



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room, 2 Main Street
MONDAY, SEPTEMBER 14, 2026 5:30 PM

The public session is anticipated to begin at 6:30pm.

1. Call to Order

2. Non-Public Session

- 2.1. Pursuant to RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

3. Pledge of Allegiance

4. Citizens' Forum

5. Scheduled Appointments

- 5.1. Buck Meadow Field Improvement Project Presentation — Sam Foise, Meridian Land Services and Arene Berry, Recreation Director

6. Board Appointments and Acceptance of Resignations

- 6.1. NRPC Commission Appointment — Will Ludt, Commissioner
6.2. Resignation of Jim Kuhnert, Historic District Commission
6.3. Resignation of Fourth of July Committee Member, Lori Ashooh
6.4. Resignation of Fourth of July Chair, Deb Polatchek
6.5. Resignation of Fourth of July Board member, Elizabeth Sculley

7. Administration

- 7.1. HealthTrust Medicare Advantage with Prescription Drug Plan Package for CY2027
7.2. Town Administrator Updates

8. Staff Reports

- 8.1. Department of Public Works - Transfer Station Deck Replacement
- 8.2. Recreation Department - Vehicle Replacement Plan Proposal
- 8.3. Police Department- Communications Division: New Hire, Dispatch
- 8.4. Police Department- FY27 NH Highway Safety Patrols Grant

9. Consent Agenda

- 9.1. Finance Manifests
- 9.2. Land Use Change Tax
- 9.3. Timber Tax Levy Certification of Yield Tax

10. Other Approvals

- 10.1. Use of Town Common request- Annual Golden on the Green
- 10.2. Use of Town Common Request; Food, Family Fun, hosted by Christ's Church in Amherst
- 10.3. No Through Trucking Ordinance, Amended
- 10.4. Minutes

11. New Action Items

12. Old/New Business

13. Non-Public Session

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

Adjournment

Next Meeting: September 28, 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.

You are invited to a Zoom webinar: BOS Meeting When: Sep 14, 2026 06:30 PM EST

<https://us02web.zoom.us/j/88692623019>
Join via audio: +1 312 626 6799
Webinar ID: 886 9262 3019



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Pursuant to RSA 91-A:3 II (c) Matters **Department:** Administration which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Meeting Date: September 14, 2026

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: Buck Meadow Field Improvement
Project Presentation — Sam Foise,
Meridian Land Services and Arene Berry,
Recreation Director

Department: Recreation Department

Meeting Date: September 14, 2026

Staff Contact: Arene Berry

BACKGROUND INFORMATION:

Sam Foisie of Meridian Land Services will present the revised plans for the future development of the Buck Meadow Recreation and Conservation Area. The proposed project includes the construction of two full-size athletic fields, four pickleball courts, a basketball court, associated parking and access/egress improvements, and ADA-compliant pathways around the perimeter of the proposed improvements.

The revised plans incorporate the major site features and design elements necessary to advance the project for formal review and approval by the New Hampshire Department of Environmental Services (NHDES) and New Hampshire Department of Transportation (NHDOT). Additional design details related to landscaping, screening, and sound mitigation are still being developed and will be incorporated into the plans at a later stage. These elements will take into consideration the questions, concerns, and input received from abutters as the project continues through the design and permitting process.

The purpose of the presentation is to provide the Board of Selectmen and the public with an opportunity to review and provide input on the current design and for the Board to consider approval of the plans so the Town may proceed with formal submissions to NH Department of Environmental Services (NHDES) and NH Department of Transportation (NHDOT). Following receipt of the necessary state approvals, the Town will be positioned to submit its formal application for Land and Water Conservation Fund (LWCF) grant funding to support the project.

BUDGET IMPACT:

(Include general ledger account numbers)

TBD

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Barring additional comments from the Board of Selectmen and public, Recreation recommends that the Board approve the Buck Meadow proposed plan and authorize submission to NHDES and NHDOT for formal approval.

SUGGESTED MOTION:

Motion to approve the Buck Meadow field improvement plan as presented and authorize the Town to submit the required applications to NHDES and NHDOT for formal approval.

TOWN ADMINISTRATOR RECOMMENDATION:

Town Administration recommends that the Board of Selectmen approve the Buck Meadow Field Improvement Project plans as presented and authorize the Town to proceed with the submission of the required applications to the New Hampshire Department of Environmental Services (NHDES) and New Hampshire Department of Transportation (NHDOT) for formal review and approval.

Additional details related to landscaping, screening, and sound mitigation measures will continue to be developed and will be presented to the Board of Selectmen for further discussion and consideration at a future meeting.

ATTACHMENTS:

1. 260909 AoT Plan Set

BUCK MEADOW

NON-RESIDENTIAL SITE PLAN
TAX MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

PREPARED FOR: TOWN OF AMHERST

AUGUST 14, 2026

MUNICIPAL CONTACTS:

