



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room, 2 Main Street  
**MONDAY, MARCH 9, 2026 5:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
  - 4.1. Request For Town Common — Sally Hooper, Amherst Congregational Church, Amherst Village Christmas House Tour December 12, 2026
  - 4.2. Request For Town Common — Becky Stoughton and Kevin McNamara, Engaged Citizens of Hillsborough County, March 28, 2026, at 12pm
- 5. Administration**
  - 5.1. Town Administrator Updates
- 6. Staff Reports**
  - 6.1. Public Works Department — Thornton Ferry Road II Bridge Replacement (Authorization to Bid) - Public Works Director, Eric Slosek
  - 6.2. Police Department — Congressionally Directed Spending Grant for Records Management (Update) - Police Chief, Anthony Ciampoli
  - 6.3. Finance Department — Finance/Payroll/Human Resources Software Platform Recommendation - Accufund / HR Cloud - Finance Director, Jacob Fitzgerald
- 7. Consent Agenda**
  - 7.1. Baboosic Lake Septic Warrants March 2026
  - 7.2. Assessing Solar Exemption Applications
  - 7.3. Assessing Land Use Change Tax
  - 7.4. Assessing Veteran Tax Credit
  - 7.5. Finance Manifests

**8. Other Approvals**

8.1. Minutes

**9. New Action Items**

**10. Old/New Business**

**11. Non-Public Session, pursuant to RSA 91-A:3 II (b) The hiring of any person as a public employee.**

11.1. Nonpublic Session

**Adjournment**

**Next Meeting: March 23, 2026**

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.

Zoom Meeting: BOS Meeting

When: Mar 9, 2026 05:30 PM Eastern Time (US and Canada)

THE ZOOM WILL BEGIN AT APPROXIMATELY 6:30PM

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81695137845>

Join via audio:+1 312 626 6799

Webinar ID: 816 9513 7845



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Request For Town Common — Sally Hooper, Amherst Congregational Church, Amherst Village Christmas House Tour  
December 12, 2026

**Department:** Administration

**Meeting Date:** March 9, 2026

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

The request to use the Town Common does not include sufficient detail regarding the proposed use of the space. To properly evaluate the request, it is recommended that applicant provide additional information describing how the Town Common will be used during the Amherst Village Christmas House Tour, including the nature of the activity and any relevant operational details. This information is necessary to determine whether the request can be accommodated.

## **ATTACHMENTS:**

1. Use of Town Common Request, Amherst Village House Tour Dec 12, 2026, signed



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

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

**APPLICANT INFORMATION**

- Organization Name: Congregational Church of Amherst, UCC
- Is this a Non-Profit Organization? Yes
- Contact Person: Sally Hoopes
- Contact Phone Number: 603-321-1143
- Contact e-mail: Sallyhoop@comcast.net

**EVENT DETAILS**

- Event Name: Christmas in Amherst Village House Tour
- Date and Time of Event and requested Common: Saturday 12/12/20 10:00 - 3:00
- Requested Time (including setup and breakdown): 10:00 - 3:00
- Estimated Number of Attendees 600
- Describe the event and any major physical activities: Ticket holders will be visiting 5-6 historic homes in town.
- Will food or drinks be served/sold/given to the public? Only in the church (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required)
- Will food be prepared at the event by the organizers or another vendor? In church (A Hawkers and Vendors permit and an inspection by the Fire Dept. may be needed)
- Will anything be placed onto the Common? If so, what? No
- Will you need to drive anything onto the Common? No
- Will Port-a-potties be provided? (Port-a-potties must be placed along on the far-right gravel parking lot to the right of Town Hall) Church facilities will be available How Many? \_\_\_\_\_ (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) None
- Will electricity be needed? No (Electric power availability and cost must be arranged through the Department of Public Works. Electric power is not guaranteed.)
- Will the event be advertised? (If so, how and where?) Social Media & Magazines + local posters (approx 12)

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

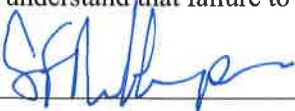
- Free for town-sponsored events and events of fewer than 250 people.
- \$250 for 250 to 500 people
- \$500 for 500 to 1,000 people
- \$750 for between 1,000 and 2,000 people
- \$1,000 for more than 2,000 people.

**ADDITIONAL REQUIREMENTS**

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

**ACKNOWLEDGEMENT AND SIGNATURE**

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

Signature:  Date: 8/26/25

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

**Chief of Police Approval:** Signature Anthony Ciampoli Date: 03/04/26

**Fire/ Rescue Chief Approval:** Signature  Date: 03/03/26

**Public Works Director Approval:** Signature Eric Slosek Date: 03/04/26

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











# Request for use of Town Common, Christmas in Amherst Village, Dec 12, 2026

Final Audit Report

2026-03-04

Created:	2026-03-04
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJEhJxrNcweSz3Av6Py6W-U9j_u4M6TKS

## "Request for use of Town Common, Christmas in Amherst Village, Dec 12, 2026" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2026-03-04 - 7:04:08 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature  
2026-03-04 - 7:04:12 PM GMT
-  Document emailed to Donald Waldron (dwaldron@amherstnh.gov) for signature  
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-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2026-03-04 - 7:04:12 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2026-03-04 - 7:05:08 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:05:37 PM GMT - Time Source: server
-  Email viewed by Donald Waldron (dwaldron@amherstnh.gov)  
2026-03-04 - 7:18:13 PM GMT
-  Document e-signed by Donald Waldron (dwaldron@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:23:37 PM GMT - Time Source: server
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
2026-03-04 - 7:24:11 PM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:24:39 PM GMT - Time Source: server

✔ Agreement completed.

