.3 Previous Meeting Minutes**

280

281 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon, to*
282 *approve the Board of Selectmen public meeting minutes of February 12, 2018, as amended.*

283 *Voting: Motion passed unanimously, 5-0.*

284

285 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
286 *approve the Board of Selectmen non-public meeting minutes of February 19, 2018, as*
287 *presented.*

288 *Voting: Motion passed unanimously, 5-0.*

289

290 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to*
291 *approve the Board of Selectmen non-public meeting minutes of February 23, 2018, as*
292 *presented.*

293 *Voting: Motion passed unanimously, 5-0.*

294

295 **9. New/Old Business**

296

297 Town Administrator O'Mara stated that he will follow-up with the Lions Club regarding
298 their process for selling pancake breakfast tickets at the transfer station.

299

300 **10. New/Old Business**

301

302 Selectman Akillian stated that the *Cy Près* agreement from the Cemetery Trustees has be
303 filed in Concord.

304

305 Selectman Grella explained that he attended the last Heritage Commission meeting, where
306 they discussed a map being created by Mr. Simon Corson, to illustrate some heritage/historic
307 data for the group.

308 Selectman Lyon stated that he attended a Planning Board meeting, where they discussed a
309 public hearing for the change of subdivision regulations, and heard a presentation from Mr.
310 Ken Clinton and LaBelle Winery for a lot line adjustment to acquire some of the Camp
311 Young Judaea property.

312
313 **10.1 Town committees' attendance at BOS meetings**

314
315 Chairman Brew explained that he would like to have committees or representatives from
316 town committees attend Board meetings in order to keep an open dialogue between the
317 groups. The plan is to invite 1-2 committees to attend each Board meeting, as the schedule
318 allows.

319
320 Town Administrator O'Mara explained that the time period following two public hearings
321 after the transfer station ordinance has passed.

322
323 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to accept*
324 *the proposed solid waste facility ordinance, effective March 6, 2018.*

325 *Voting: motion passed unanimously, 5-0.*

326
327 Administrator O'Mara also stated that the town's Annual Report is out. Copies have been
328 delivered to every town department, Town Hall, Moulton's, the Homestead, and Mike's
329 Auto.

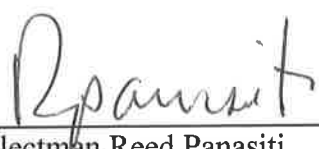
330
331 Chairman Brew stated that the town's annual election will be held on March 13, at Souhegan
332 High School from 6am-8pm.

333
334 **11. Non-Public Session per RSA 91-A:3 II (a)**

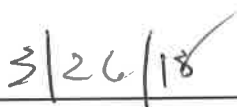
335
336 *A MOTION was made by Selectman Akillian and SECONDED by Selectman Grella at*
337 *8:05p.m. to enter non-public session. By roll call vote: Akillian: yes, Panasiti: yes, Brew:*
338 *yes, Grella: yes, Lyon: yes, the Board went into non-public session.*

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342 **NEXT MEETING: March 26, 2018**

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Selectman Reed Panasiti
Clerk, Board of Selectmen



Date