TOWN ADMINISTRATOR
LINCOLN DALEY
2 MAIN STREET
AMHERST, NEW HAMPSHIRE 03031
(603) 673-6041 x209

FIRE DEPARTMENT
DON WALDRON, FIRE CHIEF
177 AMHERST STREET
PO BOX 1199
AMHERST, NEW HAMPSHIRE 03031
(603) 673-1545 x301

POLICE DEPARTMENT
ANTHONY CIAMPOLI, POLICE CHIEF
175 AMHERST STREET
AMHERST, NEW HAMPSHIRE 03031
(603) 673-4900

BUILDING OFFICIAL
JAMIE RAMSAY, BUILDING INSPECTOR
2 MAIN STREET
AMHERST, NEW HAMPSHIRE 03031
(603) 673-4138 x214

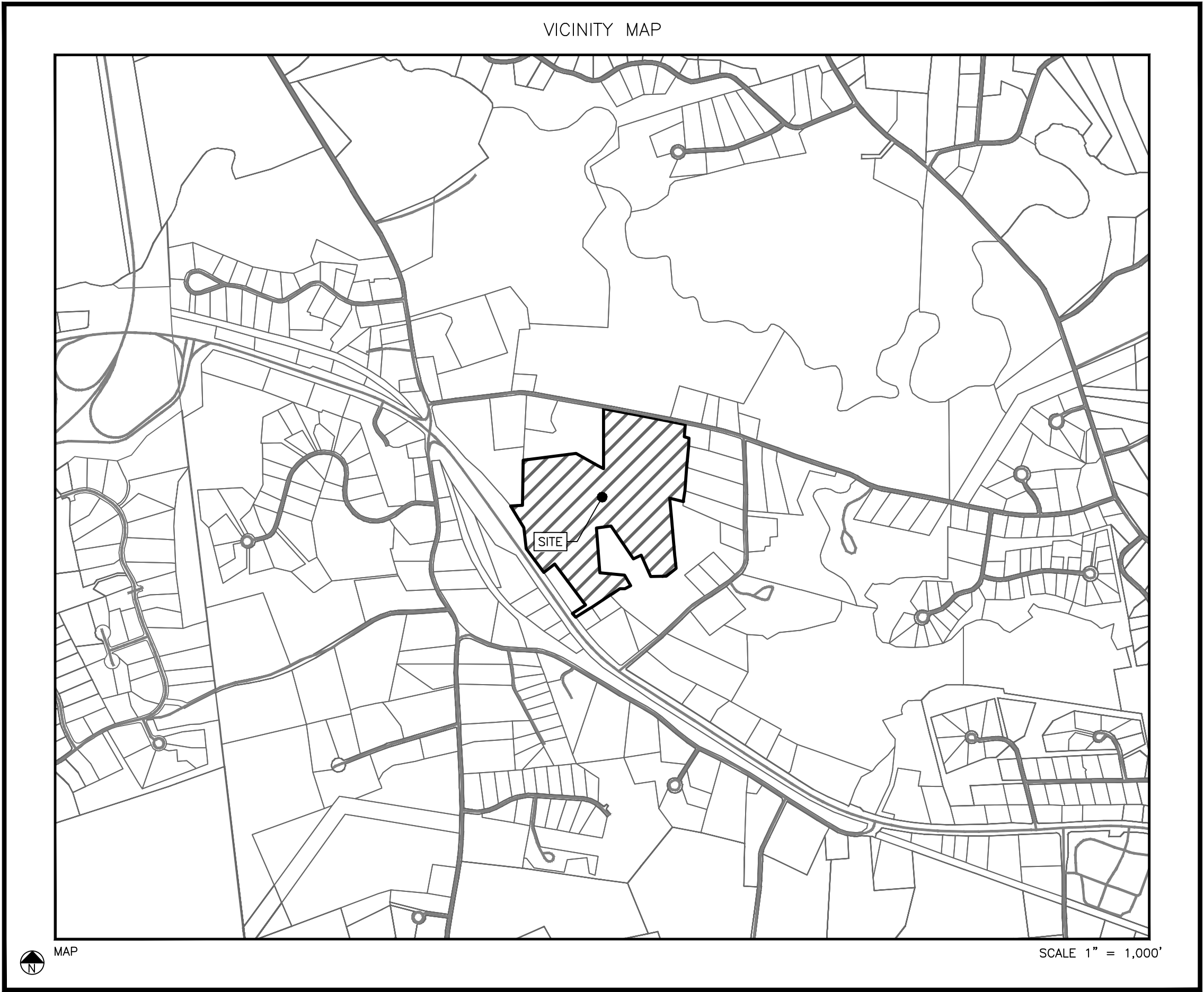
PROFESSIONAL CONTACTS:

CIVIL ENGINEER
SAMUEL R. FOISIE, PE
MERIDIAN LAND SERVICES, INC.
PO BOX 118
MILFORD, NH 03055
(603)673-1441

LAND SURVEYOR
SAMUEL D. INGRAM
MERIDIAN LAND SERVICES, INC.
PO BOX 118
MILFORD, NH 03055
(603)673-1441

MERIDIAN DESIGN PROFESSIONALS:

LLS	PE
CWS	CSS



PLAN INDEX:

SHEET	NAME	DESCRIPTION
COVER	K-1	COVER
2	GN-1	GENERAL NOTES
3	GN-2	LEGEND
4	SP-1	DEMOLITION PLAN
5	SP-2	EROSION & SEDIMENTATION CONTROL PLAN
6	SP-3	LAYOUT PLAN
7	SP-4	GRADING & DRAINAGE PLAN
8	P-1	DRIVEWAY PLAN & PROFILE
9	SD-1	SIGHT DISTANCE PLAN & PROFILE
10	LS-1	LANDSCAPING PLAN
11	LT-1	LIGHTING PLAN
12	D-1	CONSTRUCTION DETAILS
13	D-2	DRAINAGE DETAILS
14	D-3	STORMWATER POND DETAILS
15	D-4	EROSION & SEDIMENTATION CONTROL DETAILS
16	D-5	EROSION & SEDIMENTATION CONTROL NOTES
17	D-6	TEST PIT DATA

ATTACHMENTS

1	BOUNDARY PLAN OF LAND
2	EXISTING CONDITIONS

PERMITS/APPROVALS:

THIS PROJECT IS SUBJECT TO AND/OR REQUIRES THE FOLLOWING APPROVALS:

- TOWN OF AMHERST SITE PLAN PERMIT
[STATUS: PENDING] [PERMIT #: XXXX]
- TOWN OF AMHERST CONDITIONAL USE PERMIT: WETLAND SETBACK DISTURBANCE
[STATUS: PENDING] [PERMIT #: XXXX]
- NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) DRIVEWAY PERMIT
[STATUS: PENDING] [PERMIT #: XXXX]
- NHDES ALTERATION OF TERRAIN PERMIT
[STATUS: PENDING] [PERMIT#: XXXX]
- EPA CONSTRUCTION GENERAL PERMIT [PROGRAMMATIC]
** NO VARIANCE/ SPECIAL EXCEPTION REQUIRED FOR THE SITE PLAN **

WAIVERS:

OWNER'S SIGNATURE:

OWNER

DATE

OWNER/APPLICANT:

TOWN OF AMHERST
2 MAIN STREET
AMHERST, NH 03031



MERIDIAN
LAND SERVICES, INC.
ENGINEERING | SURVEYING | PERMITTING
SOIL & WETLAND MAPPING | SEPTIC DESIGN
31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL: 603-673-1441
MERIDIANLANDSERVICES.COM FAX 603-673-1584

APPROVED BY AMHERST PLANNING BOARD

ON: _____ CERTIFIED BY _____
CHAIRMAN: _____ AND _____
SECRETARY: _____

I	---	---	---	---
H	---	---	---	---
G	---	---	---	---
F	---	---	---	---
E	---	---	---	---
D	---	---	---	---
C	---	---	---	---
B	---	---	---	---
A	---	---	---	---
REV.	DATE	DESCRIPTION	DR	CK

Issued For:

AUGUST 14, 2026

SITE PLAN
REVIEW APPLICATION

FILE:2159K04.dwg

PROJECT NO. 2159.04

SHEET NO. 1 OF 17

Plotted: 9/9/2026 6:35 AM By: CONCORD-5
H:\MS\02159\2159.04\0_Drawings\ENG\2159K04.dwg

PURPOSE OF PLAN:

THE PURPOSE OF THIS PLAN SET IS TO SHOW THE IMPROVEMENTS NECESSARY TO PERMIT AND CONSTRUCT A RECREATIONAL USE AREA FOR THE TOWN OF AMHERST WHICH GENERALLY INCLUDES: THE EXPANSION OF THE EXISTING BUILDING AND CONSTRUCTION OF SOCCER FIELDS, PICKLEBALL COURTS, A BASKETBALL COURT, A PLAYGROUND, A PICNIC AREA AND THEIR ASSOCIATED ACCESS DRIVES, PARKING, AND STORMWATER MANAGEMENT PRACTICES.