2026-03-04 - 7:24:39 PM GMT



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Request For Town Common —  
Becky Stoughton and Kevin McNamara,  
Engaged Citizens of Hillsborough County,  
March 28, 2026, at 12pm

**Department:** Administration

**Meeting Date:** March 9, 2026

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Request for Use of Town Common, Engaged Citizens of Hillsborough County, March 28, 2026, noon, signed



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

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

**APPLICANT INFORMATION**

- Organization Name: Engaged Citizens of Hillsborough County (ECHC)
- Is this a Non-Profit Organization? yes, but not filed formally with the state
- Contact Person: Becky Stoughton
- Contact Phone Number: 214-415-6368
- Contact e-mail: EngagedCitizensHC@gmail.com

**EVENT DETAILS**

- Event Name: No Kings
- Date and Time of Event and requested Common: 3/28/26 from 11:30 am - 2 pm  
Main Street Common
- Requested Time (including setup and breakdown): Noon - 2:00 pm
- Estimated Number of Attendees 75 - 150
- Describe the event and any major physical activities: Individuals holding signs  
and chanting in a peaceful demonstration
- Will food or drinks be served/sold/given to the public? No (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required)
- Will food be prepared at the event by the organizers or another vendor? No (A Hawkers and Vendors permit and an inspection by the Fire Dept. may be needed)
- Will anything be placed onto the Common? If so, what? ~~No~~ 1 EZ pop-up tent (12'x12')
- Will you need to drive anything onto the Common? No
- Will Port-a-potties be provided? (Port-a-potties must be placed along on the far-right gravel parking lot to the right of Town Hall) No How Many? — (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) No
- Will electricity be needed? No (Electric power availability and cost must be arranged through the Department of Public Works. Electric power is not guaranteed.)
- Will the event be advertised? (If so, how and where?) Yes. NoKings.org, ECHC newsletter  
Face book, etc.

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

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

**ADDITIONAL REQUIREMENTS**

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

**ACKNOWLEDGEMENT AND SIGNATURE**

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

Signature: Rebecca Staught Date: 3/1/26

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

Chief of Police Approval: Signature Anthony Ciampoli Date: 03/04/26

Fire/ Rescue Chief Approval: Signature [Signature] Date: 03/04/26

Public Works Director Approval: Signature Eric Slosek Date: 03/04/26

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











# Request for Use of Amherst Town Commons, Citizen action Group 3-28-26

Final Audit Report

2026-03-04

Created:	2026-03-04
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG5My5sqBdxN3dyhIZx81MhVSb0rWo-3d

## "Request for Use of Amherst Town Commons, Citizen action Group 3-28-26" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2026-03-04 - 6:39:24 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature  
2026-03-04 - 6:39:31 PM GMT
-  Document emailed to Donald Waldron (dwaldron@amherstnh.gov) for signature  
2026-03-04 - 6:39:31 PM GMT
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2026-03-04 - 6:39:31 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2026-03-04 - 7:06:02 PM GMT
-  Email viewed by Donald Waldron (dwaldron@amherstnh.gov)  
2026-03-04 - 7:07:06 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:07:17 PM GMT - Time Source: server
-  Document e-signed by Donald Waldron (dwaldron@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:14:36 PM GMT - Time Source: server
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
2026-03-04 - 7:20:53 PM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
Signature Date: 2026-03-04 - 7:21:50 PM GMT - Time Source: server

✔ Agreement completed.

2026-03-04 - 7:21:50 PM GMT



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Town Administrator Updates  
**Meeting Date:** March 9, 2026

**Department:** Administration  
**Staff Contact:** Lincoln Daley

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## **BACKGROUND INFORMATION:**

### **1. Wilton-Milford-Amherst-Bedford NHDOT 13692E Project Update**

Amherst Road Project 13692E was recently removed from the FY2025–2028 Transportation Improvement Program (TIP), which would delay construction until approximately FY2034–2036. Local officials and representatives from the Nashua Regional Planning Commission have expressed strong opposition, citing public safety concerns, accident history along the corridor, and the project's importance to regional transportation.

The New Hampshire Department of Transportation indicated the project was one of approximately 30 removed due to limited state funding and rising construction costs. In response, the NRPC Executive Committee submitted a letter requesting the project be restored to the Ten-Year Plan.

State legislators are exploring funding options, including Senate Bill 627 (SB 627), which proposes tolling adjustments—primarily for out-of-state drivers—to generate additional transportation revenue. The bill has passed the Senate and is awaiting consideration by the House and the Governor.

### **2. Aerial Fire Truck Purchase**

The Town is currently finalizing the purchase agreement for the new aerial fire truck. The Finance Department is also working with bond counsel to secure the financing terms and interest rate for the purchase. At this time, we anticipate completing all necessary steps and finalizing the agreement by the end of this month.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Public Works Department —  
Thornton Ferry Road II Bridge  
Replacement (Authorization to Bid) - Public  
Works Director, Eric Slosek

**Department:** Public Works

**Meeting Date:** March 9, 2026

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

### **Summary**

The Department of Public Works is requesting Board of Selectmen authorization to proceed with bidding for the Thornton Ferry Road II Bridge Replacement Project prior to final approval of the wetland permit. This authorization would allow the Town to maintain the opportunity to begin construction during the upcoming summer construction season if bids are favorable.

