



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbra Landry Meeting Room, 2 Main Street
MONDAY, JULY 14, 2025 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Board Recognition**
 - 3.1. Recognition of the Efforts and Achievements of Souhegan High School Athletic Teams
- 4. Citizens' Forum**
- 5. Scheduled Appointments**
 - 5.1. Christmas in Amherst House Tour - Sally Hooper, Co-Chair
- 6. Administration**
 - 6.1. Town Administrator Updates
 - 6.2. Amended Board of Selectmen Rules of Procedures
- 7. Staff Reports**
 - 7.1. Police Department Update - Chief Ciampoli
 - 7.2. Police Department - Resignation of Anthony Culotta
 - 7.3. Public Works - Surplus Fire Trucks Update
 - 7.4. Public Works - Donation of New Holiday Tree
 - 7.5. Public Works - Baboosic Greenway North 03 Update
 - 7.6. Public Works - School Campus Sidepath (TAP Grant) Update
 - 7.7. Public Works - Pickup Truck Purchase
 - 7.8. Fire Rescue - New Department Hires
 - 7.9. Finance Department - NHIT Assessment
- 8. Consent Agenda**

- 8.1. AP & Payroll Approvals
- 8.2. Assessing Veteran Approval

9. Other Approvals

- 9.1. NRPC / Standard Power Municipal Electricity Supply Contract Renewal
- 9.2. Meeting Minutes

10. New Action Items

11. Old/New Business

12. Non-Public Session

Adjournment

Next Meeting: July 28, 2025

You are invited to a Zoom webinar
When: Jul 14, 2025 06:30 PM Eastern Time (US and Canada)
Topic: BOS Meeting July 14, 2025

Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/87991752680>
Phone one-tap: +16465588656
Webinar ID: 879 9175 2680
International numbers available: <https://us02web.zoom.us/j/87991752680>

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: Recognition of the Efforts and Achievements of Souhegan High School Athletic Teams

Department: Administration

Meeting Date: July 14, 2025

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Administrator Updates
Meeting Date: July 14, 2025

Department: Administration
Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

1. Fire Chief Position Update

The Town received thirteen applications for the Fire Chief position. Staff and the Board are currently reviewing the submissions and anticipate beginning the interview process within the next two weeks. Town Administration extends its sincere appreciation to Deputy Fire Chief Hevey and his team for their continued dedication, professionalism, and exceptional service during this transition period.

2. Municipal Resources – Fire Rescue Department Management Letter (Update)

In May, the Town engaged Municipal Resources, Inc. (MRI) to assist the Amherst Fire Rescue Department by reviewing internal communication practices, policies, and existing Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs). The goal of this effort is to support the continued growth and improvement of departmental operations, while also helping to establish a foundation for the incoming Fire Chief. By identifying strengths and opportunities for enhancement, the work aims to ensure a smooth leadership transition and position the department for long-term success.

Town Administration has received a draft management letter from MRI, which includes preliminary findings along with recommended goals and objectives for review and feedback. The final version of the document is expected to be shared with Staff and the public in August.

Town Administration would like to sincerely acknowledge and thank the members of the Fire Rescue Department for their active participation, thoughtful input, and valuable feedback throughout this process. Their frontline experience and professional insight were instrumental in informing the review and shaping the recommendations outlined in the draft management letter. This collaborative effort reflects the department's commitment to continuous improvement and played a key role in ensuring the findings are both practical and relevant to the department's day-to-day operations and future direction.

3. Code Enforcement Officer/Building Inspector

The Code Enforcement Officer/Building Inspector resigned on June 19th. The position was subsequently posted with a closing date of June 14th. The Town received eight applications and we anticipate beginning the interview process next week. During this transition period, the Community Development Office has hired a part-time building inspector to continue the building permit review and inspection process.

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: Amended Board of Selectmen Rules of Procedures **Department:** Administration

Meeting Date: July 14, 2025

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

The purpose of this agenda item is to consider and adopt amendments to the Board of Selectmen's Rules of Procedure. The proposed changes aim to provide further clarification and guidance regarding the Board's Code of Conduct, the process for requesting and sharing information, and standards for communication among Board members and with Town staff. These updates are intended to promote transparency, improve internal communication, and reinforce a shared understanding of roles, responsibilities, and expectations to support effective governance. Attached, please find both the redline and the clean draft version of the amended Rules of Procedures for review and consideration.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

The Board is asked to review the draft language and provide comments and recommendations to the Town Administrator, who will incorporate the feedback into the final amended Rules of Procedure for formal adoption at a scheduled meeting in August.

ATTACHMENTS:

1. 2025.07.10 Amherst Selectmen Rules of Procedures (Redline Version)
2. 2025.07.10 Amherst Selectmen Rules of Procedures (Clean Amended)

TOWN OF AMHERST



BOARD OF SELECTMEN RULES OF PROCEDURE

July 2025

These Rules of Procedure describe the duties and methods of operation of the Amherst Board of Selectmen.

SECTION II: ORGANIZATION

A. Responsibilities of Members:

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Board have authority only when acting as a Board legally in session.
- 2.3. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to instructions from the Board.

B. Officers:

1. A Chairperson, Vice Chairperson, and Clerk shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town election shall be by a majority vote of those present.
- a.2. The Chairperson shall preside at all meetings of the Board and perform all duties required by this office.
- 1.3. In the absence of the Chairperson, the Vice Chairperson shall preside and assume all duties and responsibilities of the Chair.
- 2.4. The Clerk shall be responsible for recording information not contained in the minutes. Examples include the notation of non-public meetings when the minute taker is not present, and a list of current action items for the Board.

C. Assignments of the Selectmen to Boards & Commissions, & Committees:

1. The Board shall choose their assignments at the first meeting following the elections.
2. The term of all appointments of Liaisons, including the terms of any ex-officio members of the Board of Selectmen serving on local land use boards (i.e. Planning Board, Conservation Commission, Heritage Commission and Historic District Commission) shall be for one year or until the next Town Meeting, whichever is sooner.

SECTION III: OPERATION

A. Meetings:

1. An organizational meeting to elect officers shall be held in accordance with the above. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedures.
2. All meetings will adhere to the provisions of New Hampshire RSA Chapter 91-A.
3. A regular meeting is a more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
4. Non-Public meetings of the Board must comply with ~~the provisions of New Hampshire~~ RSA 91-A:3.

~~5. The Board will normally~~Special meetings may be called by the Chairperson in accordance with RSA 91-A:2 II upon a request of three members of the Board; or at the request of the Town Administrator. The Town Administrator or his/her designee, shall notify each member in accordance with RSA 91-A:2 II.

~~5.6.~~The Board shall meet the second and fourth Monday evening in a regular meeting, with exceptions made for holidays and school vacations. Each meeting shall be posted in accordance with RSA 91-A. During budget preparations, the Board may meet more frequently.

~~6. Specially scheduled meetings may be called by the Chair, but must comply with RSA 91-A:2 II. The Town Administrator or his/her designee, shall promptly notify each member.~~

7. Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert 's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

8. Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting except by majority vote of the members present and voting.

SECTION IV: RULES OF ORDER

~~1.A.~~ **Quorum** - A quorum shall consist of three members of the Board.

B. Agenda - An agenda shall be posted and included with the minutes. A suggested agenda ~~may include:~~is provided below. It may be changed by the Chair or by vote of the Board.

~~1.~~ Call to Order,

~~2.~~ Citizens' Forum,

~~3.~~ Appointments,

~~4.~~ Administration,

~~5.~~ Staff Reports,

~~6.~~ Consent Agenda,

~~7.~~ Other Approvals,

~~8.~~ Approval of Minutes,

~~9.~~ Old & New Business, ~~and~~

~~2.10.~~ Non- Public Session, (if necessary. ~~It may be changed by the Chair or by vote of the Board.~~)

~~3.11.~~ **Adjournment** - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

~~4.~~ Persons, including Selectmen, wishing to place an item on the agenda must notify the Town Administrator or his Assistant, ~~and the Chair~~ before the agenda setting deadline which is by close of business on the Wednesday preceding the meeting. If the person is going to make a presentation, she/he must provide a copy of all presentation material and documentation to be included in ~~the selectmen packet~~each Selectman's packet which shall be available no later than noon on the Friday preceding the meeting.

~~5.~~ Only emergencies, as determined by the Chair or Town Administrator, may be placed on the agenda for discussion at the meeting, after the agenda setting deadline has passed.

C. Duties of the Chairperson:

1. To open the session at the time at which the Board is *to* meet by calling the members to order.
2. To announce the business before the Board in the order in which it is to be acted upon.
3. To recognize members entitled to the floor.
4. To state and put to vote all the questions which are regularly called or necessarily arise during the proceedings, and to announce the result of the vote.
5. To protect the Board from annoyance.
6. To assist in expediting all business in every way compatible with the rights of the members by:
 - a. Allowing remarks when non-debatable motions are pending.
 - b. Calling a recess *to* permit restoration of order or clarification of an obscure point if she/he thinks it advisable.
 - c. Guiding the members when engaged in a debate to stay within the rules of order.

- d. Ensuring on all occasions the observance of order and decorum among the members.
- e. Deciding all questions of order (subject to an appeal by any two members) unless she/he prefers to submit the question for the decision of the Board.
- f. Informing the Board on a point of order, or practice pertinent to pending business.
- 7. To authenticate by his/her signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- 8. The Chairperson shall vote as a member of the Board.
- 9. Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

D. Conduct of the Meetings - Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

E. Recording of Votes - Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

F. Requests For Information - Should it become apparent to the Chairperson or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for Board use at the next regularly scheduled meeting, a request for this information may be submitted to the Town Administrator. Any information provided to any individual Selectman shall be provided to the rest of the Board and shall note the origin of the request.

G. Sharing of Information - Should any Board member, as part of their meeting preparation, obtain information and/or documentation from another source which they intend to present during the meeting; said member shall distribute the same to the remaining members no later than the Friday preceding the meeting.

SECTION V: PROCEDURES DURING MEETINGS

- ~~1~~**A.** No person shall address a public meeting of the Board without leave of the Chairperson, per NH RSA 91-A:2.
- ~~2~~**B.** Petitioners will be limited to a five-minute presentation, unless permission to speak for a longer period is requested and granted by a majority vote of the Board.
- ~~3~~**C.** Visitors may be permitted to speak during the Citizen’s Forum portion of the meeting.
- ~~4~~**D.** At the discretion of the Chairperson, citizens may be allowed to comment on any matter properly on the agenda before the Board, but only after each member of the Board who so desires, has spoken and permission is granted by the Chair.
- ~~5~~**E.** In all cases where a member of the audience wishes to speak on a matter, the Chair will request said party to rise to be recognized, state said party's name, place of residence and/or purpose for addressing the Board. The Board may exercise an option to limit debate from the audience and the Chair may do so with ~~at~~ majority consent of the Board.
- ~~6~~**F.** Objective criticisms of Town operations and programs are encouraged, but in Public Session with no notice of the matter, the Board will not permit complaints directed at staff or volunteers. Such matters may be addressed at a scheduled session that will be public or non-

public at the request of the person being criticized, and in their presence if they so desire per NH RSA 91-A:3 II (c).

SECTION VI: MINUTES

~~1.~~**A.** The Executive Assistant, or ~~a designated minute taker~~his/her designee, shall be responsible for recording the minutes of the Board's meetings, and an official copy of the records ~~shall~~is ~~to~~ be filed in the ~~town hall~~Selectmen's Office and open to inspection by any person at reasonable times. ~~Additionally, the minutes shall be posted on the Town website.~~ Said Assistant shall record the essentials, called "the minutes" of the proceedings as follows:

- ~~a.~~1. The kind of meetings -regular, special, or recessed.
- ~~b.~~2. Time and place of meeting.
- ~~c.~~3. The presence / absence of Board members and the Town Administrator.
- ~~d.~~4. Names of all persons appearing before the Board.
- ~~e.~~5. A brief written record of the general topics discussed.
- ~~f.~~6. All motions and points of order and appeals, whether sustained or lost.
- ~~g.~~7. Names of Board members making and seconding all motions.

~~h.8.~~ All decisions made by the Board.

~~i.9.~~ Record of any votes by the Board, including names of those Board members opposed if not unanimous.

~~j.10.~~ Whether the minutes of the previous meeting were approved or amended.

~~k.11.~~ The hour of adjournment.

~~2.B.~~ The minutes shall be promptly recorded and open to public inspection, not more than 5 business days after the meeting.

SECTION VII: PLACEMENT OF SELECTMEN RECOMMENDATIONS ON WARRANT

~~1.~~ The Board shall place a "Recommended" or "Not Recommended" notation on each warrant article submitted directly by the Board or through petition to any Town Meeting which contains an appropriation in accordance with RSA 32:5, V₂ (a). In addition, the Board shall place a "Recommended" or "Not Recommended" notation on all non--appropriation warrant ~~articles~~article submitted by the Board directly or through petition, except when a majority of the Board vote specifically not to submit such a recommendation. All notations shall include the specific numerical vote of the Board.

SECTION VIII: AMENDMENT PROCEDURE

An amendment to these Rules of Procedure may be moved at a Board meeting but shall not be voted upon until the next regularly scheduled meeting. A copy of any amendment shall then be certified and submitted to the Executive Assistant for inclusion in the Selectmen's Records.

SECTION IX: CONDUCT WITH OTHER SELECT BOARD MEMBERS AND STAFF

A. The Select Board shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Select Board expects to be treated the same.

B. The Select Board, when dealing with the Town Administrator and Town Staff, shall:

1. Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
2. Treat all staff as professionals and respect the abilities and integrity of everyone.
3. Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator or under RSA 91-A at the Board level, usually in non-public sessions.
4. Not giving orders to any such officers or employees either publicly or privately except as a Board at a meeting.
5. Direct all questions of the staff to the Town Administrator. The Town Administrator should be copied on requests and discussions.
6. Limit the request for staff support and ensure that all requests go through the Town Administrator's Office.
7. Not act individually, but only as a Board. For example, all directives or requests to the Town Administrator must come from the Board, not from any individual member, except that an

individual Select Board member may make reasonable requests for information to the Town Administrator. In such case, any information shall also be provided to the entire Select Board.