GENERAL NOTES:

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE PERMIT AND INSPECTION REQUIREMENTS OF THE VARIOUS GOVERNMENTAL AGENCIES. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, AND SCHEDULE INSPECTION ACCORDING TO AGENCY INSTRUCTION.
- ALL CONTRACTORS AND SUB-CONTRACTORS SHALL MAINTAIN THEIR WORK AND THE SITE RELATIVE TO THEIR WORK IN ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN AND ALL REQUIREMENTS OF THE PROJECT N.P.D.E.S. PERMIT.
- THE PROJECT DISTURBS MORE THAN ONE (1) ACRE OF LAND AND REQUIRES A CONSTRUCTION GENERAL PERMIT (CGP) FROM THE ENVIRONMENTAL PROTECTION AGENCY (EPA) AS PART OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PHASE II STORMWATER ACT. PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL PREPARE A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND FILE A NOTICE OF INTENT (NOI) WITH THE EPA. THE CONTRACTOR SHALL CONFIRM THAT THE OWNER HAS ALSO FILED AN NOI.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO DEWATER IN COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL PERMITTING REQUIREMENTS.
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE TOWN OF AMHERST ZONING ORDINANCES AND SITE REGULATIONS.
- THE CONTRACTOR SHALL RETAIN ON THE WORK SITE AT ALL TIMES COPIES OF ALL PERMITS NECESSARY FOR ANY CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY THE OWNER AND CONTACT ALL UTILITY COMPANIES FOR LOCATIONS OF EXISTING UTILITIES IN THE AREA 72 HOURS (MINIMUM) PRIOR TO COMMENCING CONSTRUCTION.
- ALL WORK PERFORMED SHALL COMPLY WITH THE REGULATIONS AND ORDINANCES OF THE VARIOUS GOVERNMENTAL AGENCIES HAVING JURISDICTION OVER THE WORK, INCLUDING LANDSCAPING.
- CONTRACTOR SHALL SUBMIT FOR REVIEW TO THE OWNER'S CONSTRUCTION MANAGER SHOP DRAWINGS ON ALL PRECAST AND MANUFACTURED ITEMS TO USE ON THIS SITE. FAILURE TO OBTAIN APPROVAL BEFORE INSTALLATION MAY RESULT IN REMOVAL AND REPLACEMENT AT CONTRACTOR'S EXPENSE. CONSTRUCTION MANAGER'S APPROVAL OF A SHOP DRAWING DOES NOT RELIEVE CONTRACTOR'S RESPONSIBILITY FOR PERFORMANCE OF THE ITEM.
- WORK PERFORMED UNDER THIS CONTRACT SHALL INTERFACE SMOOTHLY WITH OTHER WORK BEING PERFORMED ON SITE BY OTHER CONTRACTORS AND UTILITY COMPANIES. IT IS NECESSARY FOR THE CONTRACTOR TO COORDINATE AND SCHEDULE HIS ACTIVITIES, WHERE NECESSARY WITH OTHER CONTRACTOR'S AND UTILITY COMPANIES.
- MATERIALS AND CONSTRUCTION METHODS FOR STREETS AND STORM DRAINAGE CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LOCAL REGULATORY AGENCY AND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT SPECIFICATIONS THERETO.
- CONTRACTOR SHALL REVIEW SOIL REPORTS AND BORINGS PRIOR TO BIDDING THE PROJECT AND COMMENCING CONSTRUCTION.
- AT LEAST 3 WORKING DAYS (72 HOURS) PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND APPROPRIATE AGENCIES AND SUPPLY THEM WITH ALL REQUIRED SHOP DRAWINGS, THE CONTRACTOR'S NAME, STARTING DATE, PROJECTED SCHEDULE, AND OTHER INFORMATION AS REQUIRED. ANY WORK PERFORMED PRIOR TO NOTIFYING THE ENGINEER OR WITHOUT AGENCY INSPECTOR PRESENT MAY BE SUBJECT TO REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL USE EACH PLAN IN CONJUNCTION WITH THE ENTIRE SET OF DRAWINGS AND JOB SPECIFICATIONS. DO NOT REMOVE OR DEMOLISH ANYTHING WITHOUT VERIFYING AND COORDINATING WITH ALL ELECTRICAL, PLUMBING, MECHANICAL, GENERAL TRADES, AND UTILITY COMPANIES AS THEY EFFECT THE OVERALL PROJECT.
- ANYTHING WITHOUT VERIFYING AND COORDINATING WITH ALL ELECTRICAL, PLUMBING, MECHANICAL, GENERAL TRADES, AND UTILITY COMPANIES AS THEY EFFECT THE OVERALL PROJECT.
- CONTRACTOR IS REQUIRED TO OBTAIN FROM THE ENGINEER WRITTEN APPROVAL FOR ANY DEVIATIONS FROM THE PLANS AND/OR SPECIFICATIONS.
- UNDERGROUND CONTRACTOR SHALL MINIMIZE THE WORK AREA AND WIDTH OF ALL TRENCHES TO AVOID DISTURBANCES OF NATURAL VEGETATION. SPOIL FROM TRENCHES SHALL BE PLACED ONLY ON PREVIOUSLY CLEARED AREAS OR AS DIRECTED BY THE OWNER. CONTRACTOR SHALL NO REMOVE OR DISTURB ANY TREES AND/OR SHRUBS WITHOUT PRIOR APPROVAL OF THE OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING TRAFFIC AND USAGE OF THE EXISTING STREETS ADJACENT TO THE PROJECT. ALL TRAFFIC MAINTENANCE CONTROL SHALL BE IN ACCORDANCE WITH LOCAL AND STATE REQUIREMENTS. TRAFFIC CONTROL OPERATION PROCEDURES SHALL BE SUBMITTED TO THE OWNER FOR APPROVAL PRIOR TO THE BEGINNING OF CONSTRUCTION.
- WHERE APPLICABLE, IMPACT FEES TO BE APPLIED AT AMHERST FEE SCHEDULE.
- REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING INTERNAL AND EXTERIOR DIMENSIONS.

DEMOLITION NOTES:

- PRIOR TO ANY WORK ONSITE, THE CONTRACTOR SHALL CONTACT DIG SAFE AT 888-344-7233. THE CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY REMOVALS WHETHER LOCATED BY DIG SAFE OR NOT. CONTRACTOR SHALL COORDINATE REMOVAL OF EXISTING UTILITY SERVICES ON SITE WITH THE POWER COMPANY. POWER COMPANY IS RESPONSIBLE FOR THE DISCONNECTION AND REMOVAL OF EXISTING SERVICES.
- IF PRESENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISCONNECTION OF UTILITY SERVICES TO THE EXISTING STRUCTURES PRIOR TO DEMOLITION OF THE BUILDINGS. THE CONTRACTOR SHALL COORDINATE WITH RESPECTIVE UTILITY COMPANIES PRIOR TO THE REMOVAL AND/OR RELOCATION OF UTILITIES.
- THE CONTRACTOR SHALL COORDINATE WITH THE UTILITY COMPANY CONCERNING PORTIONS OF WORK WHICH MAY BE PERFORMED BY THE UTILITY COMPANY'S FORCES AND ANY FEES WHICH ARE TO BE PAID TO THE UTILITY COMPANY FOR THEIR SERVICES. THE CONTRACTOR IS NOT RESPONSIBLE FOR PAYING ALL FEES AND CHARGES.
- THE CONTRACTOR IS RESPONSIBLE FOR THE DEMOLITION AND REMOVAL OF ALL STRUCTURES, PADS, WALLS, FLUMES, FOUNDATIONS, PARKING, DRIVES DRAINAGE STRUCTURES, UTILITIES, ETC., SUCH THAT THE IMPROVEMENTS SHOWN ON THE REMAINING PLANS CAN BE CONSTRUCTED. ALL FACILITIES TO BE REMOVED SHALL BE UNDERCUT TO SUITABLE MATERIAL AND BROUGHT TO GRADE WITH SUITABLE, COMPACTED FILL MATERIAL PER THE SPECIFICATIONS. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS INVOLVED AND IS RESPONSIBLE FOR REMOVING AND DUMPING THE DEBRIS IN AN APPROVED, LAWFUL MANNER.
- ALL EXISTING UTILITIES ARE TO BE REMOVED, TERMINATED, AND CAPPED AT THE RIGHT-OF-WAY. ALL EXISTING METERS, VALVES, ETC. ARE TO BE REMOVED UNLESS OTHERWISE NOTED ON THE PLANS.
- ALL EXISTING SERVICE LINES FOR TELEPHONE, ELECTRIC, SEWER, AND CABLE T.V. SERVICES ARE TO BE REMOVED TO EXISTING TRUNK LINES.
- THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION WITH APPLICABLE UTILITY COMPANIES. THE CONTRACTOR SHALL MAINTAIN ALL UTILITY SERVICES TO THE EXISTING ADJACENT BUSINESSES AT ALL TIMES. THE CONTRACTOR SHALL COORDINATE WITH THE TENANT AND UTILITY COMPANY FOR THE RELOCATION AND/OR REMOVAL OF UTILITIES IF NECESSARY. SERVICE SHALL NOT BE INTERRUPTED WITHOUT APPROVAL FROM THE TENANT.
- CONTRACTOR IS RESPONSIBLE FOR ALL COSTS INVOLVED IN THE REMOVAL OR RELOCATION OF ANY UTILITY. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION WITH APPLICABLE UTILITY COMPANIES.
- CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS REQUIRED TO CARRY OUT THE WORK AS SHOWN ON THIS PLAN.
- SITE IS OCCUPIED BY EXISTING STRUCTURES, STORM LINES, PAVEMENT, POWER POLES AND UTILITIES. IT IS CONTRACTORS' RESPONSIBILITY TO CONTACT ALL UTILITY COMPANIES THAT MAY HAVE UTILITIES ON THE SITE TO GET A DETERMINATION IF ANY UTILITIES EXISTING WILL BE IMPACTED. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING IF THE UTILITIES SHOULD BE ABANDONED OR REMOVED.
- ALL AREAS WHERE PAVEMENT, STRUCTURE SLABS, FOUNDATIONS, UTILITIES, CONDUITS, AND/OR UTILITY STRUCTURES HAVE BEEN REMOVED SHALL BE BACKFILLED WITH SELECT BACKFILL MATERIAL. ALL SELECT BACKFILL MATERIAL SHALL BE PLACED AND COMPACTED PER THE REQUIREMENTS OF SPECIFICATIONS AND THE OWNER'S GEOTECHNICAL ENGINEER.
- ALL EXISTING FENCES, SIGNS, POWER POLES, AND LIGHT POLES LOCATED ON-SITE SHALL BE DEMOLISHED AND REMOVED UNLESS OTHERWISE NOTED.
- EXISTING CAST IN PLACE SEPTIC TANKS (IF FOUND ON-SITE) SHALL BE PUMPED BY A LICENSED CONTRACTOR. THE SEPTIC TANK SHALL THEN BE REMOVED, AND THE AREA BACKFILLED PER THE PROJECT SPECIFICATIONS. ALL WORK SHALL BE IN ACCORDANCE WITH HEALTH DEPARTMENT REQUIREMENTS.
- CONTRACTOR IS RESPONSIBLE FOR WALKING SITE AND DETERMINING EXTENTS OF DEMOLITION WORK PRIOR TO BID DATE.
- EXISTING MANHOLES AND VALVE BOXES TO REMAIN IN PLACE SHALL BE ADJUSTED TO FINAL GRADES.
- ALL DIMENSIONS SHOWN TO BE REMOVED ARE APPROXIMATE AND FOR REFERENCE ONLY. CONTRACTOR SHALL FIELD VERIFY THE LIMITS OF PAVEMENT TO DETERMINE THE EXTENT OF THE EXISTING PAVEMENT TO BE REMOVED. CONTRACTOR SHALL REMOVE PAVEMENT AND CONCRETE IN ACCORDANCE WITH NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS UNLESS OTHERWISE SPECIFIED.

SITE PLAN NOTES:

- CONTRACTOR SHALL REFER TO PLANS BY ARCHITECT FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULE, SLOPE PAVING & SIDEWALKS CONNECTIONS, EXIT PORCHES, RAMPS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS
- ALL UNSURFACED AREAS ARE TO RECEIVE A MINIMUM OF FOUR INCHES OF TOPSOIL, SEED, MULCH, OR SOD, AND WATERED UNTIL A HEALTHY STAND OF GRASS OR LANDSCAPING IS OBTAINED AS PER THE LANDSCAPE PLAN.
- BOUNDARY & TOPOGRAPHIC SURVEY WAS PREPARED BY MERIDIAN LAND SERVICES, DATED [DATE].
- WETLANDS SHOWN AS "DELINEATED WETLANDS" HEREON WERE DELINEATED IN ACCORDANCE WITH THE ARMY CORPS OF ENGINEER'S WETLAND DELINEATION MANUAL. TECHNICAL REPORT Y-87-1, ALONG WITH THE NORTHEAST REGIONAL SUPPLEMENT BY [NAME] C.W.S. OF BY MERIDIAN LAND SERVICES, DATED [DATE].
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED FOR ALL SITE IMPROVEMENTS. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES' SPECIFICATIONS AND SHALL BE APPROVED BY SUCH.
- EXISTING UTILITY LINES SHOWN ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL FIELD VERIFY ALLEXISTING UTILITY LINE LOCATIONS PRIOR TO ANY CONSTRUCTION. ANY DEVIATIONS FROM THE DESIGN LOCATIONS SHALL BE REPORTED TO THE OWNER AND/OR ENGINEER PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL REFER TO PLANS BY OTHERS FOR ENTRY LOCATION OF ALL WATER, SEWER SERVICE, ELECTRICAL, AND TELEPHONE SERVICE. CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO AVOID CONFLICTS AND ASSURE PROPER DEPTHS ARE ACHIEVED AS WELL AS COORDINATING WITH THE REGULATORY AGENCY AS TO THE LOCATION AND TIE-INS/CONNECTIONS TO THEIR FACILITIES.
- SEE COVER SHEET FOR LIST OF UTILITY COMPANIES AND CONTACT PERSONS.
- ALL DIMENSIONS SHOWN TO BUILDING ARE TO OUTSIDE FACE OF BUILDING.
- ALL NECESSARY PERMITS AND APPROVALS FROM AGENCIES GOVERNING THE CONSTRUCTION OF THIS WORK SHALL BE SECURED PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL AREAS INDICATED TO REMAIN UNDISTURBED OR TO REMAIN AS BUFFERS. ALL PROPERTY CORNERS, AND REPLACING ALL PINS ELIMINATED OR DAMAGED DURING CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR REPAIRS OR DAMAGE TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, DRAINAGE, UTILITIES, PAVEMENT, STRIPING, CURB, ETC., REPAIRS SHALL BE EQUAL TO OR BETTER THAN EXISTING CONDITIONS.
- THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF ALL UNDERGROUND UTILITIES WITH HIS WORK. ALL UNDERGROUND UTILITIES (WATER, SANITARY SEWER, STORM SEWER, ELECTRICAL CONDUIT, IRRIGATION SYSTEMS, AND ANY OTHER MISC. UTILITIES) SHALL BE IN PLACE PRIOR TO THE PLACEMENT OF BASE COURSE MATERIAL, AND THE PLACEMENT OF ANY APPROPRIATE SOIL STABILIZATION TECHNIQUE.
- CONTRACTOR SHALL PROVIDE BOLLARDS FOR PROTECTION OF ALL ABOVE GROUND UTILITIES AND APPURTENANCES ADJACENT TO DRIVE AREAS.
- CONTRACTOR SHALL MATCH EXISTING PAVEMENT IN GRADE AND ALIGNMENT.
- CONTRACTOR TO REMOVE OR RELOCATE WHEN APPLICABLE, ALL EXISTING BUILDINGS, FOUNDATIONS, BASEMENTS, AND CONNECTING IMPROVEMENTS, DRAINPIPES, SANITARY SEWER PIPE, POWER POLES AND GUY WIRES, WATER METERS AND WATER LINES, WELLS, SIDEWALKS, SIGN POLES, UNDERGROUND GAS, SEPTIC TANKS, AND ASPHALT SHOWN WITHIN CONSTRUCTION LIMITS AND WHERE NEEDED TO ALLOW FOR FILL MATERIAL. CONTRACTOR TO REVIEW SITE AS IT RELATES TO DEMOLITION WORK TO ENSURE ALL DEMOLITION ITEMS ARE INCLUDED IN THE BASE BID.
- CONSTRUCTION SHALL COMPLY WITH ALL GOVERNING CODES AND IMPROVEMENTS SHALL BE CONSTRUCTED TO THE SAME.
- ALL WORK SHOWN SHALL BE DONE IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.