### **Background**

The Thornton Ferry Road II bridge is scheduled for replacement as part of the Town's capital infrastructure program. Engineering design services have been completed, and the project is prepared to move into the bidding phase. We are currently awaiting formal acceptance of the wetland permit application.

The Town's engineering consultant, Hoyle Tanner, has advised that there is minimal risk associated with initiating the bid process prior to receiving the wetland permit approval. This approach has been successfully utilized on other projects when timing constraints could affect the construction schedule.

Proceeding with bidding at this time would allow the Town to evaluate construction costs and potentially start work during the current construction season. If bids exceed the project budget or permitting delays occur, the Town retains the option to not award the contract and rebid the project in the fall for construction the following year.

### **Project Budget**

The current total estimated project cost is \$1.08 million, broken down as follows:

<b>Component</b>	<b>Estimated Cost</b>
Engineering & Bidding	\$155,000
Construction	\$695,000
Construction Engineering	\$70,000

Contingency & Inflation (3%/yr) \$161,000  
**Total Estimated Cost                    \$1,080,000**

The project is planned to be funded through the **Capital Reserve Fund (CRF)**. The current CRF balance is approximately **\$1.136 million**, which is sufficient to cover the estimated project cost.

**Schedule Considerations**

Initiating the bid process now would:

- Preserve the opportunity for construction during the upcoming summer season
- Allow the Town to assess current market pricing
- Maintain flexibility to reject bids and rebid later if necessary

Delaying bidding until the wetland permit is finalized could push construction into a later season and potentially increase project costs due to inflation and market conditions.

[Power Point Presentation](#)

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

The estimated project cost of \$1.08 million would be funded from the Capital Reserve Fund, which currently has a balance of approximately \$1.136 million (1/31/2026).

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

DPW recommends that the Board of Selectmen authorize Public Works to proceed with bidding for the Thornton Ferry Road II Bridge Replacement Project prior to receipt of the wetland permit in order to preserve the opportunity to begin construction this summer.

**SUGGESTED MOTION:**

Move to authorize the Department of Public Works to proceed with bidding for the Thornton Ferry Road II Bridge Replacement Project prior to final wetland permit approval.

**TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Police Department —  
Congressionally Directed Spending Grant  
for Records Management (Update) - Police  
Chief, Anthony Ciampoli

**Department:** Police Department

**Meeting Date:** March 9, 2026

**Staff Contact:** Anthony Ciampoli

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## **BACKGROUND INFORMATION:**

The Amherst Police Department has utilized a Records Management System (RMS) originally developed by IMC, now CentralSquare Technologies, since 2005. This system has served as the foundational records platform for our agency for nearly two decades and was widely adopted by law enforcement agencies throughout New Hampshire.

Several years ago, we were notified that Central Square would no longer support this legacy RMS platform. The discontinuation of vendor support presents significant operational, security, and compliance concerns, making replacement unavoidable.

Recognizing the critical importance of maintaining a modern, secure, and compliant records management system, the Department conducted extensive research into available replacement options. Because IMC's RMS was the predominant system used throughout the state, many peer agencies have engaged in similar evaluations, allowing for collaborative research and shared insight.

Through this process, **Pro Suite** emerged as the most suitable replacement for several key reasons:

- **Continuity of Expertise:** Pro Suite was developed by the original IMC software architects and engineers, ensuring a deep understanding of law enforcement operational needs.
- **Seamless Data Migration:** Due to the shared system lineage, migration of historical data from the legacy IMC platform to Pro Suite is streamlined, minimizing risk of data loss or corruption.
- **Operational Familiarity:** The system maintains workflow similarities, reducing training time and operational disruption.
- **Modern Compliance & Security:** Pro Suite meets current CJIS standards and cybersecurity expectations, which continue to evolve and increase in complexity.

While Pro Suite provides a modern and sustainable solution, the cost structure of contemporary RMS platforms differs significantly from legacy systems. Cloud-based

hosting, subscription licensing, cybersecurity requirements, data redundancy, and ongoing support services result in substantially higher long-term costs compared to traditionally hosted systems. This shift has placed many New Hampshire law enforcement agencies, including Amherst, in a financial quandary.

In response to these challenges, several New Hampshire communities collaborated to form a consortium in order to share the cost of the system's "core" infrastructure components. By distributing core system expenses among participating agencies, the overall financial burden for each community is significantly reduced, making the transition financially feasible.

As a unified consortium, the participating communities jointly applied for Congressionally Directed Funding through the office of Senator Jeanne Shaheen. We are pleased to report that this grant application was approved, and the consortium will collectively receive \$1,000,000 in federal funding toward the implementation of the new Records Management System.

Working closely with Pro-Suite, the consortium is finalizing a contract structure that will apply the awarded grant funds to cover all system implementation and operational costs for Years 1 through 5 of the agreement. This includes migration, training, hosting, licensing, maintenance, and support.

Beginning in year 6, the Town of Amherst will assume its proportional share of the ongoing annual subscription and support costs. While final figures may be subject to standard contractual adjustments, the consortium structure significantly reduces long-term financial exposure compared to individual procurement. We hope to have more detailed information to present regarding these continuing costs in the very near future.