C. The individual members of the Select Board:

1. Shall not bind the Select Board or the Town.
2. Shall not conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
3. Shall, pursuant to RSA 91-A abide by the laws governing privacy, confidentiality and non-public sessions and shall not release or discuss items raised in non-public session.
4. Shall refrain from communicating the position of the town or the Select Board to other entities (i.e. state and federal officials) unless the full Board has previously agreed on both the position and the language of the statement.
5. Shall treat with respect the rights of all members of the Board despite differences of opinion
6. As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
7. Any violation of this Code of Conduct shall be reported to the Board within five (5) days of the occurrence.

D. Punishment for any violation of this code of conduct shall include but not be limited to, removal from Board, Commission, or Committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

SECTION X: EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen - _____

Amended by the Board of Selectmen - August 26, 2024 _____

Amended by the Board of Selectmen - _____

TOWN OF AMHERST



BOARD OF SELECTMEN RULES OF PROCEDURE

July 2025

SECTION 1: PURPOSE

These Rules of Procedure describe the duties and methods of operation of the Amherst Board of Selectmen.

SECTION II: ORGANIZATION

A. Responsibilities of Members:

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Board have authority only when acting as a Board legally in session.
3. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to instructions from the Board.

B. Officers:

1. A Chairperson, Vice Chairperson, and Clerk shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town election shall be by a majority vote of those present.
2. The Chairperson shall preside at all meetings of the Board and perform all duties required by this office.
3. In the absence of the Chairperson, the Vice Chairperson shall preside and assume all duties and responsibilities of the Chair.
4. The Clerk shall be responsible for recording information not contained in the minutes. Examples include the notation of non-public meetings when the minute taker is not present, and a list of current action items for the Board.

C. Assignments of the Selectmen to Boards, Commissions, & Committees:

1. The Board shall choose their assignments at the first meeting following the elections.
2. The term of all appointments of Liaisons, including the terms of any ex-officio members of the Board of Selectmen serving on local land use boards (i.e. Planning Board, Conservation Commission, Heritage Commission and Historic District Commission) shall be for one year or until the next Town Meeting, whichever is sooner.

SECTION III: OPERATION

A. Meetings:

1. An organizational meeting to elect officers shall be held in accordance with the above. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedures.
2. All meetings will adhere to the provisions of New Hampshire RSA Chapter 91-A.
3. A regular meeting is a more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
4. Non-Public meetings of the Board must comply with RSA 91-A:3.
5. Special meetings may be called by the Chairperson in accordance with RSA 91-A:2 II upon a request of three members of the Board; or at the request of the Town Administrator. The Town

- Administrator or his/her designee, shall notify each member in accordance with RSA 91-A:2 II.
6. The Board shall meet the second and fourth Monday evening in a regular meeting, with exceptions made for holidays and school vacations. Each meeting shall be posted in accordance with RSA 91-A. During budget preparations, the Board may meet more frequently.
 7. Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
 8. Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting except by majority vote of the members present and voting.

SECTION IV: RULES OF ORDER

A. Quorum - A quorum shall consist of three members of the Board.

B. Agenda - An agenda shall be posted and included with the minutes. A suggested agenda is provided below. It may be changed by the Chair or by vote of the Board.

1. Call to Order
2. Citizens' Forum
3. Appointments
4. Administration
5. Staff Reports
6. Consent Agenda
7. Other Approvals
8. Approval of Minutes
9. Old & New Business
10. Non- Public Session (if necessary)
11. Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

Persons, including Selectmen, wishing to place an item on the agenda must notify the Town Administrator or his Assistant before the agenda setting deadline which is by close of business on the Wednesday preceding the meeting. If the person is going to make a presentation, she/he must provide a copy of all presentation material and documentation to be included in each Selectman's packet which shall be available no later than noon on the Friday preceding the meeting.

Only emergencies, as determined by the Chair or Town Administrator, may be placed on the agenda for discussion at the meeting, after the agenda setting deadline has passed.

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3. To recognize members entitled to the floor.
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6. To assist in expediting all business in every way compatible with the rights of the members by:
 - a. Allowing remarks when non-debatable motions are pending.
 - b. Calling a recess *to* permit restoration of order or clarification of an obscure point if she/he thinks it advisable.
 - c. Guiding the members when engaged in a debate to stay within the rules of order.
 - d. Ensuring on all occasions the observance of order and decorum among the members.
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 - f. Informing the Board on a point of order, or practice pertinent to pending business.
7. To authenticate by his/her signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
8. The Chairperson shall vote as a member of the Board.
9. Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

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period is requested and granted by a majority vote of the Board.

- C. Visitors may be permitted to speak during the Citizen’s Forum portion of the meeting.
- D. At the discretion of the Chairperson, citizens may be allowed to comment on any matter properly on the agenda before the Board, but only after each member of the Board who so desires has spoken and permission is granted by the Chair.
- E. In all cases where a member of the audience wishes to speak on a matter, the Chair will request said party to rise to be recognized, state said party's name, place of residence and/or purpose for addressing the Board. The Board may exercise an option to limit debate from the audience and the Chair may do so with the majority consent of the Board.
- F. Objective criticisms of Town operations and programs are encouraged, but in Public Session with no notice of the matter, the Board will not permit complaints directed at staff or volunteers. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being criticized, and in their presence if they so desire per NH RSA 91-A:3 II (c).

SECTION VI: MINUTES

- A. The Executive Assistant, or his/her designee, shall be responsible for recording the minutes of the Board's meetings, and an official copy of the records is to be filed in the Selectmen's Office and open to inspection by any person at reasonable times. Said Assistant shall record the essentials, called "the minutes" of the proceedings as follows:
 - 1. The kind of meetings -regular, special, or recessed.
 - 2. Time and place of meeting.
 - 3. The presence / absence of Board members and the Town Administrator.
 - 4. Names of all persons appearing before the Board.
 - 5. A brief written record of the general topics discussed.
 - 6. All motions and points of order and appeals, whether sustained or lost.
 - 7. Names of Board members making and seconding all motions.
 - 8. All decisions made by the Board.
 - 9. Record of any votes by the Board, including names of those Board members opposed if not unanimous.
 - 10. Whether the minutes of the previous meeting were approved or amended.
 - 11. The hour of adjournment.
- B. The minutes shall be promptly recorded and open to public inspection, not more than 5 business days after the meeting.

SECTION VII: PLACEMENT OF SELECTMEN RECOMMENDATIONS ON WARRANT

The Board shall place a "Recommended" or "Not Recommended" notation on each warrant article submitted directly by the Board or through petition to any Town Meeting which contains an appropriation in accordance with RSA 32:5, V, (a). In addition, the Board shall place a "Recommended" or "Not Recommended" notation on all non-appropriation warrant article submitted by the Board directly or through petition, except when a majority of the Board vote specifically not to submit such a

recommendation. All notations shall include the specific numerical vote of the Board.

SECTION VIII: AMENDMENT PROCEDURE

An amendment to these Rules of Procedure may be moved at a Board meeting but shall not be voted upon until the next regularly scheduled meeting. A copy of any amendment shall then be certified and submitted to the Executive Assistant for inclusion in the Selectmen's Records.

SECTION IX: CONDUCT WITH OTHER SELECT BOARD MEMBERS AND STAFF

- A.** The Select Board shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Select Board expects to be treated the same.
- B.** The Select Board, when dealing with the Town Administrator and Town Staff, shall:
 - 1. Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2. Treat all staff as professionals and respect the abilities and integrity of everyone.
 - 3. Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator or under RSA 91-A at the Board level, usually in non-public sessions.
 - 4. Not giving orders to any such officers or employees either publicly or privately except as a Board at a meeting.
 - 5. Direct all questions of the staff to the Town Administrator. The Town Administrator should be copied on requests and discussions.
 - 6. Limit the request for staff support and ensure that all requests go through the Town Administrator's Office.
 - 7. Not act individually, but only as a Board. For example, all directives or requests to the Town Administrator must come from the Board, not from any individual member, except that an individual Select Board member may make reasonable requests for information to the Town Administrator. In such case, any information shall also be provided to the entire Select Board.
- C.** The individual members of the Select Board:
 - 1. Shall not bind the Select Board or the Town.
 - 2. Shall not conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - 3. Shall, pursuant to RSA 91-A abide by the laws governing privacy, confidentiality and non-public sessions and shall not release or discuss items raised in non-public session.
 - 4. Shall refrain from communicating the position of the town or the Select Board to other entities (i.e. state and federal officials) unless the full Board has previously agreed on both the position and the language of the statement.
 - 5. Shall treat with respect the rights of all members of the Board despite differences of opinion
 - 6. As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
 - 7. Any violation of this Code of Conduct shall be reported to the Board within five (5) days of the

occurrence.

- D.** Punishment for any violation of this code of conduct shall include but not be limited to, removal from Board, Commission, or Committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

SECTION X: EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen - _____

Amended by the Board of Selectmen - August 26, 2024

Amended by the Board of Selectmen - _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department Update - Chief Ciampoli

Department: Police Department

Meeting Date: July 14, 2025

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

I will be presenting an update to the Board of Selectmen on the current status of departmental projects, operational developments, and progress on key strategic initiatives, with a focus on recent accomplishments, ongoing challenges, and areas where continued support or collaboration may be beneficial moving forward.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

N/A

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. July25 Update



Amherst NH Town Government



ST

EW

Amherst Police Department and Communications Center

*Department Update
July 14, 2025*

MISSION

Protect the lawful rights, freedoms, and safety of all in our community
with compassion, fairness, and respect

VISION

Further enhance accountability, transparency, and effectiveness
in the delivery of services

S.W.O.T Analysis: *Strengths/Weaknesses/Opportunities/Threats*



Strengths

Employee screening/hiring process, neighborhood safety, services to schools, infrastructure longevity, accident and criminal investigations



Weaknesses

Training and development
Employee retention
Aging equipment (phone system, handheld radios)



Opportunities

Enhancing transparency and accountability
Development of new roles to address new programs and employee development



Threats

Budget funding challenges, staying abreast of the technology curve

Goal #1: *Maintain professional policing standards*

- The prosecutor role began on July 1, 2024 when we welcomed Jeremiah Sandburg, Esq. to the role
- Attorney Sandburg is an integral component to developing professional standards by keeping us ahead and aware of legal changes and working with officers to ensure that our work is legally viable
- Attorney Sandburg has become fully acclimated to the NH court system and performance reviews and feedback has been outstanding.
- He has signed another 1year contract to continue his services July 25-July26

Goal #1: *continued...*

- Body Worn Cameras program continues with great success and we purchased a 7th cruiser camera to outfit another car. They continue to do the following:
 - *Reduce liability in use of force situations (several*
 - *Serve as an evidentiary tool (i.e. DWI, traffic tickets)*
 - *Encourage civility in citizen contacts*
 - *Cultivate and enhance trust within our community*



Accreditation Update

Captain Blake has been working through policy development, implementation, and agency operations utilizing accreditation standards to ensure compliance with statewide and nationwide law enforcement best practices

The process has highlighted policies and procedures that required additions and fine tuning to meet best practices

We have identified infrastructure and software needs. We purchased Vector Solutions to manage the accreditation process, track policy implementation as well provide an early warning system for complaints as well as tracking commendations

We are nearing the time for a “mock assessment” in the next few months

Technology/Infrastructure

Dispatch Console Project

- 95% of all equipment has been received by 2-Way, awaiting a few backordered items
- Tentatively scheduled for a July installation date

Communications Tower Replacement

- Geological survey complete
- FAA study complete with favorable results
- Manufacturing company is providing quotes for construction drawings
- If financially feasible, drawings will be done for a communications tower and a cell tower
- Cell tower solves both radio and data deficiencies for public safety/community
- After plans are complete, I will have a definitive cost of materials for each project

Phone System Upgrade

- VOiP phone system- P.H.D. Communications has configured the system and voicemail prior to install
- All products have been ordered and awaiting arrival
- Zoom licensing and number porting is underway with install projected to be completed within 30 days





Service Upgrades

- Acquired fiber internet service through Fidium and got out of Comcast contract. Improved bandwidth and reduced monthly expense. Consolidated Comm. Absorbed all installation costs
- Moved from Verizon to First Net (AT&T) for data and cellular. Significant monthly savings switching to unlimited plans and added 3 cell lines.
- Installed a commercial cellular booster via grant through First Net
- Upgraded to a mesh Wi-Fi network with new routers- necessary for Wi-Fi phones

K-9 Grant



Cruiser has been fully outfitted in preparation for training

Grant funds should arrive in the next couple of weeks

Dog is scheduled to be picked up the last week in August

Training will commence the first week of September

Marc Frederick has constructed the K-9 living quarters at his residence via Lowe's donation

Recruitment-Retention

Currently, we are full staff at APD and Communications Center



I recently accepted a resignation for August 2 from a patrolman which has prompted a hiring process



I have also learned that Captain Chad Blake who is currently in his 27th year of law enforcement is retiring next July

- This will create a promotional process for Captain and Sergeant positions

Considerations

- Salary- recent changes in the wage matrix and associated analysis shows that Captain and Chief positions are not commensurate with the current market
- Incentivizing the Captain position is integral to retention and employee growth. Currently, there is little financial incentive for a Sergeant to transition to a Captain as the increase in pay is nominal and benefits are lost in the transition
- AFSCME representation has recently offered to accept the two Captains into the union due to the wage and benefit disparity





Year-End Budget *APD/Communications*

Police Budget

- Currently estimated that there will remain an approximate \$125,000 surplus (\$140k with grant funds)
- This is attributed to wages for two officers who were on short term disability and an overestimation on health insurance costs (budgeted for plans for new hires who elected buy-back)
- **Grant funding offsets overtime deficiency as appx. \$11k was reimbursed with traffic safety funding and Body Worn Camera line shows a \$6,826 deficit also reimbursed by the State

Communications Budget

- Currently estimated to have a \$72,000 surplus
- Also attributed to an overestimation in health insurance costs

TOTAL- \$197,000 surplus between both budgets (*\$215K with grants*)

FY-27 Budget Considerations

Police Budget

- Utility costs in FY25 were underbudgeted for electricity and heating fuel by roughly 30% and 80% respectively

Utility	FY25 Budget	FY25 Expense	Deficit
Electricity	\$23,000	\$30,500	\$7,500
Heating Fuel	\$3000	\$5,533	\$2,533

Portable Radios- Our radios were identified as obsolete and outdated. Recently denied a grant opportunity which would have funded nearly half of the radios. We are re-applying this quarter, but it is imperative that I begin to budget for a phased replacement .