LAYOUT AND MATERIALS:

- DIMENSIONS ARE FROM FACE OF CURB, FACE OF BUILDINGS, FACE OF WALLS, CENTER OF PIPE, AND CENTER OF:
 - SIDEWALK/WALKWAYS WIDTHS ARE MEASURED FROM THE BACK FACE OF CURB TO THE OUTSIDE EDGE OF SIDEWALK;
 - PIPE SEPARATION IS MEASURED FROM THE OUTSIDE DIAMETERS OF PIPE(S).
- SEE ARCHITECTURAL DRAWINGS FOR EXACT STRUCTURE DIMENSIONS AND DETAILS CONTIGUOUS TO THE BUILDINGS, INCLUDING SIDEWALKS, RAMPS, STAIRWAYS, ENTRANCES, UTILITY PENETRATIONS, CONCRETE DOOR PADS, COMPACTOR PAD, LOADING DOCKS, BOLLARDS, ETC.
- ALL BUILDING LOCATION DIMENSIONS ARE TO THE FACE OF THE STRUCTURAL.
- EXISTING PROPERTY MONUMENTATION DISTURBED DURING CONSTRUCTION SHALL BE SET OR RESET BY A LICENSED LAND SURVEYOR (LLS).
- IN ORDER TO PROVIDE VISUAL CLARITY ON THE PLANS NOT ALL DEPICTED ITEMS ARE SHOWN ON EVERY PLAN SHEET. THE CONTRACTOR SHALL USE ENTIRE PLAN SETS AND NOT RELY ON INDIVIDUAL SHEETS DURING CONSTRUCTION.
- STATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
- SYMBOLS AND LEGENDS OF PROJECT FEATURES ARE GRAPHIC REPRESENTATIONS AND ARE NOT NECESSARILY SCALED TO THEIR ACTUAL DIMENSIONS OR LOCATIONS ON THE DRAWINGS. THE CONTRACTOR SHALL REFER TO THE DETAIL SHEET DIMENSIONS, MANUFACTURERS LITERATURE, SHOP DRAWINGS, AND FIELD MEASUREMENTS OF SUPPLIED PRODUCTS FOR LAYOUT OF THE PROJECT FEATURES. CONTRACTOR SHALL NOT RELY SOLELY ON ELECTRONIC VERSIONS OF PLANS, SPECIFICATIONS, AND DATA FILES THAT ARE OBTAINED FROM DESIGNERS. BUT SHALL VERIFY LOCATION OF PROJECT FEATURES IN ACCORDANCE WITH PAPER COPIES OF THE DRAWINGS AND SPECIFICATIONS THAT ARE SUPPLIED AS PART OF THE CONTRACT DOCUMENTS.

GRADING NOTES:

- TOPOGRAPHIC INFORMATION WAS TAKEN FROM A TOPOGRAPHIC SURVEY BY MERIDIAN LAND SERVICES. IF CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, THEY SHALL HAVE MADE, AT HIS EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR AND SUBMIT IT TO THE OWNER FOR REVIEW.
- EXISTING GRADE CONTOURS INTERVAL SHOWN AT TWO FOOT (2').
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
- CONTRACTOR SHALL VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING STORM SEWER STRUCTURES, PIPES, AND ALL UTILITIES PRIOR TO CONSTRUCTION.
- CLEARING AND GRUBBING LIMITS SHALL INCLUDE ALL AREAS DISTURBED BY GRADING OPERATIONS. CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UNDISTURBED AREAS, ALL PROPERTY CORNERS, AND REPLACING ALL PINS ELIMINATED OR DAMAGED DURING CONSTRUCTION.
- FINISHED GRADE CONTOUR INTERVALS SHOWN AT TWO FOOT (2') UNLESS INDICATED OTHERWISE. FINISH GRADE CONTOURS ARE SUPPLEMENTED WITH SPOT ELEVATIONS.
- PROPOSED SPOT ELEVATIONS REPRESENT FINISHED PAVEMENT OR GROUND SURFACE GRADE UNLESS OTHERWISE NOTED ON DRAWINGS.
- CONSTRUCTION SHALL COMPLY WITH ALL GOVERNING CODES AND BE CONSTRUCTED TO THE SAME.
- CONTRACTOR IS RESPONSIBLE FOR REPAIRS OF DAMAGE TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, DRAINAGE, UTILITIES, PAVEMENT, STRIPING, CURBS, ETC. REPAIRS SHALL BE EQUAL TO OR BETTER THAN EXISTING CONDITIONS.
- ALL UNSURFACED AREAS DISTURBED BY GRADING OPERATION SHALL RECEIVE A MINIMUM 4 INCHES OF TOPSOIL, SEED, MULCH, WATER, ETC. CONTRACTOR SHALL GRASS DISTURBED AREAS IN ACCORDANCE WITH THE LANDSCAPE PLAN SPECIFICATION UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- CONTRACTOR SHALL TRIM, TACK, AND MATCH EXISTING PAVEMENT AT LOCATIONS WHERE NEW PAVEMENT MEETS EXISTING PAVEMENT.
- ALL GRADING OPERATIONS SHALL BE STAKED BY A REGISTERED CIVIL ENGINEER OR LICENSED LAND SURVEYOR APPROVED BY THE OWNER.
- REFERENCE STRUCTURAL SPECIFICATIONS AND GEOTECHNICAL REPORT FOR BUILDING PAD PREPARATION AND COMPACTION.