This phased funding approach allows the Town to transition to a modern, secure, CJIS-compliant RMS platform without immediate budget impact, while providing several years to responsibly plan for ongoing operational costs.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

**POLICY IMPLICATIONS:**

N/A

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

N/A

**TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Finance Department —  
Finance/Payroll/Human Resources  
Software Platform Recommendation -  
Accufund / HR Cloud - Finance Director,  
Jacob Fitzgerald

**Department:** Finance Department

**Meeting Date:** March 9, 2026

**Staff Contact:** Jacob Fitzgerald

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## **BACKGROUND INFORMATION:**

The Town's current financial management system, Springbrook Software, has served us well; however, as reporting requirements and operational needs continue to evolve, we require a more agile, efficient, and user-friendly platform.

After evaluating several municipal and nonprofit ERP solutions, as well as outsourced payroll providers, AccuFund, along with its integrated partner HR Cloud, stands out as the best long-term solution. The platform offers a modern, browser-based interface, strong New Hampshire-specific reporting capabilities, and a proven track record of reducing administrative workload for municipalities.

By implementing AccuFund, we would gain access to electronic time and attendance tracking, improving payroll accuracy and efficiency while reducing manual processing time. Integration with HR Cloud would provide streamlined benefits administration, recruitment, and performance management tools within a unified system.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$59,130 for year one, all of which are within the FY26 and FY27 budgets.

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Finance Director Recommends transitioning from Springbrook Software to Accufund and HR Cloud.

## **SUGGESTED MOTION:**

I move to approve the proposals provided by Accufund and HR Cloud, and to authorize the Finance Director to establish an implementation timeline with both vendors.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. New Software Proposal
2. AccuFund 2026 Proposal- Amherst, NH
3. HR Cloud 2026 Proposal- Amherst, NH



## FINANCE OFFICE

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ex. 212 Fax (603) 673-6794

To: Amherst Board of Selectmen  
From: Jacob Fitzgerald, Finance Director  
Date: March 4, 2026  
Re: Finance, Payroll, and Human Resources Software

### I. Executive Summary

The Town's current financial management system, Springbrook Software, has served us well; however, as reporting requirements and operational needs continue to evolve, we require a more agile, efficient, and user-friendly platform.

After evaluating several municipal and nonprofit ERP solutions, as well as outsourced payroll providers, AccuFund, along with its integrated partner HR Cloud, stands out as the best long-term solution. The platform offers a modern, browser-based interface, strong New Hampshire-specific reporting capabilities, and a proven track record of reducing administrative workload for municipalities.

By implementing AccuFund, we would gain access to electronic time and attendance tracking, improving payroll accuracy and efficiency while reducing manual processing time. Integration with HR Cloud would provide streamlined benefits administration, recruitment, and performance management tools within a unified system.

### II. Key Drivers for Change

While Springbrook is a general ledger system, it can be difficult to navigate, is not set up well for New Hampshire communities, and additional modules prove quite costly to utilize. Common pain points that AccuFund/ HR Cloud can help mitigate:

- **NH-Specific Compliance:** AccuFund is already utilized by New Hampshire entities (such as in Hollis and Franklin) to manage the specific nuances of state-mandated reporting and GASB compliance.
- **Payroll:** Accufund's web portal, which allows for electronic timekeeping, electronic payroll documents such as pay stubs and tax documents, help reduce the manual burden currently facing the Finance Department.
- **Ease of Use:** AccuFund's "drill-down" capability allows users to click on any balance and instantly view the underlying invoices or journal entries, significantly reducing time spent on manual lookups.
- **HR Cloud:**
- **Smart Capture Capabilities:** AccuFund comes equipped with smart capture features, such as scanning accounts payable invoices and bank statements that the system will then pull relevant data from to populate invoice entry and bank reconciliations.

### III. Costing Considerations

Our current Springbrook contract carries an annual service fee of \$60,871.

If we were to add electronic timekeeping or outsource payroll under the current system, we would expect to incur an additional \$35,000 or more annually, plus implementation fees.

Proposed Costs:

	<u>Initial Cost</u>	<u>Annual Fee</u>
Accufund	\$27,600	\$16,260
HR Cloud	\$750	\$14,520
Total	\$28,350	\$30,780

Given the above quoted costs, we can expect a full breakeven cost of continuing with Springbrook (without electronic timekeeping, outsourced payroll, or HR software) within 12-months of implementation.

**IV. Implementation Strategy**

HR Cloud estimates a six-week implementation timeline following contract execution. This would allow deployment prior to the upcoming open enrollment period.

AccuFund’s implementation is more comprehensive and would take several months. With a contract signed in March 2026, we anticipate a go-live date of January 1, 2027. We expect to maintain access to Springbrook through March 2027, allowing for adequate system overlap, testing, training, and data validation.

**V. Next Steps**

To move forward, I recommend the Board approve the proposals provided by Accufund and HR Cloud, and to authorize the Finance Director to establish an implementation timeline with both vendors.

This transition will position the Town with a modern, integrated financial and human resources system that improves efficiency, strengthens compliance, and reduces long-term administrative costs.

Sincerely,  
Jacob Fitzgerald  
Finance Director



# Town of Amherst, NH

## AccuFund Software Proposal

Prepared for:  
Jacob Fitzgerald,  
Finance Director

January 9, 2026

Prepared by:  
Mark Lynch  
Director of Sales  
[mlynch@i3verticals.com](mailto:mlynch@i3verticals.com)  
603-560-9259





January 9, 2026

Jacob Fitzgerald  
Finance Director  
Town of Amherst  
2 Main Street  
Amherst, NH 03031

Dear Jacob ,

AccuFund, Inc. is pleased to provide this proposal to Amherst, NH.