APD Cont.

Records Management System

- Currently utilize IMC for records management which we have had since 2005 and is no longer supported by company.
- We have been working on the replacement for the last year. “Pro Suite” software is the only software that has been identified as compatible and offers seamless migration of our stored files.
- A collective grant has been applied for which if successful will fund first 4 years. We have made it through all initial phases of grant and hope to have an answer in the next 6 months. If unsuccessful, I will need to start budgeting for a significant cost increase that is split between APD and Communications

FY-27 Budget Considerations

Communications Budget

- Sick leave incentive was drastically impacted by an unpredicted resignation of a tenured employee. Line is primarily funded for year-end sick buy-outs
- Overtime was carefully tracked with part-time staff used as often as practical and the result was a 28% deficit. As all 11 holidays overtime are drawn from this line, little is left to cover routine emergencies, sick calls, and vacation

	FY25 Budget	FY25 Expense	Deficit
Sick Leave Incentive	\$6,000	\$13,915	-\$7,915
Overtime	\$22,700	\$28,973	-\$6,273



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department - Resignation of Anthony Culotta **Department:** Police Department

Meeting Date: July 14, 2025

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Patrolman Anthony Culotta formally submitted his resignation from employment with the Amherst Police Department effective August 2, 2025.

BUDGET IMPACT:

(Include general ledger account numbers)

This departure will result in a payout of earned time which will be quickly offset by wage savings until the position is restaffed.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend the Board accept Anthony Culotta's resignation as a Patrolman effective August 2, 2025.

SUGGESTED MOTION:

Move to accept the resignation of Patrolman Anthony Culotta effective August 2, 2025.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Culotta Resignation



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Public Works - Surplus Fire Trucks Update **Department:** Public Works

Meeting Date: July 14, 2025 **Staff Contact:** Eric Slosek

BACKGROUND INFORMATION:

Overview

The Amherst Fire Department has recently upgraded its fleet with the replacement of Engine 5, the Forestry Truck, and Tower 1. As these vehicles are no longer in active service, the Department of Public Works (DPW) is providing support in facilitating their proper disposal.

To proceed with disposal, it is necessary for the Board of Selectmen to formally declare these vehicles as surplus. We respectfully request that the Board take action to declare Engine 5, the Forestry Truck, and Tower 1 as surplus property in accordance with the Town's asset disposition procedures.

Opportunity for Direct Assistance to a Neighboring Community

In addition to our standard disposition process, we would like to bring to the Board's attention a potential opportunity to provide meaningful assistance to a community in need. We have recently been made aware that the Town of Milan, located in Coös County, New Hampshire, is experiencing a critical shortage of firefighting apparatus. Due to budgetary constraints, Milan is unable to procure either a new or modern used fire engine.

Should the Board desire to support this community, it may consider authorizing either a direct donation of Engine 5 or a discounted sale. If the Board wishes to pursue this path, we respectfully request the authority to work with the Town of Milan to coordinate and execute the appropriate arrangements.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend the BOS to declare trucks as surplus.

SUGGESTED MOTION:

Motion 1 -

I move to declare the following Amherst Fire Department vehicles as surplus equipment: Engine 5 (1991 Pierce), the Forestry Truck (1982 International), and Tower 1 (1997 Simon-Duplex), and to authorize the Department of Public Works to proceed with their disposal through public auction in accordance with Town policy.

Motion 2 -

I move to authorize the Department of Public Works to explore the potential donation or direct discounted sale of Engine 5 to the Town of Milan, New Hampshire, and to make all necessary arrangements should the Board determine such an action is in the public interest.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Tower 1
2. Tower 1 - Vehicle Info
3. Engine 5
4. Engine 5 - Info
5. Forestry Truck
6. Forestry Truck - Info_1
7. Forestry Truck - Info_2



TALLADEGA Series 910
by Bostrom

MANUFACTURED BY: Simon-LTR
64 Coaclico Creek Rd.
Ephrata, PA, 17522
DATE OF MANUFACTURE 1 mo 97 yr
INCOMPLETE VEHICLE MANUFACTURED BY:
Simon-Duplex

DATE INC. VEH. MFD. 12 mo 96 yr
9602822

GYSR 73,500 with
GAWR FRONT 21,500 tires,

425/65R22.5
13.0" rims @ 110 psi cold Single
GAWR INTERMEDIATE (1) _____ with
_____ tires,

rims @ _____ psi cold
GAWR INTERMEDIATE (2) 26,000 with
12R22.5 tires,

8.25" rims @ 120 psi cold Dual
GAWR REAR 26,000 with
12R22.5 tires,

8.25" rims @ 120 psi cold Dual

(1) CONFORMITY OF THE CHASSIS-CAB TO FED-
ERAL MOTOR VEHICLE SAFETY STANDARD NOS.
101, 102, 103, 104, 106, 107, 113, 116, 120,
124, 127, 205, 206, 207, 208, 209, 210,
211, 302, _____

HAS NOT BEEN AFFECTED BY THE FINAL STAGE
MANUFACTURER.

(2) WITH RESPECT TO STANDARD
NOS. _____

THE VEHICLE HAS BEEN COMPLETED IN
ACCORDANCE WITH THE CHASSIS-CAB MANU-
FACTURER'S INSTRUCTIONS.

(3) THIS VEHICLE CONFORMS TO ALL OTHER
APPLICABLE FEDERAL MOTOR VEHICLE SAFETY
STANDARDS IN EFFECT IM
Jan. _____ MO. _____ YR. _____

VEHICLE IDENTIFICATION NO:
1S91P74J1T1020104

VEHICLE TYPE: Firefighting



MADE BY
Pierce
SINCE 1917
CUSTOM HIGH GRADE PAINT FINISH

JOB NO. E-6123 DATE 4/91

COLOR RED

PAINT NO. 51078UM

BRAND NAME DUPONT IMRON

MADE BY
Pierce
SINCE 1917
CUSTOM HIGH GRADE PAINT FINISH

JOB NO. E-6123 DATE 4/91

COLOR WHITE

PAINT NO. 508J

BRAND NAME DUPONT IMRON

MADE BY
Pierce
SINCE 1917
CUSTOM HIGH GRADE PAINT FINISH

JOB NO. E-6123 DATE 4/91

COLOR SPATTER GRAY

PAINT NO. 389-195

BRAND NAME DUPONT

MANUFACTURED BY
SIEBE GEMET FERTIGUNG, INC.
APPLETON, WISCONSIN 54912-2012

DATE OF MANUFACTURE 4 / 91

INCOMPLETE VEHICLE MANUFACTURED BY
PIERCE REG. FRT., APPLETON, WI 54913

DATE AND VEH. MOD. 2 / 91

GVWR 45,440 LBS

CAWR FRONT 19,000 LBS with
16/80-820 UN1STL (J) tires

20X10.0 rims @ 120 psi cold SINGLE

CAWR INTERMEDIATE (1) N/A with
rims @ psi cold

CAWR INTERMEDIATE (2) N/A with
rims @ psi cold

CAWR REAR 26,440 LBS with
12-822-5 UN1STL (H) tires

22.5XB-25 rims @ 120 psi cold DUAL

CONFORMITY OF THE CHASSIS-CAB TO FEDERAL MOTOR VEHICLE SAFETY STANDARDS, WHICH HAVE BEEN PREVIOUSLY FULLY CERTIFIED BY THE INCOMPLETE VEHICLE MANUFACTURER OR BY THE INTERMEDIATE VEHICLE MANUFACTURER, HAS NOT BEEN AFFECTED BY FINAL-STAGE MANUFACTURE. THE VEHICLE HAS BEEN COMPLETED IN ACCORDANCE WITH PRIOR MANUFACTURER'S INSTRUCTIONS, WHERE APPLICABLE. THIS VEHICLE CONFORMS TO ALL OTHER APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT IN 2 / 91 (MONTH, YEAR)

VEHICLE IDENTIFICATION NO: E-6123
CHASSIS S/N: 4P1CT0ZDSH4000376

VEHICLE TYPE LANCE 4-DOOR

IMPORTANT MAINTENANCE INSTRUCTIONS

Perform All Suggested Maintenance Items Outlined In The Chassis Operation Manual At The Recommended Time Intervals.

During The First Week After Taking Delivery Perform The Following Maintenance Functions.

1. Check Wheel Lug Nuts For Proper Torque
2. Check "U" Bolt Nuts

For More





INTERNATIONAL HARVESTER
CHICAGO, ILLINOIS

VIN

1HTAR1858DHA15617

MODEL

1854 4X

DATE MFG.

12/16/82

21210

MADE IN UNITED STATES OF AMERICA

 INTERNATIONAL HARVESTER COMPANY
CHICAGO, ILLINOIS 60611

W.B.

MODEL

170

1854 4X4

VIN

1H1ARU358DH15617

PD LOC-DATE

228 12-28-82

DATE MFG.

12/16/82

MADE IN UNITED STATES OF AMERICA



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Public Works - Donation of New
Holiday Tree

Department: Public Works

Meeting Date: July 14, 2025

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW has been working with Tom & Marti Warren to identify a tree to replace the current Holiday Tree. Our current tree is growing and is anticipated to be too large to put lights on it within the next 3–4 years. Marti Warren approached DPW with a plan to replace the tree with a tree currently owned by Bill and Pat Paxton of 64 Stearns Rd. The tree is located at that address. The Paxtons are willing to donate the tree to the Town for this purpose. The tree is a Douglas Fir, 15-16' in height, and has a trunk approximately 5" in diameter (4' from ground).

The tree has been inspected by Lee Gilman, a certified arborist in town. Lee reported that the tree is in good health, has good structure, and is the right size to move. He recommended that September would be a good time to move the tree.

Tom and Marti Warren are working to secure quotes for moving the tree from 64 Stearns Rd. to the Amherst Green. Payment for the move will come from the Holiday Tree Fund, and potentially through available grants and/or other donations.

The proposed site for the new tree is within the Amherst Green, across from the Congregational Church. There is a large opening on the green that the tree would fit nicely into. There is also electricity only a short distance from the tree. New electrical outlets will need to be installed in the next few years to supply electricity to the lights. The proximity of electricity will help to minimize the expense of installing new outlets.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to accept the donation of the tree, and approve the relocation to the Amherst Green in the large opening across from the Congregational Church.

SUGGESTED MOTION:

I move to accept the donation of a 15' Douglass Fir tree from Bill and Pat Paxton of 64 Stearns Rd. The tree will be relocated to the Amherst Green and will become the "Holiday Tree" when the current tree is too large to reasonably decorate with lights. All costs related to the relocation of the tree will be paid for by the Holiday Tree Fund, and other available grants and/or donations.

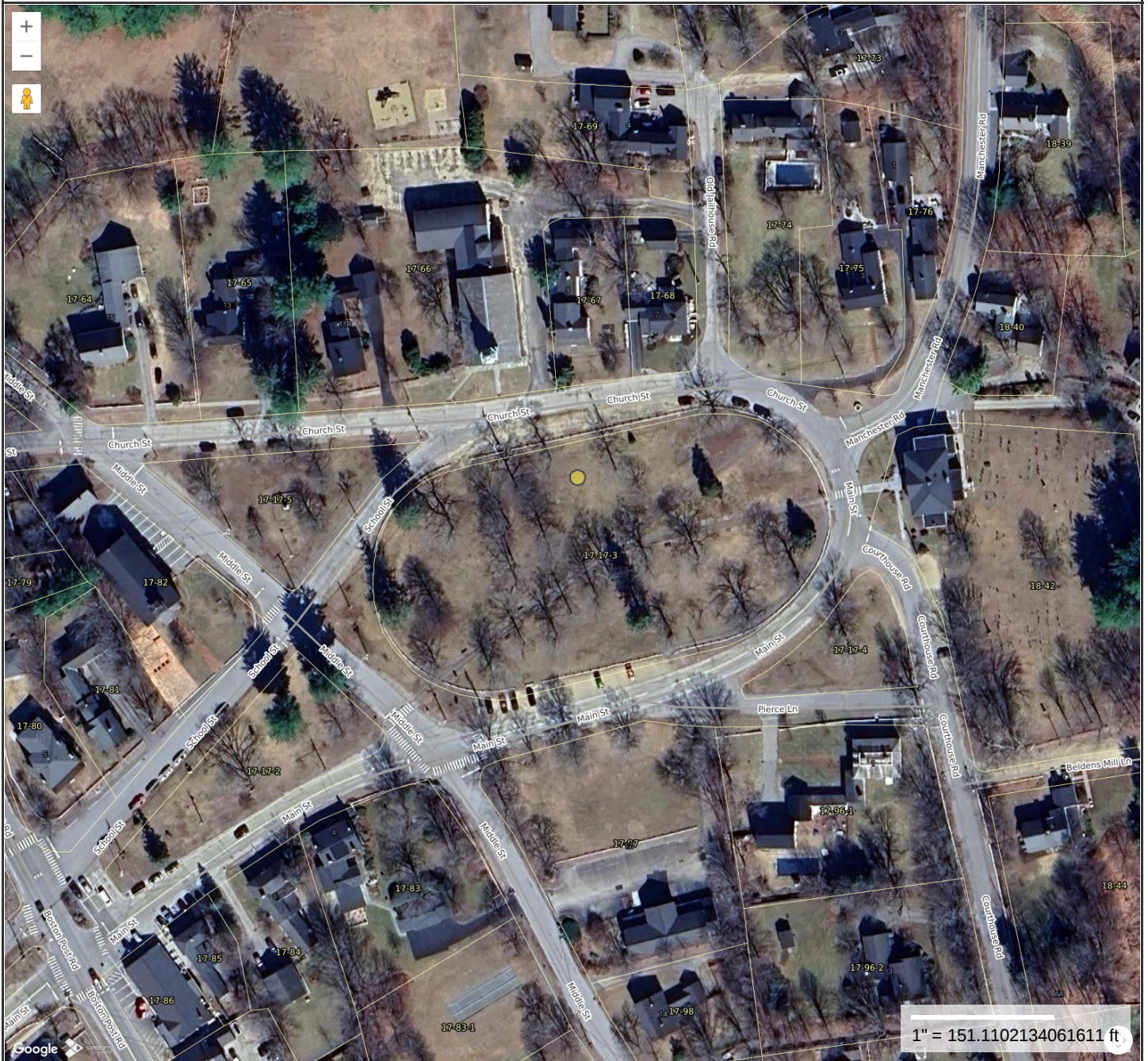
TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. holiday tree_Picture
2. Proposed Holiday Tree location



Proposed Tree Location - Amherst Green



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 06/24/2025
Data updated 01/30/2025

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Public Works - Baboosic Greenway North 03 Update **Department:** Public Works

Meeting Date: July 14, 2025 **Staff Contact:** Eric Slosek

BACKGROUND INFORMATION:

On June 6, 2025, the Town received an agreement letter from the New Hampshire Department of Transportation (NHDOT) for Project #44351, known as Baboosic Greenway North 03. This project entails the construction of a multi-modal sidepath extending between NH Route 101 and Courthouse Road.