PAVING NOTES:

- TESTING OF MATERIALS REQUIRED FOR THE CONSTRUCTION OF THE PAVING IMPROVEMENTS SHALL BE PERFORMED BY AN AGENCY, APPROVED BY THE OWNER, FOR TESTING MATERIALS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ENSURE, BY THE STANDARD TESTING PROCEDURES, THAT THE WORK CONSTRUCTED MEETS THE REQUIREMENTS OF THE PROJECT SPECIFICATIONS.
- ALL HANDICAP RAMPING, STRIPING, AND PAVEMENT MARKINGS SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT OF 1990 AND THE 2010 STANDARDS FOR ACCESSIBLE DESIGN.
- ALL DISCREPANCIES FOUND BY CONTRACTOR RELATED TO UNDERGROUND UTILITIES OR OTHER APPURTENANCES SHALL BE RESOLVED TO THE SATISFACTION OF OWNER AND ENGINEER PRIOR TO PLACEMENT OF ANY PAVING. CONTRACTOR TO ENSURE POSITIVE DRAINAGE FROM THE PROPOSED BUILDINGS AND NO PONDING IN SUBGRADE OF AREAS TO BE PAVED, AND NOTIFY OWNER AND ENGINEER IF ANY DISCREPANCIES ARE FOUND PRIOR TO INSTALLATION OF ANY PAVING.
- EXISTING MANHOLE TOPS, VALVE BOXES, ETC. ARE TO BE ADJUSTED AS REQUIRED TO MATCH PROPOSED GRADES. IF NECESSARY, RE-ADJUSTMENTS SHALL BE PERFORMED UPON COMPLETION OF PAVING AND FINE GRADING TO ENSURE A SMOOTH TRANSITION.
- COMPACTION SHALL BE DONE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
- ALL PAVEMENT TO BE SLOPED FOR POSITIVE DRAINAGE.

POWER NOTES:

- REFERENCE ARCHITECT'S PLANS FOR ALL BUILDING SERVICE CONNECTIONS.

TELEPHONE NOTES:

- REFERENCE ARCHITECT'S PLANS FOR ALL BUILDING SERVICE CONNECTIONS.

SIGNAGE AND MARKING NOTES:

- ALL SIGNING SHALL BE IN ACCORDANCE WITH THE N.H.D.O.T. STANDARDS.
- ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE N.H.D.O.T. STANDARDS.
- ALL STOP SIGN LOCATIONS SHALL INCLUDE A 18" THICK PAINTED WHITE STOP BAR UNLESS NOTED OTHERWISE. ALL OTHER STRIPING SHALL BE 4" THICK PAINTED YELLOW UNLESS OTHERWISE NOTED
- ALL SIGNING, PAVEMENT MARKINGS, STREET NAME SIGNS, ETC. ARE TO BE INCLUDED IN THE LUMP SUM PRICE FOR SIGNING AND MARKING.
- CONTRACTOR SHALL FURNISH AND INSTALL ALL PAVEMENT MARKINGS FOR PARKING STALLS, HANDICAPPED PARKING SYMBOLS, AND MISCELLANEOUS STRIPING WITHIN PARKING LOT AND AROUND BUILDING.
- THE CONTRACTOR SHALL COMPLY WITH THE STATE OF NEW HAMPSHIRE TRAFFIC CONTROL.
- ALL SYMBOLS, WORDS, TRANSVERSE MARKINGS (STOP BARS, CROSSWALK LINES, AND RAILROAD SYMBOLS), LANE LINES, AND ALL OTHER MARKINGS NOTED WITH (1) SHALL BE THERMOPLASTIC.
- PAVEMENT MARKINGS WITHIN THE NHDOT RIGHTS-OF-WAY AND/OR ASSOCIATED WITH A NHDOT DRIVEWAY SHALL BE THERMOPLASTIC.
- CONTACT THE BUREAU OF TRAFFIC (BOT-PM-NOTIFICATION@DOT.NH.GOV) AT LEAST TWO WEEKS IN ADVANCE OF FINAL PAVEMENT MARKING OPERATIONS FOR BOT TO REVIEW THE CONTRACTORS COMPLETED LAYOUT INCLUDING ALL PASSING ZONES.
- PAVEMENT MARKINGS SHALL EXTEND BEYOND PROJECT PAVING LIMITS TO OVERLAP EXISTING MARKINGS DISTURBED BY CONSTRUCTION.
- SSLW = SINGLE SOLID LINE WHITE
SSLY = SINGLE SOLID LINE YELLOW

UTILITY NOTES:

- CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL UTILITIES AND NOTIFYING THE APPROPRIATE UTILITY COMPANY PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. UTILITY INFORMATION SHOWN DOES NOT GUARANTEE THE ACTUAL EXISTENCE, SERVICEABILITY, OR OTHER DATA CONCERNING THE SERVICEABILITY OF UTILITIES. DOES NOT GUARANTEE THE POSSIBILITY THAT ADDITIONAL UTILITIES MAY BE PRESENT, WHICH MAY NOT BE SHOWN ON THE DRAWINGS. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF THE UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
- CONTRACTOR SHALL VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING STORM SEWER STRUCTURES, PIPES, AND ALL UTILITIES PRIOR TO CONSTRUCTION.
- CONTRACTOR TO REMOVE OR RELOCATE WHEN APPLICABLE, ALL EXISTING BUILDINGS, FOUNDATIONS, EASEMENTS, AND CONNECTING IMPROVEMENTS, DRAINPIPES, SANITARY SEWER PIPE, POWER POLES AND GUY WIRES, WATER METERS AND WATER LINES, WELLS, SIDEWALKS, SIGN POLES, UNDERGROUND GAS, SEPTIC TANKS, AND ASPHALT, SHOWN AND NOT SHOWN, WITHIN CONSTRUCTION LIMITS AND WHERE NEEDED, TO ALLOW FOR FILL MATERIAL, UNLESS OTHERWISE DENOTED, TO BE REMOVED AS UNCLASSIFIED EXCAVATION.
- CONTRACTOR IS RESPONSIBLE FOR REPAIRS OF DAMAGE TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, UTILITIES, PAVEMENT, STRIPING, CURBS, ETC. REPAIRS SHALL BE EQUAL TO OR BETTER THAN EXISTING CONDITIONS.
- CONTRACTOR SHALL REFER TO ARCHITECTS PLANS AND SPECIFICATIONS FOR ACTUAL LOCATION OF ALL UTILITY ENTRANCES TO INCLUDE SANITARY SEWER LATERALS, DOMESTIC AND FIRE PROTECTION WATER SERVICE, ELECTRICAL, AND TELEPHONE. CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO AVOID CONFLICTS AND ASSURE PROPER DEPTHS ARE ACHIEVED AS WELL AS COORDINATING WITH CITY UTILITY REQUIREMENTS AS TO LOCATIONS AND SCHEDULING FOR TIE-INS/CONNECTIONS PRIOR TO CONNECTING EXISTING FACILITIES.
- CONTRACTOR SHALL COORDINATE WITH ARCHITECTURAL PLANS, POWER COMPANY, & TELEPHONE COMPANY FOR ACTUAL ROUTING OF POWER AND TELEPHONE SERVICE TO BUILDING.
- CONSTRUCTION SHALL COMPLY WITH ALL GOVERNING CODES AND BE CONSTRUCTED TO SAME.
- SEE DETAIL SHEETS FOR BACKFILLING AND COMPACTION REQUIREMENTS ON UTILITY TRENCHES.
- CONTRACTOR SHALL COMPLY TO THE FULLEST EXTENT WITH THE LATEST STANDARD OF OSHA DIRECTIVES OR ANY OTHER AGENCY HAVING JURISDICTION FOR EXCAVATION AND TRENCHING PROCEDURES. THE CONTRACTOR SHALL USE SUPPORT SYSTEMS, SLOPING, BENCHING, AND OTHER MEANS OF PROTECTION. THIS TO INCLUDE BUT NOT LIMITED TO, ACCESS AND EGRESS FROM ALL EXCAVATION AND TRENCHING. CONTRACTOR IS RESPONSIBLE TO COMPLY WITH PERFORMANCE CRITERIA FOR OSHA.
- CONTRACTOR SHALL COORDINATE WITH OTHER UTILITIES TO ASSURE PROPER DEPTH AND PREVENT ANY CONFLICT OF UTILITIES.
- CONTRACTOR SHALL GROUT AROUND ALL PIPE ENTRANCES TO SANITARY SEWER MANHOLES WITH NON-SHRINKING GROUT TO ASSURE CONNECTION IS WATERTIGHT.
- CONTRACTOR SHALL ON ALL UTILITIES, COORDINATE INSPECTION WITH THE APPROPRIATE AUTHORITIES PRIOR TO COVERING TRENCHES AT INSTALLATION.
- CONSTRUCTION SHALL COMPLY WITH ALL GOVERNING CODES AND REQUIREMENTS. THE CONTRACTOR SHALL CONDUCT ALL REQUIRED TESTS TO THE SATISFACTION OF THE RESPECTIVE UTILITY COMPANIES AND OWNERS INSPECTING AUTHORITIES.
- SITE CONTRACTOR TO COORDINATE PROPOSED RECONNECTION OF ALL UTILITIES WITH ARCHITECTURAL PLANS AS WELL AS UTILITY COMPANIES AND BUILDING CONTRACTOR. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL EXPENSES THAT RESULT FROM DELAYED OR FAILED TEST DURING ANY PHASE OF THE CONSTRUCTION PROCESS. THIS INCLUDES FEES INCURRED THROUGH RESCHEDULING OF ANY VENDORS OR EQUIPMENT TO ACCOMMODATE.
- CONTRACTOR TO COORDINATE WITH SIGNAGE CONTRACTOR AND ARCHITECT FOR EXACT LOCATION OF SIGNAGE, REQUIRED ELECTRICAL CONDUITS, FOUNDATIONS, ETC.
- GRATES, COVERS, VALVE COVERS, GAS GATES, PULL BOX COVERS SHALL BE SET AND/OR RESET FOR FOLLOWS:
 - PAVEMENT SURFACES: FLUSH
- ONE SURFACES WITHIN ACCESSIBLE ROUTES: FLUSH LANDSCAPE, TURF, OR OTHER EARTH SURFACES.
 - ONE INCH (1") ABOVE FINAL GRADE, WITH EARTH TAPERED UP TO THE FINAL COVER/RIM ELEVATION.