Since 2001, AccuFund prides itself on developing strong client relationships while continually delivering top-quality financial management solutions its customers rely on to help serve their constituents.

AccuFund addresses and solves your current key challenges, while also helping to position your local government for future success:

1. Comprehensive Financial Management Software Solution
2. Robust Reporting
3. Reduce Manual Processes and Increase Productivity
4. Streamline Decision-Making with Key Dashboard Metrics

Thank you for your consideration. We look forward to continuing the discussion.

Best regards,

*Mark Lynch*

Mark Lynch  
Director of Sales, AccuFund  
[www.accufund.com](http://www.accufund.com)

# About AccuFund

## **Our passion is helping you help others.**

AccuFund is 100% focused on serving nonprofits and government entities. It's all we do.

AccuFund is dedicated to providing easy-to-use, flexible, and powerful financial management software for nonprofit, endowment, representative payee and government organizations. We are a leader in cloud technology, document management, reporting and visualization, and payroll.

AccuFund is based in Castle Rock, Colorado. Our employees and value-added resellers are guided by their deep desire to help others; with experience rich in fund accounting, nonprofit governance, and local government.

We have a team of nonprofit and government experts offering consulting and implementation services across the country.

**20+**  
Years in  
Business

**1100+**  
Client  
Relationships

**90+ %**  
Client  
Retention

**100%**  
Fund Accounting  
Focus

**ACCUFUND®**

# Government Testimonials



"I thought it was a very good program when I started using it, but as I got it organized and set up to meet all our needs, it has evolved into an outstanding program providing tremendous time savings."—J. Mason, City Treasurer, City of Craig, Alaska



"The auditors can just access the AccuFund system and see everything that they need to see. They can see the source documentation because we scan in all the invoices and general ledgers that are attached to the entries. They don't need us to pull anything, which makes the audit painless. The paperless audit is the best." —J. Milner, finance director at City of Franklin, New Hampshire



"AccuFund also offers great reporting capabilities. It's very easy to send reports to Excel or a PDF, which is a big plus for us. Another neat feature is the ease with which we can email a report directly from the system to a department manager." —P. Harris, Cripple Creek, Colorado



"We experienced noticeable time savings once we switched to AccuFund. It has a smoother, more streamlined process." —B. Sienkiewicz, City of Lewisburg, West Virginia



"With AccuFund, it is very easy to make any corrections and have them reflected wherever they apply in the system. You can also create customized reports that are very in-depth and deliver the exact information you're looking for."— G. Ball, former treasurer, Easton Volunteer Fire Department, Maryland



"The beauty of AccuFund is that you don't necessarily need to print a report or print it to PDF; you can actually drill down in the report and see the source data. AccuFund has provided us with numerous reporting capabilities we didn't have before that make our report creation much easier." — A. McCreery, finance director at Mt. Lebanon, Pennsylvania



"The most positive impact – and most critical – was the more accurate and efficient financial reporting. Our ability to pull data on an actual basis, directly from our accounting system, improves the timeliness and accuracy of our reporting." —T. Pennington, Business and Accounting Supervisor at Rancho Simi Recreation and Park District, California

**ACCUFUND®**

# Discovery Call Recap

## LOCAL GOVERNMENT GOAL

Upgrade financial software to improve reporting, and financial controls, and help move toward more efficient practices long term

## CURRENT SITUATION

- The organization currently using Springbrook
- Town payroll is handled in house; interested in electronic timesheets, self service, and leave request options through the employee portal. Also evaluating outsourcing payroll; looking for full HRIS capabilities including ATS and performance management
- Town uses a few different online payment solutions and will likely keep
- Discussed advantages of Budget Development module vs importing budgets
- No needs for Utility Billing, Permits & Inspections, Property Tax, or FTL.
- Not using PO's

## RECOMMENDATION

- Build a project plan to meet the established "Go Live" date during the planning process.
- Use AccuFund's Anywhere Cloud edition
  - Improve remote access and promote collaboration
  - Free up IT staff and boost cost efficiency
- Create all custom reports, allocations, and dashboards during the initial implementation.
- Archive Legacy Database for historical transactions and consider bringing in at least 3 years of trial balance data to allow comparative financial statements to be run.

# AccuFund Proposed Modules








## **AccuFund Core System**

- General Ledger
- Financial Report Writer
- Accounts Payable
- Cash Receipts
- Bank Reconciliation
- Dashboard
- Forms Designer/Data Export
- Data Import
- System Security
- Document & Image Scanning
- EFT Payment in Accounts Payable

## **AccuFund's Government-Specific Add-on Modules**

- Utility Billing
- Work Orders
- Permits & Inspections
- Personal & Property Taxes
- Fees, Taxes & Licenses
- Court Fines
- Pay Portal