Following receipt of the agreement, I initiated discussions with NHDOT to explore the possibility of extending the project scope to include the short segment of roadway between Courthouse Road and Boston Post Road. This extension would connect the proposed path to the existing sidepath along Amherst Street, thereby enhancing connectivity and usability.

NHDOT expressed a willingness to consider this scope modification, noting that the project's funding source—Congestion Mitigation and Air Quality (CMAQ) program—supports enhancements that improve air quality by reducing vehicle usage. However, given the timing and procedural implications, we agreed that such a modification would be more appropriately addressed during the engineering study phase of the project.

This approach aligns with the current funding authorization approved by Amherst voters and allows sufficient time for additional voter approval, if necessary, pending a formal scope amendment recommendation from the Board of Selectmen after the engineering study is completed.

Recommendation:

It is recommended that the Board of Selectmen authorizes the Town Administrator to sign the attached NHDOT agreement for Project #44351, thereby advancing the project to the next phase while preserving the opportunity to expand the project scope during engineering.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to authorize the Town Administrator to sign the 44351 project agreement.

SUGGESTED MOTION:

I move to authorize the Town Administrator to sign the agreement with the New Hampshire Department of Transportation for Project #44351 – Baboosic Greenway North 03, as presented, and to proceed with the project in coordination with NHDOT, with the understanding that the Town may consider a potential amendment to the project scope during the engineering study phase.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. First Agreement Letter to Town
2. Agreement



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

June 6, 2025

Eric Slosek
Director of Public Works
Town of Amherst
22 Dodge Road
Amherst, NH 03031

RE: AMHERST, #X-A005(433), #44351
Multimodal facility along Amherst Street (NH 122) from NH 101 to Courthouse Rd.
Congestion Mitigation & Air Quality
FIRST PROJECT AGREEMENT

Dear Mr. Slosek:

Thank you for your email correspondence dated May 27, 2025 discussing the scope, schedule, and budget for the above noted project. Attached for your signature is the proposed Project Agreement between NHDOT and the Town of Amherst. This is a standard agreement that is required for all LPA projects funded through NHDOT. Please leave the date blank on the first page of this agreement. Once the agreement has been signed and emailed back to us, I will obtain the required signature here at the Department, date the agreement, and forward an executed original agreement back to you.

Along with the signed agreement, four (4) other items are required to execute this agreement:

- 1) Unique Entity Identifier (UEI) number as described below,
2) Certificate of Authority as described below,
3) The Town's proposed schedule identifying project milestones with dates. Please use the attached fillable PDF schedule and return to NHDOT along with your signed agreement, there are instructions on the fillable schedule to guide you in filling out appropriate milestone dates along with a graphic flowchart example, and
4) The Town's proposed "Person in Responsible Charge" including their LPA certificate number.

The UEI number is the non-proprietary identifier that has replaced the Dun and Bradstreet Data Universal Numbering System (DUNS) number as of April 4th, 2022. The UEI number can be requested in, and assigned by, the System for Award Management (SAM.gov) if your Town does not have one already.

The "Certificate of Authority" shows that the person signing the agreement has the right and authority to sign the agreement on behalf of the Town.

Examples includes:

- Meeting minutes that identify that the Board of Selectmen has authorized the Town Administrator/Town Manager to sign contracts and agreements
• The Town charter or other Town guiding documents, or
• If other options are not possible, then we request a notarized statement on a standardized form

Execution of the agreement does NOT mean that you can begin to spend funds that you expect to have reimbursed as part of the project (there are no exceptions to this). However, there may be steps that are worthwhile to take to advance

JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM

your project once the agreement is executed. One example is to begin the selection process for a design consultant that will ultimately be working on your project. Please ask me for more details and information once you are ready to begin. We will follow up with you periodically, but it is ultimately up to the Person in Responsible Charge of the project to advance the project.

As your project progresses, you will be required to execute an amended project agreement for any significant changes in your project's scope, schedule, or budget. The Department typically amends a project agreement as least once when bids are received for construction.

The reference document titled "New Hampshire Department of Transportation Local Public Agency (LPA) Manual for the Development of Projects" can be downloaded from our website at the link at:

[Local Public Agency \(LPA\) | Department of Transportation \(nh.gov\)](#)

Please become familiar with the LPA manual as well as the LPA training material as you advance your project. We have attached a checklist for your use in tracking the progress of your project.

Thank you for your attention to these matters and I look forward to helping you begin this project. Please do not hesitate to contact me if you have any questions.

Sincerely,



Julie F. Avenant, P.E.
Project Manager
Bureau of Planning and Community Assistance
Telephone: (603) 271-7866

JFA/lbw
Attachments

cc via email: C.R. Willeke, NHDOT

**CONGESTION MITIGATION & AIR QUALITY PROGRAM
PROJECT AGREEMENT
FOR**

TOWN OF AMHERST

STATE PROJECT #: 44351
 FEDERAL PROJECT #: X-A005(433)
 STATE VENDOR #: 177351
 UNIQUE ENTITY IDENTIFIER #: _____

THIS AGREEMENT, is made and entered into this {___} day of {_____}, 2025, between the State of New Hampshire, acting through its Department of Transportation, hereinafter called the "DEPARTMENT", and the Town of Amherst, hereinafter called the "PROJECT SPONSOR".

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to construct a multimodal facility along north side of Amherst Street (NH 122) from NH101 to Courthouse Rd. in the Town of Amherst is an eligible project for funding under the Federal Aid Congestion Mitigation and Air Quality Program created under the Federal Bipartisan Infrastructure Law (BIL); and

WHEREAS, the DEPARTMENT has established Project #44351 (the "Project") for the aforesaid project, with the project funding and target ad year as represented in the table below; and

Programmed Year of Advertisement	Participating Federal Share 80%	Participating Local Share 20%	Additional Non- Participating Funds	*Total Budget
2030	\$1,451,212.53	\$362,803.13	\$0.00	*\$1,814,015.66

*The Total Budget shown is the latest approved estimated cost year of FY 2025, inflated at 4.4% per year for 4 years

Additional Administrative Documentation Information: If this information is not available at the time of the Agreement signing, documentation will be sent to the PROJECT SPONSOR by the DEPARTMENT as soon as the information is available:

FEDERAL FAIN #: {Not yet available}
 CFDA #20.205 and DESCRIPTION Highway Planning and Construction
 SUBAWARD Period of performance start date: {Not yet available}
 SUBAWARD Period of performance end date: {Not yet available}
 NHDOT Managed: Yes____ No x
 NHDOT Indirect Cost Rate: N/A x 10%____
 Is award Research & Development: Yes____ No x

WHEREAS, the PROJECT SPONSOR has submitted an Application 22-14CMAQ to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby incorporated and made a part of this AGREEMENT; and

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreement herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts.
- B. The PROJECT SPONSOR shall manage the design, environmental study, right-of-way acquisition and construction of the Project. This management is described in the current version of the DEPARTMENT's document titled "Local Public Agency Manual for the Development of Projects", as it may be amended from time to time, and, by reference, is hereby made a part of this AGREEMENT.
- C. The PROJECT SPONSOR shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance of all Project elements together with the maintenance of sidewalks, which includes winter snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133, once the work under this AGREEMENT is completed. Should operational adjustments be necessary, the PROJECT SPONSOR agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.
- D. The PROJECT SPONSOR shall submit monthly progress reports and invoices to the DEPARTMENT for reimbursement of its share of the amounts paid to engineering, environmental and/or right-of-way consultants and construction contractors for the performance of the work set forth in the Application or agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that the invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.
- E. The PROJECT SPONSOR is required to maintain all project and financial records pertinent to the development of the Project for three (3) years beyond the date of the DEPARTMENT's final voucher. The DEPARTMENT will send a letter to the PROJECT SPONSOR with the date of this approval. If there is a failure to maintain this documentation, NHDOT and/or Federal Highway Administration could take an action up to and including requesting a refund of all reimbursed project costs. Any and all of these project and financial records must be made available to the DEPARTMENT and Federal Highway Administration at their request.
- F. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.

G. Non-Discrimination:

1. The PROJECT SPONSOR agrees, for itself, its assignees and successors in interest, that it will comply with Title VI of the Civil Rights Act of 1964, (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21, (referred to as the “REGULATIONS”), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the PROJECT SPONSOR receives Federal financial assistance extended by the State of New Hampshire. The ACT and the REGULATIONS are herein incorporated by reference and made a part of this AGREEMENT. This AGREEMENT obligates the PROJECT SPONSOR for the period during which Federal financial assistance is extended.
2. The PROJECT SPONSOR hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:
 - a. That each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. That the PROJECT SPONSOR shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The PROJECT SPONSOR hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in consideration for an award.*
 - c. That the PROJECT SPONSOR shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the award and performance of any DEPARTMENT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The PROJECT SPONSOR shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DEPARTMENT-assisted contracts. The DEPARTMENT's DBE program, as required by 49 CFR part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this AGREEMENT. Upon notification to the PROJECT SPONSOR of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*
 - d. That the PROJECT SPONSOR shall include the following assurance in each contract signed with a contractor and each subcontract the prime contractor signs with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the performance of this contract. The contractor shall carry out*

applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.

3. The PROJECT SPONSOR shall insert a copy of the required provisions of Federally-assisted construction contracts in accordance with Executive Order 11246, Equal Employment Opportunity, and 41 CFR Part 60-4, Affirmative Action Requirements, in each contract entered into pursuant to this AGREEMENT. Required Federal contract provisions can be obtained through the DEPARTMENT's Labor Compliance Office (271-6612) or Online at: <http://www.nh.gov/dot/org/administration/ofc/documents.htm>
- H. The PROJECT SPONSOR certifies by entering into this Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of New Hampshire. The term "principal" for purposes of this Agreement means an officer, director, key employee or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the PROJECT SPONSOR. The PROJECT SPONSOR also certifies that it will verify the state and federal suspension and debarment status for all parties (consultant/vendor/contractor, etc.) receiving funds under this Agreement as a sub-Agreement and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred party. The PROJECT SPONSOR shall immediately notify the Department if any sub-Agreement party is debarred or suspended, and shall, at the DEPARTMENT'S request, take all steps required by the State to terminate its sub-Agreement relationship with the party for work to be performed under this Agreement.
- I. If the PROJECT SPONSOR defaults or fails to fulfill any part of this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project engineering plans, environmental documents and contract documents applicable to the Federal Highway Administration and State of New Hampshire requirements for a Federally-funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall reimburse its share to the PROJECT SPONSOR after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR.
- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in the Table on page 1. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR shall invoice the DEPARTMENT for incurred costs on a monthly basis and the DEPARTMENT will process these invoices for payment in an expeditious manner.
- D. That the PROJECT SPONSOR agrees to commence the PROJECT within 6 months of AGREEMENT execution date noted in the first paragraph of page 1. The PROJECT SPONSOR agrees to complete the Preliminary Engineering (PE) Phase of the PROJECT on or BEFORE December 31st of the Programmed Year of Advertisement date noted in the table on page 1, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the DEPARTMENT for an extension to either the START or END date. Such application for extension must be made in writing, providing an explanation of the reasons for the delay, and proposing a revised schedule. Failure to meet any deadline without good cause or failure to submit an extension request may cause the DEPARTMENT to cancel its participation in this Project at its sole discretion, in which case any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in either deadline being unattainable.
- E. That the PROJECT SPONSOR will attend a meeting with the DEPARTMENT's representative after signing this AGREEMENT to discuss the Project's scope, budget and schedule. The PROJECT SPONSOR will subsequently provide a schedule showing project milestones with dates. Failure to meet these dates could delay funding for construction.
- F. This AGREEMENT may be amended to incorporate changes in project scope, schedule, and/or budget that may arise through the development and design stages of the project, pursuant to approval by the Governor and the Executive Council as Item No. 47 on March 23, 2022. Such amendments will be effective upon execution of an instrument in writing signed by both parties hereto. Otherwise, this AGREEMENT may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto, and only after approval of such amendment, waiver of discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule, or policy.
- G. That this AGREEMENT is contingent upon the appropriation of sufficient funds from the State of New Hampshire Legislature and/or the Federal Highway Administration. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the PROJECT SPONSOR. Such

termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.

H. Pursuant to authorization by the Governor and Executive Council, as Item No. 47 on March 23, 2022, this AGREEMENT is effective upon the date shown on page one of this AGREEMENT. The DEPARTMENT will include this AGREEMENT in its annual report to the Governor and the Executive Council on the status of all active Federal Local Public Agency (LPA) projects.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date first written above.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

TOWN OF AMHERST

By: _____
William J. Cass, PE
Commissioner
State of New Hampshire
Department of Transportation

Signature: _____
Name (typed): _____
Title: _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Public Works - School Campus
Sidepath (TAP Grant) Update

Department: Public Works

Meeting Date: July 14, 2025

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

Overview

The New Hampshire Department of Transportation (NHDOT) has notified the Town that our recent Transportation Alternatives Program (TAP) grant application for the Amherst School Campus Sidepath Project has been selected for inclusion in the State's Ten-Year Transportation Plan (TYP).