WATER UTILITIES NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE AMHERST UTILITIES STANDARDS.
- CONTRACTOR SHALL COORDINATE WITH AMHERST WATER UTILITIES PRIOR TO COMMENCING WITH UTILITY CONSTRUCTION.
- REFERENCE ARCHITECT'S PLANS FOR ALL BUILDING FIRE SERVICE AND DOMESTIC SERVICE CONNECTION LOCATIONS.
- CONTRACTOR SHALL CONSTRUCT WATER SERVICES AS SHOWN, AND CONSTRUCT METERS, PITS, AND INSTALL CHECK VALVE.
- ALL SPRINKLER AND DOMESTIC LEADS TO BUILDING SHALL END AT THE FACE OF BUILDING WALL, UNLESS NOTED, AND SHALL BE PROVIDED WITH A TEMPORARY PLUG AT END (FOR OTHERS TO REMOVE AND EXTEND AS NECESSARY).
- DIMENSIONS SHOWN ARE TO CENTERLINE OF PIPE OR FITTING.
- THRUST BLOCKS SHALL BE PROVIDED AT ALL HORIZONTAL BENDS, TEES, AND FIRE HYDRANTS. SEE DETAIL.
- THE MINIMUM COVER ON WATER MAINS SHALL BE 5 FEET UNLESS GREATER COVER IS REQUIRED BY UTILITY PROVIDER.
- WATER MAIN AND SERVICE MATERIAL SHALL BE SPECIFIED BY THE UTILITY PROVIDER.
 - DISTRIBUTION/TRANSMISSION MAINS: CLASS 52 CEMENT LINED DUCTILE IRON (CLDI/DI);
 - SERVICES: TYPE 'K' COPPER (CU), MINIMUM ONE INCH (1") DIAMETER.
- PLUMBING CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF IRRIGATION TAP, METER, AND BACKFLOW DEVICES PRIOR TO INSTALLATION. GENERAL CONTRACTOR IS RESPONSIBLE TO COORDINATE THE IRRIGATION SYSTEM REQUIREMENTS BETWEEN THE IRRIGATION CONTRACTOR AND PLUMBING CONTRACTOR. IRRIGATION TAP, METERS, ETC. SHALL BE INCLUDED IN GENERAL CONTRACTOR'S BASE BID.

SANITARY SEWER NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE AMHERST UTILITIES STANDARDS AND ENV-WQ 700.
- REFERENCE ARCHITECT'S PLANS FOR ALL BUILDING SERVICE CONNECTIONS.
- CONTRACTOR SHALL COORDINATE WITH AMHERST SEWER UTILITIES PRIOR TO COMMENCING WITH UTILITY CONSTRUCTION.
- SEWERS SHALL BE BURIED TO A MINIMUM DEPTH OF 6 FEET BELOW GRADE IN ALL ROADWAY LOCATIONS AND TO A MINIMUM DEPTH OF 4 FEET BELOW GRADE IN ALL CROSS-COUNTRY LOCATIONS.
- ALL STUB-OUTS AND WYE LATERALS SHALL BE PLUGGED WITH A STANDARD TYPE PLUG.
- DIMENSIONS SHOWN ARE TO CENTERLINE OF PIPE OR TO CENTERLINE OF MANHOLE.
- THE SANITARY SEWER PIPE MATERIAL SHALL BE SPECIFIED BY THE UTILITY PROVIDER.
 - POLYVINYLCHLORIDE (PVC) STANDARD DIAMETER RATIO 35 (SDR-35);
- WHERE SEWER PIPES CROSS WATER PIPES THE FOLLOWING SHALL APPLY:
 - WHERE ONE AND ONE HALF FEET (1.5') OF SEPARATION (FROM OD TO OD), WHERE THE WATER PIPE IS ABOVE THE SEWER PIPE, CANNOT BE ACHIEVED, THE SEWER PIPE SHALL BE:
 - CLASS 52 DUCTILE IRON FOR A MINIMUM OF TEN FEET (10') TO EITHER SIDE OF THE WATER PIPE;
 - SHALL BE A CONTINUOUS PIECE OF PIPE WITH NO JOINTS;
 - SHALL BE IN ACCORDANCE WITH DETAILS SHOWN ON THE DRAWINGS AND PER THE CONTRACT DOCUMENTS.

GENERAL CONTRACTOR NOTES:

- GENERAL CONTRACTOR AND ALL BIDDING SPECIALTY CONTRACTORS ARE RESPONSIBLE TO ADHERE TO ALL KNOWN PERMIT REQUIREMENTS BY BASE BID.
- GENERAL CONTRACTOR IS RESPONSIBLE TO PROVIDE PERMIT REQUIREMENTS TO SPECIALTY SUB-CONTRACTORS.
- GENERAL CONTRACTOR SHALL MAINTAIN CONSTRUCTION ENTRANCE IN GOOD CONDITION FOR DURATION OF CONSTRUCTION.
- GENERAL CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO OFF-SITE LANDSCAPING AND SHALL REPAIR AFFECTED AREAS BACK TO EXISTING CONDITIONS OR BETTER.
- PRIOR TO OPENING DAY ALL LANDSCAPING SHALL BE 100% COMPLETE WITH NO BARE PATCHES.
- ALL OFF-SITE PERVIOUS AREAS DISTURBED BY CONSTRUCTION SHALL BE STABILIZED WITH SEED OR SOD.