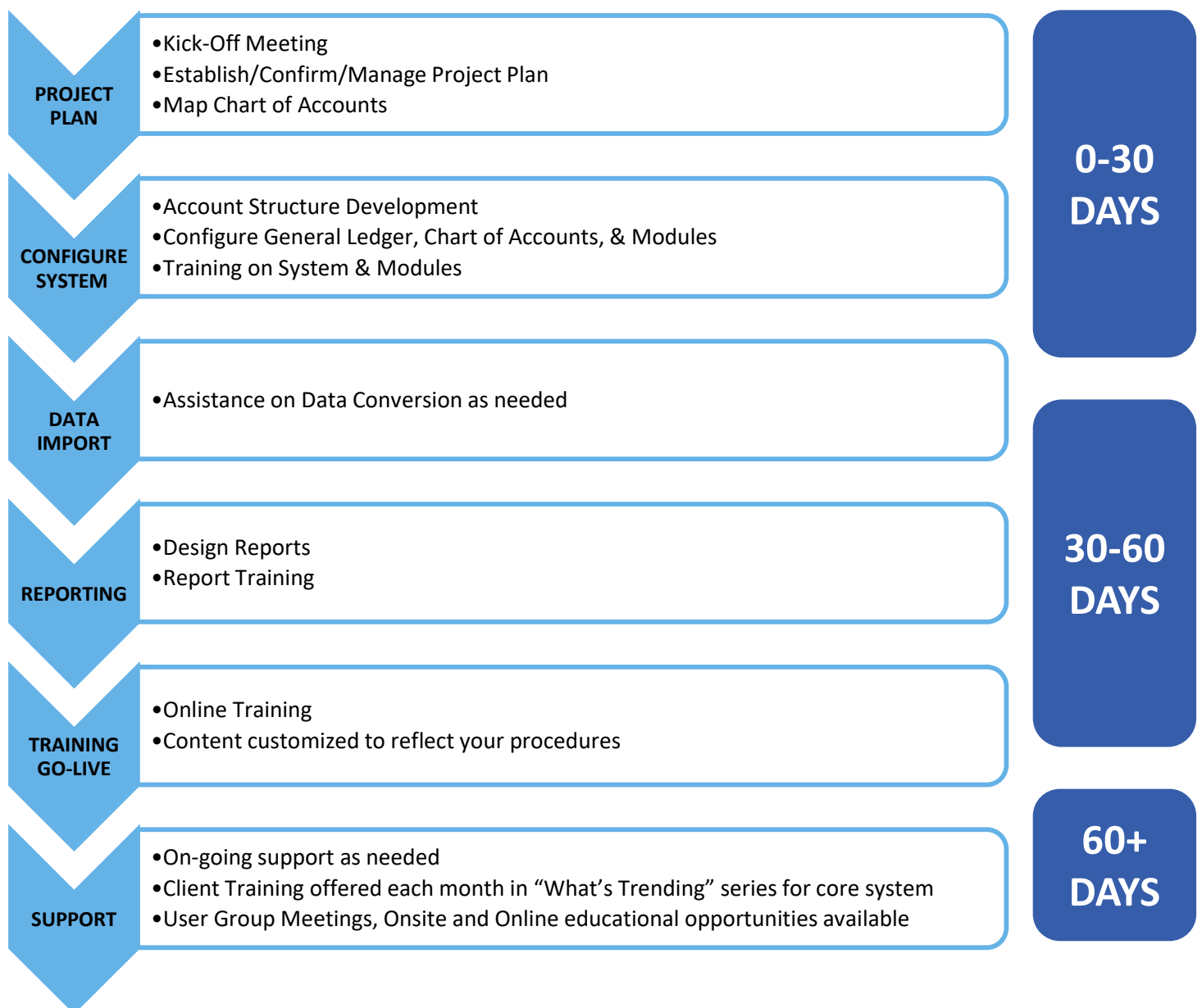
## **Popular AccuFund Add-On Modules**

-  • **Accounts Receivable**
  - Automations Workbench
-  • **Fixed Assets**
-  • **Payroll (HR, Employee Timesheet Entry, Time Clocks)**
-  • **Web Portal (Browser access for managers and staff to dashboards, financial, & other components)**
-  • **Requisitions Management**
  - Purchasing with Inventory
  - Grants Management
-  • **Budget Development**
  - Position Control
-  • **Smart Capture**
  - Loan Tracking
  - Client Accounting
  - Client Invoicing
  - Representative Payee

 *Recommended*

# Implementation Methodology

An AccuFund Implementation Specialist will lead your organization through the implementation process.



# Software Estimate

## Quote for: Town of Amherst, NH

Monthly Online Standard Edition- Anywhere	Qty.	Monthly	Annual
AccuFund Anywhere Core	Block of up to 5 Users	\$445	\$5,340
Accounts Receivable	1	\$60	\$720
Fixed Assets	1	\$60	\$720
Smart Capture includes up to 250 scans per month. Subsequent scans are 19 cents per scan thereafter. (A multi-page invoice is considered one scan.)	1	\$75	\$900
Budget Development Module	1	\$60	\$720
Payroll with Suite	1	\$125	\$1,500
Employee Portal	Up to 250 Employees	\$215	\$2,580
Access Module (Through Employee Portal)	1	\$60	\$720
Time Entry (ability to submit electronic time sheets through Employee Portal)	1	\$60	\$720
Self Service (Ability to see employee payroll information on the Employee Web Portal)	1	\$60	\$720
Soft Clock (clocking application for phone)	1	\$60	\$720
Automations Workbench	1	\$75	\$900
<b>Total AccuFund Software Components</b>		<b>\$1,355</b>	<b>\$16,260</b>
AccuFund Maintenance, Enhancements & Support (Included)			\$0
<b>*Total Annual Software Cost</b>			<b>\$16,260</b>

\*The online terms of service will be provided by AccuFund and are listed on the web website. All online services are billed on a quarterly basis. The initial billing will be for 3-6 months to prorate to the next full calendar quarter. To provide cost certainty we have capped any annual price increase at 3% on contracts between 3-5 years