Project Cost Estimates

In its review, NHDOT conducted an independent cost analysis and provided an estimated project cost of \$2.033 million, which is \$908,000 higher than the Town's original estimate of \$1.125 million, as developed by our engineering consultant, VHB.

After coordination with NHDOT, it was mutually agreed that the amount to be programmed into the Ten-Year Plan will reflect the Town's original estimate of \$1.125 million, adjusted to include first-year inflation. This programming amount will serve as a placeholder until final funding decisions are made.

Grant Agreement Process

If the Town is ultimately selected to receive TAP funding, the project budget will be re-evaluated and updated based on current cost projections. The revised cost estimate would then be included in the formal grant agreement issued to the Town.

At that time, the Town will have the opportunity to either:

- Accept and sign the agreement with the updated figures, or
- Present the agreement to voters for approval prior to execution.

Local Match Requirements and Funding Strategy

As part of the TAP grant program, a 20% local match is required. To date, Amherst voters have approved a phased contribution totaling \$225,000 over three Town Meeting cycles, resulting in a current Capital Reserve Fund (CRF) balance of approximately \$231,464, including accrued interest.

Should the NHDOT's higher estimate of \$2.033 million be validated, the required 20% local match would increase to approximately \$406,000. This would result in a shortfall of approximately \$181,000.

Recommendation

In anticipation of potential cost escalations and to proactively position the Town for a full funding match, the Board may want to consider asking the voters for additional CRF contributions. I further recommend that the BOS seek input from the Bike/Ped Advisory Committee on this matter.

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 - Pickup Truck
Purchase

Department: Public Works

Meeting Date: July 14, 2025

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

Overview

I respectfully request the Board's authorization to proceed with the purchase of a new Ford F350 pickup truck, outfitted with both a plow and sander, from Grappone Ford. This vehicle acquisition is a scheduled item under the Department of Public Works' FY26 Vehicle and Equipment Replacement Plan and is essential to maintaining reliable winter operations and roadway safety.

Procurement and Pricing Summary

To fulfill procurement requirements and ensure best value for the Town, the DPW solicited pricing from three reputable vendors for a Ford F350 with comparable plow and sander equipment. The results are summarized below:

Vendor	Price Quote
Grappone Ford	\$69,423.00
McFarland Ford	\$76,213.00
Colonial Municipal Group	\$76,072.61

Grappone Ford submitted the lowest price and participates in the New Hampshire State contract program, which provides competitively bid pricing for municipal procurement.

Policy Waiver Request

Per the Town's purchasing policy, competitive bidding is required for purchases exceeding \$25,000. In this case, I am requesting a waiver of the formal bid process and authorization to utilize NH State government pricing instead. This process is commonly

used by municipalities and ensures access to competitive, pre-negotiated pricing from qualified vendors, streamlining the procurement process without sacrificing fiscal responsibility.

Recommendation

In consideration of the above, I respectfully recommend that the Board:

1. **Authorize the purchase** of one Ford F350 pickup truck with plow and sander from Grappone Ford for a total amount of **\$69,423.00**, and
2. **Approve a waiver** of the Town's competitive bidding requirement to allow use of the **New Hampshire State government pricing** for this acquisition.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

Requires bidding requirement waiver, utilizing NH State pricing.

DEPARTMENT HEAD RECOMMENDATION:

Recommend to approve waiver and approve award to Grappone Ford.

SUGGESTED MOTION:

I move to authorize the Department of Public Works to purchase one Ford F350 pickup truck with plow and sander from Grappone Ford in the amount of \$69,423.00, and to approve a waiver of the Town's purchasing policy requiring competitive bidding for purchases exceeding \$25,000, in order to utilize the New Hampshire State government pricing.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. F350 Ford award
2. Grappone
3. McFarland
4. CMG

TOWN OF AMHERST

Town Department: Public Works

Date: July 14, 2025

Line Item: New Equipment Capital

Budget Amount: \$180,000.00

Item: 01-4312-70-2740

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
Grappone Ford 530 NH-3A Bow NH	\$69,423.00	\$69,423.00	State of NH Government Pricing
McFarland Ford 151 Portsmouth Ave Exeter NH	\$76,213.00	\$76,213.00	State of NH Government Pricing
Colonial Municipal Group 61 Brigham Street Marlborough MA 01752	\$76,072.61	\$76,072.61	Massachusetts State Pricing

Recommend bid be awarded to: Grappone Ford

Signature of Town Administrator / Date



VEHICLE DESCRIPTION
SUPER DUTY

2025 F350 SRW 4X4 REG CAB
XL 142" WB STYLESIDE
6.8L DEVCT NA PFI V8 ENGINE
10-SPEED AUTO TORQSHIFT-G

SE **C86699**

EXTERIOR OXFORD WHITE
INTERIOR MEDIUM DARK SLATE VINYL

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DOOR HANDLES - BLACK
- HEADLAMPS - AUTOLAMP (ON/OFF)
- TOW HOOKS
- TRAILER SWAY CONTROL
- TRAILER TOW MIRRORS
- WIPERS- INTERMITTENT

INTERIOR

- 4.2" PRODUCTIVITY SCREEN
- AIR COND, MANUAL FRONT
- CLOTH SUN VISORS
- DRIVER SEAT-MANUAL LUMBAR
- OUTSIDE TEMP DISPLAY
- PARTICULATE AIR FILTER
- POWER LOCKS AND WINDOWS
- STEERING:TILT/TELESCOPE, CRUISE & AUDIO CONTROLS

FUNCTIONAL

- 4-WHEEL ANTILOCK BRAKE SYS
- FORDPASS™ CONNECT 5GW-FI HOTSPOT TELEMATICS MODEM
- HILL START ASSIST
- MANUAL LOCKING HUBS
- MONO BEAM COIL SPRING FRT SUSPENSION W/STAB BAR
- REAR VIEW CAMERA
- REMOTE KEYLESS ENTRY
- SYNC@4 W/8" SCREEN

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- DRIVER/PASSENGER AIR BAGS
- SECURE PKG 1 YR INCLUDED
- SECURILOCK® ANTI-THEFT SYS
- SOS POST-CRASH ALERT SYS™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE

(MSRP)

OPTIONAL EQUIPMENT/OTHER

PREFERRED EQUIPMENT PKG.610A	NO CHARGE
10-SPEED AUTO TORQSHIFT-G	165.00
LT245/75R17E BSW ALL-TERRAIN	430.00
3.73 ELECTRONIC-LOCKING AXLE	NO CHARGE
FRONT LICENSE PLATE BRACKET	NO CHARGE
10400# GVWR PACKAGE	NO CHARGE
50 STATE EMISSIONS	NO CHARGE
SNOWPLOW PREP/CAMPER PACKAGE	305.00
TRAILER BRAKE CONTROLLER	300.00
ROOF CLEARANCE LIGHTS	95.00
JACK	
WHEEL WELL LINERS FRONT & REAR	325.00
UPFITTER SWITCHES	230.00
410 AMP DUAL ALTERNATOR	115.00
DUAL BATTERY	210.00

PRICE INFORMATION

BASE PRICE	549,395.00
TOTAL OPTIONS/OTHER	2,175.00
TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY	51,570.00
	2,095.00

California Air Resources Board

Gasoline Vehicle

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with **higher ratings**:

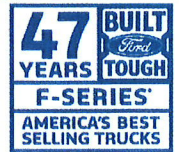
Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.



Total out the door price including Grappone and Government discounts, 9' Fisher HD2 plow, 2.2' yd PolyTempest, Four corner Strobes, and Back Rack with Light bar (NOT Whelen) as of 6/20/2025: \$69,423

The FordPass™ Connect modem is active and sending vehicle data (e.g., diagnostics) to Ford.** See in-vehicle settings for connectivity options.

*Based on 1977–2023 CY total sales.
**FordPass Connect (optional on select vehicles), the FordPass App and complimentary Connected Service are required for remote features (see FordPass Terms for details). Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.

RAMP ONE		TOTAL MSRP \$53,665.00
RA8F	RAIL	
RAMP TWO	ITEM #: 11-5060 O/T 2	

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

SB261 N RB 2X 525 002161 02 26 25



WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, v vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phl lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves and wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

rates may apply. Text HELP for help.



www.ford.com/help/privacy/terms



Prepared by: Eric Cummings
06/18/2025

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2025 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 530

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F3B	Base Vehicle Price (F3B)	\$49,395.00
Packages		
610A	Order Code 610A <i>Includes:</i> - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.	N/C
Powertrain		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas <i>Includes:</i> - Electronic-Locking w/3.73 Axle Ratio	\$1,000.00
44G	Transmission: TorqShift 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	N/C
X3E	Electronic-Locking w/3.73 Axle Ratio	Included
NONGV3	GVWR: 11,400 lb Payload Package	Included
Wheels & Tires		
TDX	Tires: LT275/70Rx18E BSW A/T (4) <i>Spare may not be the same as road tire.</i> <i>Includes:</i> - GVWR: 11,400 lb Payload Package	Included
64S	Wheels: 18" Ebony Black Painted Aluminum	Included
Seats & Seat Trim		
1	Cloth 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		
142WB	142" Wheelbase	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Eric Cummings
06/18/2025

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2025 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 530

As Configured Vehicle (cont'd)

Code	Description	MSRP
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	Included
17S	STX Appearance Package - Option Discount <i>Includes 4 pickup box tie-down plates, STX fender vent badge and upgraded interior door panels.</i> <i>Includes:</i> - 360-Degree Camera Package <i>Includes wired auxiliary trailer camera compatibility.</i> - 360-Degree Camera <i>Includes picture in picture capability.</i> - BLIS w/Cross-Traffic Alert <i>Includes trailer coverage.</i> - LED Center High-Mounted Stop Lamp (CHMSL) Camera <i>Includes LED center high-mounted stop lamp (CHMSL).</i> - Rear Parking Sensors <i>Includes reverse brake assist.</i> - Automatic High Beam - Pre-Collision Assist <i>Includes Automatic Emergency Braking (AEB) and forward collision warning.</i> - Body-Color Front Bumper - Body-Color Rear Bumper - Cloth 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> - Color-Coordinated Full Carpet w/Floor Mats - LED Box Lighting <i>Includes LED Center High-Mounted Stop Lamp (CHMSL).</i> - LED Fog Lamps <i>Includes LED reflector lamps.</i> - Painted Grille - Wheels: 18" Ebony Black Painted Aluminum - Tires: LT275/70R18E BSW A/T (4) <i>Spare may not be the same as road tire.</i> - GVWR: 11,400 lb Payload Package	\$5,115.00 -\$1,000.00
17X	FX4 Off-Road Package <i>Includes:</i> - Hill Descent Control - Off-Road Specifically Tuned Shock Absorbers <i>Includes front/rear.</i> - Transfer Case & Fuel Tank Skid Plates - Unique FX4 Off-Road Box Decal	\$550.00
473	Snow Plow Prep Package	\$250.00

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Prepared by: Eric Cummings
06/18/2025

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2025 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 530

As Configured Vehicle (cont'd)

Code	Description	MSRP
	Requires 250 Amp Alternator (67E) or 410 Amp Dual Alternator (67B) when ordered with Upfitter Switches (66S) and 120V/400W Outlet (43C). <i>Includes computer selected springs for snowplow application. Note: restrictions apply; see supplemental reference or body builders layout book for details. May result in deterioration of ride quality when vehicle is not equipped with snowplow. Dual battery (86M) recommended with 6.8L or 7.3L gasoline engines; see body builders layout book for details.</i>	
874	360-Degree Camera Package <i>Includes wired auxiliary trailer camera compatibility.</i> <i>Includes:</i> - 360-Degree Camera <i>Includes picture in picture capability.</i> - BLIS w/Cross-Traffic Alert <i>Includes trailer coverage.</i> - LED Center High-Mounted Stop Lamp (CHMSL) Camera <i>Includes LED center high-mounted stop lamp (CHMSL).</i> - Rear Parking Sensors <i>Includes reverse brake assist.</i>	Included
96D	XL Driver Assist Package	N/C
43K	Pro Power Onboard - 2kW <i>Includes dual alternators 12V 250 Amp + 24V 150 Amp.</i>	\$985.00
86M	Dual AGM 68 AH Battery	\$210.00
66L	LED Box Lighting <i>Includes LED Center High-Mounted Stop Lamp (CHMSL).</i>	Included
592	LED Roof Clearance Lights	\$95.00
85G	Tailgate Step & Handle	\$375.00
76S	Remote Start System	\$250.00
66S	Upfitter Switches (6) <i>Located in overhead console.</i>	\$230.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Eric Cummings
06/18/2025

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2025 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 530

As Configured Vehicle (cont'd)

Code	Description	MSRP
Emissions		
425	50-State Emissions System	STD
Exterior Color		
Z1_01	Oxford White	N/C
SUBTOTAL		\$57,455.00
Destination Charge		\$2,095.00
TOTAL		\$59,550.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Eric Cummings
06/18/2025

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2025 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 530

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$49,395.00
Options	\$8,060.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$2,095.00
Subtotal	\$59,550.00

Pre-Tax Adjustments

Code	Description	MSRP
st	DISCOUNT	-\$7,500.00
PLOW	9' FISHER	\$10,980.00
SAND	1.8YD POLYCASTER	\$9,288.00
stobes	FULL STROBE PKG W BACKRACK	\$3,895.00
Total		\$76,213.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Colonial Municipal Group
61 Brigham Street
Marlborough MA 01752

Phone: (774) 283-6400
www.buycmg.com

QUOTE

Quote ID: Q7649

Quote Date: 6/19/2025

Quote Valid Until: 7/19/2025

Customer: 1791

Town of Amherst - HWY
22 Dodge Road
Amherst NH 03031

Contact: Bruce Bowler

Phone: (603) 316-4023

Email: bbowler@amherstnh.gov

Salesperson: Andrew Kinniburgh

Contract: VEH110

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2025 FORD F-350 / XL / REGULAR CAB / 4X4 / 8' BED / 6.8L V8 GAS / OXFORD WHITE	1 EA	\$46,459.00	\$46,459.00
FIO	TDX - LT275/70R18 ALL TERRAIN TIRES X4M - 4.30 ELECTRONIC LOCKING AXLE 18B - PLATFORM RUNNING BOARDS 473 - SNOWPLOW PREP PACKAGE 52B - TRAILER BRAKE CONTROLLER 52S - INTERIOR WORK SURFACE 592 - ROOF CLEARANCE LIGHTS 61N - FRONT & REAR WHEEL WELL LINERS 61S - FRONT & REAR SPLASH GUARDS 66S - UPFITTER SWITCHES 67B - 410 AMP DUAL ALTERNATOR 86M - DUAL BATTERIES 76S - REMOTE START SYSTEM 96V - XL CHROME PACKAGE / FOG LIGHTS	1 EA	\$3,207.36	\$3,207.36
SUBLET, KEYS	ONE (1) ADDITIONAL FACTORY STYLE KEY	1 EA	\$212.75	\$212.75
SUBLET, JC MADIGAN	3126 - 9' FISHER HD2 PLOW WITH HANDHELD FISKSTIK CONTROLLER 3144 - RUBBER DEFLECTOR FOR 9' PLOW 3163 - HEATED LED ABL PLOW LIGHTS 3172 - 2.2CY FISHER POLYCAST ELECTRIC SPREADER 8' 3016 - MAGNUM RACK BLACK ALUMINUM WITH S/T/T LIGHTS 3019 - ADD BRACKETS TO MAGNUM RACK FOR WHELEN MINI LIBERTY LED LIGHTBAR (AMBER)	1 EA	\$23,632.50	\$23,632.50
IONA	WHELEN IONS (AMBER) MOUNTED IN GRILLE	2 EA	\$206.50	\$413.00
VTX609A	WHELEN VERTEX HIDEAWAYS (AMBER) MOUNTED IN REVERSE HOUSING OF TAIL LIGHTS	2 EA	\$173.00	\$346.00
IT9AAAAP	WHELEN MINI LIBERTY 20" AMBER LED LIGHTBAR MOUNTED ON MAGNUM BACKRACK	1 EA	\$1,262.00	\$1,262.00
4410541V	WEATHERTECH DIGITAL FIT FRONT FLOOR LINERS	1 EA	\$145.00	\$145.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$395.00	\$395.00



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QUOTE

Quote ID: Q7649

Quote Date: 6/19/2025

Quote Valid Until: 7/19/2025

Page 2 of 2

Veh. Sub Total:	\$49,666.36
Upfit Sub Total:	\$26,406.25
Trade-In Allowance:	
Discount:	
Sales Tax:	\$0.00
Grand Total:	\$76,072.61

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

- * Labor and installation is included in all pricing.
- * Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- * Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Fire Rescue - New Department Hires **Department:** Fire Rescue

Meeting Date: July 14, 2025

Staff Contact: Kevin Hevey

BACKGROUND INFORMATION:

Periodic need for additional EMS providers to be brought into the per diem system

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend the hiring of Paramedic Nicole Rogers, Advanced Emergency Medical Technician Stephen Francis, Advanced Emergency Medical Technician Christopher Wellen, Advanced Emergency Medical Technician Emiline Tyler-Well, and Emergency Medical Technician Michael Onofrio to increase our roster of available employees.

SUGGESTED MOTION:

Motion to approve the hiring of Paramedic Nicole Rogers, Advanced Emergency Medical Technician Stephen Francis, Advanced Emergency Medical Technician Christopher Wellen, Advanced Emergency Medical Technician Emiline Tyler-Well, and Emergency Medical Technician Michael Onofrio to the Amherst Fire Rescue Department as per diem positions.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. NRogers
2. SFrancis
3. CWellen
4. ETyler-Wall
5. MOnofrio



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Finance Department - NHIT
Assessment

Department: Finance Department

Meeting Date: July 14, 2025

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

We have been receiving weekly updates from the NHIT Receiver, Lance Turgeon. The total claims weekly have been exceeding estimates, and he has made the Town aware of the possibility of assessments in order to address insufficient funding. We received our first assessment invoice at the end of June, for \$64,864.00, which we paid. This assessment was prorated among all departments with health insurance expense lines. After that, we received information from other towns that decided not to pay the assessments. I am reaching out to Town Council for advice on the best way to handle this and what our legal options might be.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

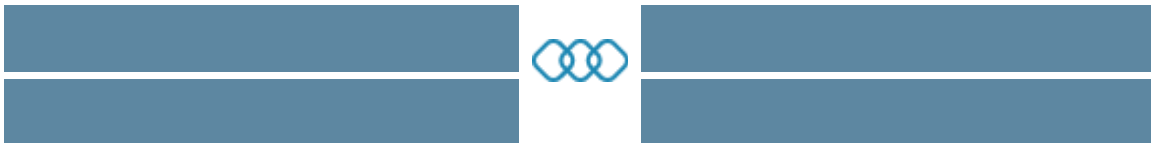
DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Email from NHIT Receiver - runout - June 27
2. NHIT Assessment Invoice #2025-6-502 - \$64,864
3. Allocate FY25 Assessment - proration



June 27, 2025

Weekly NHIT Runout Updates

I will first start off this week's update with a claims update, the past two weeks have averaged about \$900,000 per week, so on budget overall. Stop loss recoveries for June have totaled almost \$765,000 so far, some of this was expected reimbursements from May which were delayed for support the carrier needed before releasing payment, between June and May there is about \$200,000 more than what was originally budgeted which will offset the \$1.1M week at the start of the month.

The Trust has paid its last invoice to the stop loss carrier; this will provide coverage for any claims paid through 12/31/2025 that were incurred prior to 06/30/2025 and exceeded the attachment point of \$125,000 cumulative for the year ending 06/30/2025. For the discussion that will follow regarding the assessment that will be made it is important to note that the claim must be paid to receive reimbursement from the stop loss carrier. Thus, if the Trust does not have the cash to pay the claim before 12/31/2025 and it was eligible for reimbursement, the Trust will lose out on the reimbursement permanently and this will result in member employers covering the claim through assessments instead of the carrier.

To bring you up to date with our discussion with Harvard Pilgrim, a couple of weeks ago, in our call with them they informed us that they intended to “pend” payment of all health claims effective 06/01/2025. What this means is that they would process the claim but would not pay the provider. They processed and paid pharmacy claims as normal and continue to do so. The reason this was done was their concern that the Trust would not have sufficient funds to pay the health claims, while they could not control the payment of the pharmacy claims (these are handled by a pharmacy benefit manager which is a third party). This decision was made unilaterally without my approval. In addition, there was discussion on their end to delay crediting the pharmacy rebates to the Trust claims later than the anticipated June 2025 time period.

When informed of this, naturally consultation with legal counsel was required, and to allow those discussions to remain privileged I thought it best that they not be posted in my normal report, which is why I have been somewhat constrained in the information I have been providing. I have also involved the New Hampshire Secretary of State’s office in the weekly calls with Harvard Pilgrim after that initial call on their end informing us of the pended claims.

I am happy to report that we did reach a resolution on the rebate this week and they will be releasing payment of all claims processed through June 20, 2025. These claims will be paid by them on the 27th and the Trust will reimburse them next week. Health claims going forward will be pended until more cash comes in and pharmacy claims will be paid as incurred. The Trust currently has about \$1.3M on hand, but after reimbursing the pharmacy claims from the week ending 06/20/2025 Friday the 27th, this will decrease to about \$1M. The final pharmacy rebate number was approximately \$1.48M which will be used to reduce the pended claims. There are still a few outstanding contributions from employers that are sending checks in and the NH Retirement System payment of about \$135K that will come next week to replenish the cash somewhat. By the end of next week after collecting these amounts and paying a portion of the pended claims as well as other expenses the Trust will have about \$400-\$500K in cash remaining to start the run-out period in

July. There will be run out expenses other than claims during this period to administer the Trust that need to be considered.

The Trust's other remaining assets are future stop loss recoveries, a deposit of \$653K held by Harvard Pilgrim and the rebates due related to the pharmacy claims paid through 06/30/2025 in calendar 2025. It is unlikely based upon our discussions with Harvard Pilgrim that the 2025 rebate will be made available to the Trust until much later in the run-out period. We will be working with Harvard Pilgrim to see if they will release some or all of the deposit to help cover claims and permit stop loss receivables to come in once the claim is paid. The Trust must front the claim payments and cannot borrow against the anticipated rebates or stop loss recoveries. The application of the 2024 rebates to the June claims is considered payment, thus we will start seeing reimbursement for claims through June 20, 2025 in July of 2025.

To figure out the cash needed for the run-out claims and the remaining June claims, the longer you wait, the better the information. However, the longer you wait, the longer it will take to collect the stop loss recoveries. Providers will generally wait 30 days without an issue, but after 30 days we could have them trying to collect from employees which is not acceptable on my end.

The time has now come that I must make a decision on the assessment. What I have decided to do is make a preliminary assessment of \$2.5M. I have been conservative in my estimates of the run out claims, so this may be on the high side, and I hope it is. I need this to be conservative to make sure that claims that are eligible for stop loss coverage are paid as soon as possible so that the stop loss can be recovered. The assumption in this calculation does have Harvard Pilgrim releasing the deposit over the summer or early fall. The prescription rebate for 2025 may be returned to you (assuming other assumptions fall in line) when it is received to help offset some of the assessment, along with any additional recoveries or if claims come in under budget. On the other hand, should claims be higher than

anticipated we would need to do a follow-up assessment to get them paid (as waiting for the rebate next year would be too late) later in 2025.

Attached to this update, I have provided the calculation of the assessments. A formal invoice will be coming very shortly and will be dated June 26, 2025. I understand this will be an unbudgeted expense; however, we will need payment within 30 days so that I can get the pended claims released in a reasonable time frame.

Please click on this link to see the assessment calculation:

<https://files.constantcontact.com/5c583f7b601/78150e07-45b8-4913-9f44-4976142b27c2.xlsx?rdr=true>

The final allocation percentages will change – there are unprocessed enrollment changes and further changes can be made through the end of September. Also, the retiree contribution that is being paid by NHRS for June has not yet been accounted for. We will settle that up either on the next assessment or as part of the return.

The spreadsheet that is calculating the assessment is taken from the QuickBooks software that serves as the Trust's accounting record. Employers are tracked by class and both retiree and direct employer contributions are tracked in the system. The bank account is regularly reconciled so I have considered these amounts to be the official record that I used for the allocation of the assessment. For certain employers, in particular the SAUs and one County there are sub allocations made, I used the Vimly system to make that allocation. There were some differences between QuickBooks and Vimly, the material ones will be reconciled if possible before a final allocation is made.

The way the final allocation will be done (next July most likely) is that I will take the exact assessment that would have been needed, credit against that what was paid on this assessment (plus if a secondary one is needed) and then refund or charge the difference, with the refund being the most likely scenario as the prescription rebates would be refunded to the Trust at that point. June 30, 2025 is the last date for a provider to submit a claim and for them to process it.

Failure to pay the assessment timely will result in claims for that employer to continue to be pended. As discussed earlier, if the claims are not paid, stop loss cannot be recovered, this will just cost everyone more. In addition, there is risk that the providers will start attempting to collect from the employees the amounts owed. I do not want to have to take legal action to collect this assessment but will do so if left with no alternative.

If you do have questions about your assessment, please contact me via email and I can set up a call with you if needed. I will not be making minor changes to the calculations – it will be settled up on the final assessment – as a change on one employer will change all the invoices.

Monday is the last day the office will be staffed, I want to extend my appreciation to Jeff, Susan and Meredith for sticking out to the end of the active period. They will be working on a limited basis to help me with the run out along with McKenzie and Amy as there is still more to do to close the Trust out. As noted in prior updates, please send employees that have coverage or other questions to the service providers when possible.

There is some additional information from Harvard Pilgrim related to claims data requests that is after my comments for the week that should be reviewed.

To wrap things up, there is still some equipment available – filing cabinets, some office chairs (the 12 conference room chairs have been sold), laser printers, 2 55 inch TVs, some stand up desk converters (they go on the top of a regular desk),

Yealink phones, desks and, computer monitors, keyboards, computer mice, a larger shredder, bookcase, and desks. There are a bunch of power strips as well. It does not have to be a town / school to put a bid in – this can be a personal purchase. For full disclosure I will bid \$15 each on a file cabinet and the chair I am sitting on now (price matching other sales) as well as a few dollars for a keyboard and mouse and a few miscellaneous office supplies. You are welcome to come by Monday the 30th if you want but let us know you are coming in advance and at what time, the office will close up 4PM at the latest.



Next week will be the 4th of July holiday on Friday and my office will also be closed on the 3rd, so there will be no update next week.

Notice Regarding Claims Data Requests After June 30, 2025

As our organization will officially close on **June 30, 2025**, we want to inform you of a transition in how claims data requests will be handled moving forward.

Historically, we have served as the point of contact for providing group-level claims data. **Effective July 1, 2025**, all such requests should be directed to **Harvard Pilgrim Health Care**, who has agreed to respond to these inquiries on our behalf.

For claims data requests, please **email both** of the following contacts at the same time:

- **Marc Smith**, Senior Account Executive
-  marc.smith@point32health.org
- **Sarah Schwartz**, Manager of Client Services, Regional Markets – ME, NH & RI
-  sarah.schwartz@point32health.org

Please note that **claims data is only available to groups that meet the federal definition of a “large group”**, which is **more than 50 full-time equivalent (FTE) employees**.

If you are unsure of your group's eligibility or need assistance with framing your request, we recommend reaching out before June 30, 2025.

o **Critical!** Please submit any enrollment changes to enrollments@nhitrust.org as soon as possible. Enrollment and Billing Coordinator Amy Laurendeau will remain in a limited capacity. We must receive enrollment changes promptly to enable her to process the changes efficiently.