# Implementation Estimate

## Implementation Estimate- Town of Amherst, NH

Implementation Estimate	Hours	Estimated Cost
Implementation Planning	8	\$1,600
**Data Conversion/Import - 3 years of trial balance data (Accounting/Finance)	12	\$2,400
Setup & Training - Core & A/R	30	\$6,000
Setup, Data Import, and Training - Fixed Assets	4	\$800
Setup & Training- Smart Capture	4	\$800
Setup & Training- Budget Development Module	8	\$1,600
Setup & Training -Payroll Suite	50	\$10,000
Setup & Training- Employee Portal with Access Module, Time Entry Self Service	10	\$2,000
Setup & Training Soft Clock	2	\$400
***Setup Automations Workbench (map fields and setup integration with HR Cloud)	10	\$2,000
<b>****Total Implementation Estimate</b>	<b>138</b>	<b>\$27,600</b>

**\*\*The data conversion estimate assumes that the client will assist in preparing the data for import in the templates provided by AccuFund. Variables such as data integrity, the number of years being imported, the complexity of the data mapping due to changes in the chart of accounts, and the amount of assistance with data preparation can greatly impact the time required to complete data conversion and import. The cost above is an approximate estimate based on preliminary information shared. Additional data can be brought into AccuFund at a cost of \$200 per hour.**

**\*\*\*Any additional time needed to configure, map fields and setup integrations or calculations utilizing Automations Workbench would be billed out at a cost of \$200 per hour**

**\*\*\*\*Please note this proposal is an estimate based on the initial needs analysis and is valid for 90 days. Implementation is not to exceed the above hours/cost unless a change order is agreed upon due to specific circumstances. During implementation, the client and AccuFund's professional services team will have access to the software to design, configure, and train users. During this time period for a period of 90 days the subscription fees will be reduced by 50%.**



# Town of Amherst - New Deal

## Town of Amherst

2 Main Street  
Hillsborough, New Hampshire 03031  
United States

Reference: 20260113-094941053

Quote created: January 13, 2026

Quote expires: April 13, 2026

Quote created by: Joseph Hammett

## Jacob Fitzgerald

jfitzgerald@amherstnh.gov

joseph@hrcloud.com

+13106585783

### Comments from Joseph Hammett

## Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
<p>HR Cloud Implementation for SMB under 250 Employees</p> <p>One time fee</p> <p>5 Meeting Hours included</p> <p>Meeting hours are provided for the first month</p> <p>Additional hours are charged at \$150 per meeting hour.</p> <p>Unlimited Support (email, chat, and ticket) - You have full access to our support team. Support is available Monday - Friday 5 AM PST to 5 PM PST</p> <p>If there are promised features on integrations that the client is awaiting to go live, there is no charge for additional hours/</p>		1	\$750.00	\$750.00
<p>Onboard for SMB</p> <p>Onboard, Offboard and People</p>		160	\$36.00 / year	\$4,320.00 / year after 25% discount

Item & Description	SKU	Quantity	Unit Price	Total
ATS for SMB		1	\$2,000.00 /year	\$1,500.00 /year after 25% discount for 1 year
Perform for SMB		160	\$36.00 /year	\$4,320.00 /year after 25% discount for 1 year
Annual subtotal				\$10,140.00 after \$3,380.00 discount
One-time subtotal				\$750.00
			<b>Total</b>	<b>\$10,890.00</b>

**Purchase terms**

**Questions? Contact me**



Joseph Hammett  
joseph@hrcloud.com  
+13106585783

HR Cloud  
222 North Pacific Coast Highway  
Suite 2000  
El Segundo, CA 90245  
US





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Baboosic Lake Septic Warrants  
March 2026

**Department:** Tax Collector

**Meeting Date:** March 9, 2026

**Staff Contact:** Robert Paquin Varnum

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## **BACKGROUND INFORMATION:**

**To:** Board of Selectmen

**From:** Robert Paquin Varnum, Tax Collector

**Date:** Feb 24, 2026

Attached are the Warrants for the Baboosic Lake Community Septic System.

The Warrants have been prepared by the Tax Office and require signatures from the Amherst Board of Selectmen.

<b>Phase</b>	<b>Amount</b>
I	\$3,701.64
II	\$3,334.70
III	\$7,619.40
IV	\$5,263.76

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Septic Warrants March 2026



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing Solar Exemption Applications

**Department:** Assessing

**Meeting Date:** March 9, 2026

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Solar Exemptions**

**Item A.** The Assessor has reviewed the attached Solar Exemption Application for Map 004, Lot 705-008 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$20,000 commencing in the 2026 tax year.

**Item A-1.** The Assessor has reviewed the attached Solar Exemption Application for Map 009, Lot 003-000 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$30,000 commencing in the 2026 tax year.

**Item A-2.** The Assessor has reviewed the attached Solar Exemption Application for Map 006, Lot 104-001 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$15,000 commencing in the 2026 tax year.

**Item A-3.** The Assessor has reviewed the attached Solar Exemption Application for Map 004, Lot 145-004 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$20,000 commencing in the 2026 tax year.

**Item A-4.** The Assessor has reviewed the attached Solar Exemption Application for Map 002, Lot 169-000 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$15,000 commencing in the 2026 tax year.

**Item A-5.** The Assessor has reviewed the attached Solar Exemption Application for Map 002, Lot 152-000 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of \$12,500 commencing in the 2026 tax year.

**Item A-6.** The Assessor has reviewed the attached Solar Exemption Application for Map 006, Lot 108-031 and the applicant qualify for the Tax Credit under RSA 72:62 in the amount of \$20,000 commencing in the 2026 tax year.