Please communicate this to your active employees and RETIREES

WHO TO CALL

o HRA, FSA, HSA, AND COBRA QUESTIONS:

csONE Benefit Solutions | (603) 227-2000 | flexiblebenefits@csone.com

o BENEFITS, COVERAGE, or CLAIMS QUESTIONS:

Harvard Pilgrim Health Care | (888) 333-4742 | myserviceteam@point32health.org

Harvard Pilgrim Employee Portal: [Employee Portal](#)

- must set up account by 6/25/2025
- Members will have access to this portal for 13 months after the termination date

Please do not hesitate to contact me or the NHIT office with any questions you may have.

Sincerely,

Lance Turgeon, CPA, CGMA

NHIT Receiver

lance.turgeon@wipfli.com



New Hampshire Interlocal Trust


PO Box 4090

Invoice

Date	Invoice #
6/26/2025	2025-6-502

Bill To
Town of Amherst 2 Main Street Amherst, NH 03031-2909

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Preliminary assessment for funding shortfall for the year ending June 30, 2025	64,864.00	64,864.00
<p>Vendor # <u>0777</u></p> <p>Batch # <u>00023.06.2025</u></p> <p>Account # <u>01-4150-50-2564</u> <i>see attached</i></p> <p>Entered By: <u></u></p> <p>Date: <u>7/1/25</u></p>			

Thank you for your business.	Total	\$64,864.00
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PRO Rate Health Insurance Assessment from NHIT

Function	Budget	Premium Pmts	% of total paid	Assessment	Pro-rated to function
4130		39,947.82	3.44%		2,233.79
4140		47,671.00	4.11%		2,665.66
4150		81,728.44	7.05%		4,570.08
4151		27,653.55	2.38%		1,546.33
4152		16,474.12	1.42%		921.20
4192		73,115.07	6.30%		4,088.43
4194		39,338.49	3.39%		2,199.72
4195		875.48	0.08%		48.95
4210		260,314.96	22.44%		14,556.24
4220		48,484.83	4.18%		2,711.17
4299		71,405.81	6.16%		3,992.86
4311		34,620.81	2.98%		1,935.92
4312		208,099.58	17.94%		11,636.47
4324		43,681.06	3.77%		2,442.55
4520		40,539.36	3.49%		2,266.87
4550		126,037.86	10.87%		7,047.76
	1,387,250.00	1,159,988.24	100.00%	64,864.00	64,864.00
		64,864.00	FY25 Assessment		
		1,224,852.24	Total FY25 expenses		
		162,397.76	FY25 Available		

General Ledger

Summary Trial Balance

User: dbender
 Printed: 07/09/2025 - 8:36AM
 Period: 01 to 12, 2025
 Include: (ALL)
 Account From: 01---1210
 Account To: 01---1210



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 01	General Fund					
EXPENSE						
Function 4130	Executive					
01-4130-20-1210	Health Insurance	41,390.00	0.00	42,181.61	0.00	42,181.61
	01-4130 EXPENSE Totals:	41,390.00	0.00	42,181.61	0.00	42,181.61
Function 4140	Election, Reg & Vital Stats					
01-4140-20-1210	Health Insurance	47,100.00	0.00	50,336.66	0.00	50,336.66
	01-4140 EXPENSE Totals:	47,100.00	0.00	50,336.66	0.00	50,336.66
Function 4150	Financial Administration					
01-4150-20-1210	Health Insurance	105,150.00	0.00	86,298.52	0.00	86,298.52
	01-4150 EXPENSE Totals:	105,150.00	0.00	86,298.52	0.00	86,298.52
Function 4151	Tax Collecting					
01-4151-20-1210	Health Insurance	31,390.00	0.00	29,199.88	0.00	29,199.88
	01-4151 EXPENSE Totals:	31,390.00	0.00	29,199.88	0.00	29,199.88
Function 4152	Property Assessment & Revals					
01-4152-20-1210	Health Insurance	15,710.00	0.00	17,395.32	0.00	17,395.32
	01-4152 EXPENSE Totals:	15,710.00	0.00	17,395.32	0.00	17,395.32
Function 4192	Zoning Department					
01-4192-20-1210	Health Insurance	112,650.00	0.00	77,203.50	0.00	77,203.50
	01-4192 EXPENSE Totals:	112,650.00	0.00	77,203.50	0.00	77,203.50

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Function 4194 01-4194-20-1210	General Government Buildings Health Insurance	62,780.00	0.00	41,538.21	0.00	41,538.21
	01-4194 EXPENSE Totals:	62,780.00	0.00	41,538.21	0.00	41,538.21
Function 4195 01-4195-20-1210	Cemeteries Health Insurance	0.00	0.00	924.43	0.00	924.43
	01-4195 EXPENSE Totals:	0.00	0.00	924.43	0.00	924.43
Function 4210 01-4210-20-1210	Police Department Health Insurance	314,460.00	0.00	274,871.20	0.00	274,871.20
	01-4210 EXPENSE Totals:	314,460.00	0.00	274,871.20	0.00	274,871.20
Function 4220 01-4220-20-1210	Fire Health Insurance	54,600.00	0.00	51,196.00	0.00	51,196.00
	01-4220 EXPENSE Totals:	54,600.00	0.00	51,196.00	0.00	51,196.00
Function 4299 01-4299-20-1210	Public Safety Communications Health Insurance	163,220.00	0.00	75,398.67	0.00	75,398.67
	01-4299 EXPENSE Totals:	163,220.00	0.00	75,398.67	0.00	75,398.67
Function 4311 01-4311-20-1210	Public Works Administration Health Insurance	34,000.00	0.00	36,556.73	0.00	36,556.73
	01-4311 EXPENSE Totals:	34,000.00	0.00	36,556.73	0.00	36,556.73
Function 4312 01-4312-20-1210	Department of Public Works Health Insurance	208,940.00	0.00	220,347.66	611.61	219,736.05
	01-4312 EXPENSE Totals:	208,940.00	0.00	220,347.66	611.61	219,736.05
Function 4324 01-4324-20-1210	Landfill Department Health Insurance	42,360.00	0.00	46,123.61	0.00	46,123.61
	01-4324 EXPENSE Totals:	42,360.00	0.00	46,123.61	0.00	46,123.61
Function 4520 01-4520-20-1210	Recreation Department Health Insurance	45,710.00	0.00	42,806.23	0.00	42,806.23

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	01-4520 EXPENSE Totals:	45,710.00	0.00	42,806.23	0.00	42,806.23
Function 4550	Library					
01-4550-20-1210	Health Insurance	107,790.00	0.00	133,085.62	0.00	133,085.62
	01-4550 EXPENSE Totals:	107,790.00	0.00	133,085.62	0.00	133,085.62
Function 4999	Other Miscellaneous Government					
01-4999-20-1210	Health Insurance	0.00	0.00	0.00	0.00	0.00
	01-4999 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	1,387,250.00	0.00	1,225,463.85	611.61	1,224,852.24
	Fund 01 Totals:	-1,387,250.00	0.00	1,225,463.85	611.61	1,224,852.24
	Report Totals:	-1,387,250.00	0.00	1,225,463.85	611.61	1,224,852.24



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP & Payroll Approvals
Meeting Date: July 14, 2025

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$44,372.82 dated June 19, 2025, subject to review and audit. (NH DMV)
AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$45,126.60 dated July 9, 2025, subject to review and audit. (NH DMV)
AP3 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$112,500.00 dated June 11, 2025, subject to review and audit. (AP Vendor)
AP4 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$12,398.00 dated June 19, 2025, subject to review and audit. (AP Vendor)
AP5 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$623,215.17 dated June 19, 2025, subject to review and audit. (AP Vendor)
AP6 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$674,419.18 dated July 3, 2025, subject to review and audit. (AP Vendor)
AP7 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$4,194,541.45 dated July 4, 2025, subject to review and audit. (AP Vendor)
AP8 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$9,878.16 dated June 5, 2025, subject to review and audit. (Citizens Credit Card)
PR1~ I move to approve one (1) Payroll Manifest in the amount of \$941.28 dated May 27, 2025 subject to review and audit.
PR2~ I move to approve one (1) Payroll Manifest in the amount of \$281,467.14 dated June 12, 2025 subject to review and audit.
PR3~ I move to approve one (1) Payroll Manifest in the amount of \$287,157.95 dated June 26, 2025 subject to review and audit.
PR4~ I move to approve one (1) Payroll Manifest in the amount of \$380,447.93 dated July 10, 2025 subject to review and audit.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Veteran Approval
Meeting Date: July 14, 2025

Department: Assessing
Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. The attached Veteran Tax Credit Application for Map 002, Lot 166-019 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2026 tax year.

Item A-1. The attached Veteran Tax Credit Application for Map 008, Lot 019-001 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2026 tax year.

Item A-2. The attached Veteran Tax Credit Application for Map 004, Lot 112-001 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 A Confidential
2. Item A-1 Confidential
3. Item A-2 Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: NRPC / Standard Power Municipal
Electricity Supply Contract Renewal

Department: Administration

Meeting Date: July 14, 2025

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

Motion to

BUDGET IMPACT:

(Include general ledger account numbers)

The purpose of this agenda item is to discuss the upcoming renewal of the Town's electricity supply contract through the Nashua Region Electricity Supply Aggregation Program, which is set to expire in November of this year.

The Nashua Regional Planning Commission (NRPC) serves as an aggregator, facilitating a competitive bidding process among electricity suppliers licensed by the New Hampshire Public Utilities Commission (PUC). NRPC partners with Standard Power to manage the process and coordinate communication with participating member communities.

The Town of Amherst participates in this aggregation program to secure more competitive electricity rates than it could obtain independently. By combining the electricity needs of multiple municipalities and school districts, the aggregation creates a larger demand profile—allowing suppliers to offer better pricing than they would to individual buyers. Standard Power will be present at the meeting to provide the latest municipal electricity pricing, respond to questions, and to request the Board's input on contract preferences.

This year introduces a new pricing component in the New England energy market: the Day-Ahead Scheduling Initiative (DASI). This initiative impacts how electricity supply pricing is structured. A summary of DASI, prepared by Ryan Paulson of Standard Power, is attached for your review. Please note that the rates in the summary reflect general market conditions and are not final; actual contract rates may vary at the time of execution.

To facilitate the finalization of the contract, Standard Power is requesting the Board's input on two key items, to be considered along with input from other participating municipalities:

1. How the Town would prefer to handle DASI-related costs:
 - DASI-Adjust – variable pricing with periodic adjustments based on actual costs
 - Fixed DASI – a locked-in rate, providing cost stability
2. Preferred contract term:
 - 12 months
 - 24 months

- 36 months

Once the Board determines its preference for DASI handling and contract terms, Standard Power would submit a updated contract containing the new pricing and terms final review and execution by the Board.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

To approve the selection of either the DASI-Adjusted or Fixed DASI pricing option and a contract term of 12, 24, or 36 months for the Standard Power Municipal Electricity Supply Contract and to authorize the Town Administrator to finalize and execute the contract on behalf of the Town.

TOWN ADMINISTRATOR RECOMMENDATION:

Once the Board determines its preference for DASI handling and the contract term, Town Administration respectfully recommends that the Board authorize the Town Administrator to finalize the terms of the contract and execute the electricity supply contract on behalf of the Town.

ATTACHMENTS:

1. NRPC Pricing Summary



Hi Everyone,

As we are approaching the renewal of your electricity supply contracts, I wanted to inform you of an important new component being introduced by ISO-NE: the **Day-Ahead Scheduling Initiative (DASI)**. This initiative is designed to enhance the reliability and efficiency of the region's electricity market, and beginning with your next contract term, DASI-related costs will be incorporated into supply pricing.

Looking at electricity pricing, there seem to be a few options for how DASI costs can be handled within your agreement, providing you with flexibility and control over how this new cost is managed. Below are two pricing options with associated rates.

DASI-Adjust

Your contract will include a baseline DASI cost estimate, and billing will be adjusted periodically to reflect the difference between actual costs and that baseline. The DASI adjust option provides lower costs right away, but does come with some potential for costs to shift up or down (less likely down, but possible)

- 12 Months-\$0.1069
- 24 Months- \$0.1051
- 36 Months- \$0.1031

Fixed DASI

DASI costs are locked into your contract price based on forecasted values, helping to mitigate the risk of cost variability, except in the case of a material change in law. The DASI Fixed better protects for rate changes, however, is a more expensive option.

- 12 Months- \$0.1084
- 24 Months- \$0.1093
- 36 Months- \$0.1070

My recommendation would be to take advantage of the lower cost options but understand there's some risk in the DASI adjust option. The Fixed option is "safer" but costs more.

I would also look to extend out 36 months this time around, as we expect costs to continue to rise. If everyone agrees, and has the authority to sign agreements, I will move forward with watching the market and requesting contracts in the next week or two.

Ryan Polson

Senior Associate
Standard Power

Standard Power of America Inc.

2 Executive Park Dr. Bedford, NH 03110 877-877-1670 standardpower.com



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Meeting Minutes
Meeting Date: July 14, 2025

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the minutes of June 23, 2025 and July 7, 2025 (*as amended*).

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2025.06.23.2025_DRAFT
2. 2025.07.07 BOS Meeting Minutes (DRAFT)



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, June 23, 2025, 6:30PM

1 Attendees: Selectman John D'Angelo, Selectman Pam Coughlin, Selectman Tom Grella,
2 Selectman Cynthia Dokmo
3 Staff present: Town Administrator Lincoln Daley; Finance Director Debbie Bender; EA/HRC
4 Jennifer Stover; DPW Director Eric Slosek; Police Chief Ciampoli
5

6 1. Call to Order

7 Selectman Cynthia Dokmo called the public meeting to order at 6:30 p.m.
8

9 2. Pledge of Allegiance – led by George Bower.