**Item A-7.** The Assessor has reviewed the attached Solar Exemption Application for Map 021, Lot 015-000 and the applicant qualifies for the Tax Credit under RSA 72:62 in the amount of \$20,000 commencing in the 2026 tax year.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

- 1. Item A Confidential
- 2. Item A-1 Confidential
- 3. Item A-2 Confidential
- 4. Item A-3 Confidential
- 5. Item A-4 Confidential
- 6. Item A-5 Confidential
- 7. Item A-6 Confidential
- 8. Item A-7 Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing Land Use Change Tax  
**Meeting Date:** March 9, 2026

**Department:** Assessing  
**Staff Contact:** Michele Boudreau

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## BACKGROUND INFORMATION:

### BUDGET IMPACT:

*(Include general ledger account numbers)*

### POLICY IMPLICATIONS:

### DEPARTMENT HEAD RECOMMENDATION:

### SUGGESTED MOTION:

#### Land Use Change Tax

**Item B.** This is a Land Use Change Tax release for Map 004 Lots 116-007 and 116-008, which no longer qualifies for Current Use due to the sale of these lots, causing these lots to no longer qualify for Current Use Taxation. The owner, however, can keep his wetlands in current use with a 100 foot buffer and he has chosen to do that. I completed a review of current vacant land sales and determined a fair market value for these parcels of:

116-007 \$295,000 x 10% = \$29,500.00

116-008 \$263,500 x 10% = \$26,350.00

#### Suggested Motion:

The assessor has recommended releasing 1.68 and 2.48 acres of land, which is the of lots at Map 004, Lot 116-007 and 116-008 from Current Use, issuing a Land Use Change tax in the amount of \$29,500.00 and \$26,350.00 in the same order. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 004, Lot 116-007 and 116-008 from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$29,500.00 and \$26,350.00 per each lot respectively.

**Item B-1.** This is a Land Use Change Tax release for Map 004 Lots 142-005 and 142-008, which no longer qualifies for Current Use due to construction of 2 new homes on these lots, causing these lots to no longer qualify for Current Use Taxation. I completed a review of current vacant land sales and determined a fair market value for these parcels of \$310,000 per lot. Therefore, this would calculate to a Land Use Change Tax of \$31,000.00 per lot.

**Suggested Motion:**

The assessor has recommended releasing 2.02 and 2.04 acres of land, which is the entirety of lots at Map 004, Lot 142-005 and 142-008 from Current Use, issuing a Land Use Change tax in the amount of \$31,000.00 per each lot. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 004, Lot 142-005 and 142-008 from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$31,000.00 per each lot.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

- 1. Item B Confidential
- 2. Item B-1 Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing Veteran Tax Credit  
**Meeting Date:** March 9, 2026

**Department:** Assessing  
**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Veteran Tax Credit**

**Item C.** The attached Veteran Tax Credit Application for Map 002, Lot 003-009 has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2026 tax year.

**Item C-1.** The attached Veteran Tax Credit Application for Map 007, Lot 006-004 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 C Confidential
2. Item C-1 Confidential



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

**Title:** Finance Manifests  
**Meeting Date:** March 9, 2026

**Department:** Administration  
**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

February 4, 2026 - \$9,578.84  
February 10, 2026 - \$330,658.10  
February 19, 2026 - \$290,895.61  
February 24, 2026 - \$256,116.47

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



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

**Title:** Minutes

**Meeting Date:** March 9, 2026

**Department:** Administration

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

I move to approve the minutes of the January 20, 2026 meeting which began at 5:30pm.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2026.01.20 BOS Meeting Work Session with BPAC Minutes, DRAFT JS



**Town of Amherst, NH**  
**BOS/BPAC Work Session MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, January 20, 2026, 5:30PM**

1 **Attendees:** Chairman Danielle Pray, Selectman John D'Angelo, Selectman Tom Grella,  
2 Selectman Cynthia Dokmo, Selectmen Pamela D. Coughlin

3  
4 **Also Present: Town Staff:** Town Administrator Lincoln Daley; EA/HRC Jennifer Stover,  
5 DPW Director Eric Slosek, **BPAC Members:** Chair Nancy Gerzon, Vice Chair Ryan  
6 Hefland, Member George Bower.

7  
8 **1.Call to Order**

9 Chair Danielle Pray called the public meeting to order at 5:32p.m

10  
11 **2. Work Session**

12 TA Daley stated that the work session's purpose was to discuss and identify the role of the  
13 Bicycle and Pedestrian Advisory Committee.

14 Nancy Gerzon introduced slides created to share with the Board of Selectmen.

15  
16  
17 Chairman Pray stated that communication, process standards and shared expectations were  
18 needed. "What is the balance of expectations versus the reality of what can be done?"

19  
20 TA Daley and BPAC Chair Gerzon agreed to work together on reviewing the BPAC Charter.

21  
22 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to adjourn*  
23 *the meeting at 6:25pm.*

24 *Voting: 5-0-0; motion carried unanimously.*

25  
26 **NEXT MEETING: Monday, January 26, 2026**

27  
28  
29  
30 \_\_\_\_\_  
*Clerk Pamela Coughlin*

\_\_\_\_\_  
*Date*



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

**Title:** Nonpublic Session  
**Meeting Date:** March 9, 2026

**Department:** Fire Rescue  
**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Memo for nonpublic session 03.09.2026
2. File for nonpublic session, 3.09.2026