10 3. Citizens Forum

11 None at this time.
12

13 4. Board Recognition - Souhegan Girls Varsity Tennis & Boys Varsity Baseball Team 14 State Champions

15
16
17 The Board recognized the Souhegan Girls Varsity Tennis & Boys Varsity Baseball Team as
18 State Champions.
19

20 5. Scheduled Appointments

21 5.1. Amherst Highway Safety Committee- Chestnut Hill Road Update

22
23 Police Chief Ciampoli stated that residents previously submitted a petition regarding concerns
24 with speed and large trucks along Chestnut Hill Road. The Department brought a
25 recommendation to the Board and some community members took issue with a couple pieces of
26 the research that informed this recommendation, particularly the time of year that the study was
27 conducted and the location of the recording devices. The Board accepted the recommendation
28 but asked the Department to consider capturing other time spans. The Department enlisted the
29 help of NRPC and some new technology available for the study. Unfortunately, the
30 recommendation did not change much after the revised study. The study data suggests that there
31 is not an excess number of trucks going through this residential area. There also have not been
32 any accidents attributed to speed or commercial vehicles. The Highway Safety Committee is
33 tasked with bringing data to the Board. The speed concerns on this road are not different than
34 many of the other roadways analyzed in Town over the years. The data actually suggests that the
35 existing speed limit may be too low, meaning that the onus is on the Department to better enforce
36 speed in this area. In the last year, it appears that enforcement levels have been very high in
37 comparison to the previous 12 months.
38

39 DPW Director Slosek noted that the DPW has new sign board equipment which it deployed on
40 Chestnut Hill. The data from these supported the previous studies. The Committee takes these

41 studies very seriously and spends a lot of time reviewing the data in terms of considering any
42 policy changes. Unfortunately, the data in this case does not support any changes.

43
44 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to accept*
45 *the formal recommendation and analysis of the Chestnut Hill Road study from the Amherst*
46 *Highway Safety Committee*

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

48

49 **5.2. Bike Pedestrian Advisory Committee - Request For Signage & Funding**

50

51 Nancy Garzon explained that the Bicycle & Pedestrian Advisory Committee requests approval to
52 purchase 30 trail signs, ideally using some of the unspent budget from this fiscal year. These
53 signs follow a standard national design used for rail trails and hiking paths, and a quote of \$743
54 has been obtained from one of the few companies that produce them. A sample image of the
55 proposed sign is attached. The final design is still under discussion but will closely reflect this
56 concept. Pending approval, the first sign would be installed along Boston Post Road at the start
57 of the Shenk's easement, with additional signs planned for the Amherst Street sidepath and other
58 locations as easements are finalized. The Committee believes these signs will help promote the
59 Greenway and increase public awareness of local walking and biking trail opportunities. A
60 second request of \$150 is to allow for secondary signs to attach to the primary signs, allowing for
61 important access or donor information. This leads to a total requested amount of \$893.40.

62

63 Town Administrator Daley asked how the language will be chosen for the smaller signs. Ms.
64 Garzon explained that the Committee is suggesting contacting each individual or organization
65 that has helped donate an easement to allow them to decide what information to include on the
66 smaller signs. Town Administrator Daley suggested that the Committee gather the verbiage for a
67 group of signs for Board approval.

68

69 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
70 *authorize the purchase of the signs as described for a total of \$893.40 subject to appropriate*
71 *documentation for the cost of each sign and authorizing the DPW Director to sign any necessary*
72 *paperwork.*

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

74

75 **6. Administration**

76 **6.1. Appointment of Emergency Management Leader**

77

78 Town Administrator Daley noted that this role is usually applied to the Fire Chief. He requested
79 that the Board appoint the Police Chief while a new Fire Chief is being sought.

80

81 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
82 *nominate Police Chief Ciampoli to act as the Emergency Management Leader for an interim*
83 *period while seeking a new Fire Chief.*

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

85

86 **6.2. Resignation- Building Inspector/ Code Enforcement Officer**

87
88 Town Administrator Daley noted that the resignation of the Building Inspector/Code
89 Enforcement Officer was received last week. The position has been posted, and 3-4 applications
90 have already been received. The Board agreed that Selectman Grella would sit on the review
91 committee for this.

92
93 Selectman D'Angelo stated that the Building Inspector was also sitting as the Town's Health
94 Inspector. Previously, this was not the case and Katherine Lockwood, an EMT, held that
95 position. He stated that she was told that the Board decided it wanted a permanent employee in
96 that position instead of a per diem employee. He stated that he was on the Board at that time and
97 does not remember the conversation. He suggested posting for this position. There is a \$2,000
98 stipend for the position. Town Administrator Daley stated that he would look into this.

99

100 **7. Staff Reports**

101 **7.1. Encumbrances for FY25 to FY26**

102

103 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to*
104 *approve the Encumbrance requests as follows: **AFR, Vehicle Repairs** \$45,855.87; **DPW,***
105 ***Library Furnace** \$16,965.40; **DPW, Line Striping** \$31,203; **DPW, Purchase International***
106 ***Trucks** \$46,750.84; **DPW, Road Construction** \$435,973.06; **RECREATION, Carport Birch***
107 ***Park** \$14,693.*

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

109

110 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to*
111 *encumber \$8,000 from the DPW Full-Time Wages Line item for a Vegetation Management Plan*
112 *for Amherst rights of way.*

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

114

115 **7.2. Budget to Actual update as of 6/18/25**

116

117 Finance Director Debbie Bender reviewed the update.

118

119 **7.3. Job Descriptions - Finance Director & Deputy Tax Collector**

120

121 The Board reviewed the job descriptions.

122

123 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to*
124 *approve the attached job descriptions for the Finance Director and the Deputy Tax Collector.*

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

126

127 **8. Consent Agenda**

128

129 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve*
130 *the consent agenda as presented.*

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

132

133 **8.1. Assessing Land Use Change Tax**

134
135 **Land Use Change Tax**

136 **Item C.**

137 This is a Land Use Change Tax release for Map 004 Lot 145-004, which no longer qualifies for
138 Current Use due to a subdivision and transfer of property, causing this lot to become undersized
139 and no longer qualifies for Current Use Taxation. I completed a review of current vacant land
140 sales and determined a fair market value for this parcel of \$330,000. Therefore, this would
141 calculate to a Land Use Change Tax of \$33,000.00.

142
143 **Item C-1.**

144 This is a Land Use Change Tax release for Map 004 Lot 145-001, which no longer qualifies for
145 Current Use due to a subdivision and transfer of property, causing this lot to become undersized
146 and no longer qualifies for Current Use Taxation. I completed a review of current vacant land
147 sales and determined a fair market value for this parcel of \$310,000. Therefore, this would
148 calculate a Land Use Change Tax of \$31,000.00.

149
150 **Item C-2.**

151 This is a Land Use Change Tax release for Map 007 Lot 040-000, which no longer qualifies for
152 Current Use due to the sale of the abutting lot and the owner is no longer haying this property,
153 causing this lot to no longer qualify for Current Use Taxation. A completed review of current
154 vacant land sales and determined a fair market value for this parcel of \$330,000. Therefore, this
155 would calculate a Land Use Change Tax of \$33,000.00.

156
157 **Item C-3.**

158 This is a Land Use Change Tax release for Map 007 Lot 040-001, which no longer qualifies for
159 Current Use due to the sale of this lot causing it to no longer be qualified for Current Use
160 Taxation due to size. I completed a review of current vacant land sales and determined a fair
161 market value for this parcel of \$330,000. Therefore, this would calculate a Land Use Change Tax
162 of \$33,000.00.

163
164 **9. Other Approvals**

165 **9.1 Town Clerk-Annual Dog Warrant 2025**

166
167 The Board reviewed the Annual Dog Warrant 2025.

168
169 **9.2. Assessing Abatement and Charitable Exemption**

170
171 **Charitable Exemption Application A-9, A-12**

172 **Item A.**

173 The attached application is a recommended DENIAL of an (new) Institutional Exemption.
174 Community Options Inc purchased this property on Feb. 13, 2025. They applied for the
175 Institutional Exemption under the charitable section RSA 7:23 V. However, they are not
176 occupying the property yet. They still need to complete the process with the Community
177 Development Department to operate their business there. Specifically, they are an organization
178 that provides 24/7 housing for individuals with intellectual, developmental and other disabilities

179 and provides them with housing, employment support, advocacy, rehabilitation technology,
180 family support and job training. Attached is a letter from Kristy Jobin, Amherst Community
181 Development Director, verifying the vacant occupancy in addition to emails from the Fire Chief
182 regarding the operational and compliance regulations.

183
184 RSA 72:23 c-V. The buildings, land and personal property of charitable organizations and
185 societies organized, incorporated, or legally doing business in this state are owned, used and
186 occupied by them directly for the purposes for which they are established, if none of the income
187 or profits thereof are used for any other purpose than the purpose for which they are established.
188

189 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to DENY*
190 *the application for a Charitable Exemption under RSA 72:23 V. due to the fact they are not*
191 *occupying or complying with Life Safety Codes and permits required for Map 003, Lot 056-001,*
192 *46 Merrimack Road.*

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

194

195 **Abatement Recommendation**

196 **Item B.**

197 The attached abatement is a recommended GRANT. The property owner filed for an abatement
198 stating that the old home must be torn down once the new house was built. Therefore, it did not
199 have the value that we had on it (129,800). They also argued that the newly built home does not
200 have the value that we had for it (573,900). I did a full inspection of the new home and
201 remeasure. The old home was already demolished but did the best to determine the status of it
202 with the building department and the owners. Adjustment of both buildings downward, more on
203 the newer home, as we had it at a very high-quality level, and it was not worth that much,
204 although it's still good quality. The old value was 843,600, the new value 595,400, resulting in a
205 reduction of 248,200.

206

207 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to GRANT*
208 *an abatement for the referenced property, Map 003, Lot 096-000, in the amount of \$5,691.22.*

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

210

211 **Item B-1.**

212 The attached abatement is a recommended GRANT. The property owner filed for an abatement
213 stating that the town's sketch or drawing of the home had an error. I visited the property and re-
214 measured and spoke with the owner. I did make some corrections to the record, both pluses and
215 minuses. The old value was 550,400, the new value 542,300, resulting in a reduction of 8,100.

216

217 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to GRANT*
218 *an abatement for the referenced property, Map 004, Lot 059-006, in the amount of \$186.00.*

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

220

221 **9.3. Minutes**

222

223 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to*
224 *approve the meeting minutes of June 4, 2025, as presented.*

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

226

227 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to*
228 *approve the meeting minutes of June 9, 2025, as presented.*

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

230

231 **10. New Action Items**

232

233 The Board reviewed its new action items.

234

235 **11. Old/New Business**

236

237 Town Administrator Daley noted that there is a new fire truck at the Fire Department. Selectman
238 Grella suggested that there be an open house to see the new truck.

239

240 Selectman Dokmo stated that there is information regarding the July 4th event on the Town
241 website. She noted that there will be events on the Green from 9am-1pm and the parade steps off
242 at 10am. The first Town Band event will be held on the Green tomorrow evening. Also, the
243 Board received a thank you letter from Theresa Grella thanking those who participated in the
244 Memorial Day parade and observance.

245

246 **12. Adjournment**

247

248 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella adjourn*
249 *the meeting at 7:27pm.*

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

251

252 **NEXT MEETING: July 14, 2025**

253

254

255 _____
Selectman Pam D. Coughlin

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, July 7, 2025, 3:00PM

1
2 **Attendees:** Chairman Danielle Pray, Selectwoman Cynthia Dokmo, Selectman John
3 D'Angelo, Selectman Tom Grella

4 Town Administrator Lincoln Daley, Public Works Director Eric Slosek

5 **1. Call to Order**

6 Chair Danielle Pray called the public meeting to order at 3:00 pm.

7 **2. Administration**

8 **2.1 Revision Contract**

9 Town Administrator Daley introduced Department of Public Works (DPW), Eric Slosek
10 who then provided an update on the Town's solar panel installation project for the DPW
11 salt shed. He explained that the town had been awarded a grant to fund the project and
12 had been working on it since 2024. Due to the short timeline provided by the grant
13 process (less than 30 days to submit the application), the Board of Selectmen, at that
14 time, decided to move forward without going through a competitive bidding process.
15 Instead, they selected Revision Energy as a sole-source provider to implement the
16 project.

17 Director Slosek shared that he had recently spoken with former Select Board Member,
18 Bill Stoughton, who confirmed that the Board had made a formal decision to engage
19 Revision Energy. During the ongoing compliance process, the State's third-party
20 compliance consultant, Enpact, submitted a questionnaire. One of the questions asked
21 whether the contract had been publicly advertised. Since the Board chose a sole-source
22 contractor, no advertisement had been made.

23 Director Slosek said he communicated this to Enpact and explained the Town's actions.
24 Enpact responded that if the town could provide meeting minutes documenting the
25 decision, that would meet their compliance requirements. However, after reviewing all
26 available minutes, neither Director Slosek, the former Selectman, nor staff could locate
27 the official record of the vote. Although the decision likely occurred, it may not have
28 been formally recorded in the minutes.

29 Given this, ENPACT advised that the Board could reaffirm its prior decision by formally
30 voting again to approve Revision Energy as a sole-source provider and to waive the
31 town's purchasing policy, which requires competitive bidding for any contract exceeding
32 \$25,000. Doing so would fulfill the compliance requirement.

33 During the discussion, Town Administrator Daley asked whether the original
34 conversation had taken place in a non-public session. Eric responded that the topic was

BOS Meeting Minutes July 7, 2025

35 addressed in public meetings. He further explained that under federal regulations,
36 projects valued under \$250,000 are not required to be competitively bid; however, federal
37 guidelines do encourage soliciting multiple proposals. In this case, that step was not
38 taken.

39 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman D'Angelo to*
40 *reaffirm the Board's decision to award a sole-source contract to Revision Energy, Inc.*
41 *for the procurement and installation of a solar array on the DPW salt shed roof and*
42 *waive the Town's purchasing policy requiring projects exceeding \$25,000 to be*
43 *advertised for competitive bid. The total value of the contract is \$148,024.*

44 **3. Adjournment**

45 *A MOTION was made Selectman D'Angelo and SECONDED by Selectman Grella to*
46 *adjourn the meeting at 3:40 pm.*

47

DRAFT