AS-BUILT NOTES:

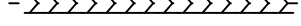
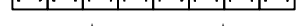
- IF APPLICABLE, AS-BUILT PLANS SHALL BE DELIVERED TO THE BUILDING DEPARTMENT PRIOR TO A CERTIFICATION OF OCCUPANCY BEING ISSUES.
- AS-BUILTS MUST MEET THE REQUIREMENTS OF ALL GOVERNING AUTHORITIES, SUCH AS BUT NOT LIMITED TO STATE, LOCAL AND UTILITY PROVIDERS.
- THE ENGINEER OF RECORD AND/OR SURVEYOR ARE TO BE CONTACT TO 7 DAYS IN ADVANCE OF AS-BUILT FIELD SURVEY REQUIREMENT



TOWN OF AMHERST 30 ROUTE 101A MAP 2 LOT 98-33 AMHERST, NEW HAMPSHIRE	BUCK MEADOW NON-RESIDENTIAL SITE PLAN GENERAL NOTES	AUGUST 14, 2026	SCALE: NONE	GN-1 SHEET									
				FILE	2159K04.dwg	PROJECT	2159.04	SHEET NO.	2 OF 17				

GRADING:		EXISTING	DESCRIPTION
PROPOSED			
		100	CONTOUR ~ 10' ELEVATION INTERVAL
		102	CONTOUR ~ 2' ELEVATION INTERVAL
		x 100.0	SPOT ELEVATION
			ELEVATION ADJACENT TO TOP/BOTTOM OF CURB
			ELEVATION ADJACENT TO TOP/BOTTOM OF WALL
			ELEVATION OF TOP/BOTTOM OF WALL
			DAYLIGHT LINE ~ CUT SLOPE
			DAYLIGHT LINE ~ FILL SLOPE
BOUNDARIES:		EXISTING	DESCRIPTION
PROPOSED			
			PROPERTY LINE/RIGHT-OF-WAY LINE
			EASEMENT LINE
			APPROXIMATE ABUTTING LOT LINE
			BUILDING/WARD SETBACK LINE
			ZONING DISTRICT LINE
			STONE WALL
			TREE LINE/EDGE OF CANOPY
			FENCE ~ WIRE
			FENCE ~ CHAINLINK
			FENCE ~ STOCKADE
			FENCE ~ SPLIT RAIL
			GUARD RAIL ~ WOOD POST
			GUARD RAIL ~ STEEL POST
		Ep	EDGE OF BITUMINOUS ASPHALT PAVEMENT
		EC	EDGE OF PORTLAND CEMENT CONCRETE PAVEMENT
		VGC	EDGE OF GRAVEL/SHOULDER/GRADE BREAK
		SGC	CURB ~ STRAIGHT/VERTICAL GRANITE
		CCB	CURB ~ SLOPED GRANITE
		ICC	CURB ~ CAPE COD/ASPHALT BERM
		PCC	CURB ~ INTEGRALLY C/P CONCRETE
		ECC	CURB ~ PRECAST CONCRETE
		SC	CURB ~ EXTRUDED CONCRETE
			PAVEMENT SAWCUT LINE
			LIMITS OF WORK
			SOILS BOUNDARY LINE
		OHWM	DELINEATED/JURISDICTIONAL WETLANDS
		H2O	DELINEATED ORDINARY HIGH WATER MARK
			SURFACE WATER
BUILDING/STRUCTURE:		EXISTING	DESCRIPTION
PROPOSED			
			BUILDING
			BUILDING CANOPY/OVERHANG
			BUILDING ENTRANCE/EXIT
			LOADING DOCK
			OVERHEAD DOOR
GENERAL:		EXISTING	DESCRIPTION
PROPOSED			
			PORTLAND CEMENT CONCRETE
			BITUMINOUS ASPHALT PAVEMENT NORMAL/LIGHT DUTY SECTION
			BITUMINOUS ASPHALT PAVEMENT HEAVY DUTY SECTION
			RIPRAP/STONE FILL
			DELINEATED/JURISDICTIONAL WETLANDS
			REGULATORY TRAFFIC/DIRECTIONAL SIGNS
			ADA HANDICAP PAVEMENT MARKING
			TRAFFIC SIGNAL
			TRAFFIC SIGNAL MAST ARM
			PARKING SPACE COUNT
			MAIL BOX
			BOLLARD
			GEOTECHNICAL BORING
			SOIL TEST PIT
			SOIL PERCOLATION TEST
			SOIL INFILTRATION TEST
			MONITORING WELL
			POTABLE WATER WELL
			DIRECTION OF STREAM FLOW
			DIRECTION OF SWALE/PIPE FLOW
			CONSTRUCTION BASELINE
SURVEY:		EXISTING	DESCRIPTION
PROPOSED			
			GRANITE/STONE BOUND
			DRILL HOLE
			IRON PIN/PIPE
			SURVEY DISK
			SURVEY BENCHMARK/CONTROL POINT

UTILITIES.		DESCRIPTION	
PROPOSED	EXISTING		
		STORM SEWER/DRAINAGE PIPE	
		SANITARY SEWER/SEPTIC PIPE	
		SANITARY SEWER/SEPTIC FORCE MAIN	
		POTABLE/DOMESTIC WATER PIPE	
		FIRE PROTECTION WATER PIPE	
		UNDERGROUND UTILITIES/CONDUITS	
		OVERHEAD UTILITIES/WIRES	
		NATURAL GAS PIPE	
		LIQUID PROPANE PIPE	
		UNDERDRAIN/SUBSURFACE DRAIN PIPE	
		FOUNDATION DRAIN PIPE	
		ROOF DRAIN/DRIP EDGE PIPE	
		V-SWALE/DITCH	
		TRAPEZOIDAL SWALE/DITCH	
		FRENCH/TRENCH DRAIN	
		STORM SEWER/DRAINAGE CATCH BASIN	
		STORM SEWER/DRAINAGE MANHOLE	
		FLARED END SECTION	
		HEADWALL	
		SANITARY SEWER MANHOLE	
		CLEANOUT	
		WATER VALVE AND BOX	
		FIRE HYDRANT	
		THRUST BLOCK	
		POST INDICATOR VALVE	
		TAPPING SLEEVE	
		WATER METER	
		GAS/LP GATE VALVE	
		GAS/LP GATE METER	
		LIQUID PROPANE TANK	
		UTILITY CAP/TERMINATION	
		UTILITY MANHOLE	
		PULL BOX/HAND HOLE	
		ELECTRIC TRANSFORMER	
		UTILITY POLE AND GUY WIRE	
		LIGHT POLE/LIGHT FIXTURE	

EROSION CONTROL	EXISTING	DESCRIPTION
		PERIMETER CONTROL [SILT FENCE]
		DOUBLE PERIMETER CONTROL [SILT FENCE W/ COMPOST SOCK]
		PERIMETER CONTROL [COMPOST SOCK]
		PERIMETER CONTROL [EROSION CONTROL MIX BERM]
		HAYBALE BARRIER
		SILT CURTAIN
		DIVERSION SWALE/DYKE
		CHECK DAM
		INLET PROTECTION
		STABILIZED CONSTRUCTION ENTRANCE
		CONCRETE WASHOUT PIT
		EQUIPMENT MAINTENANCE PAD

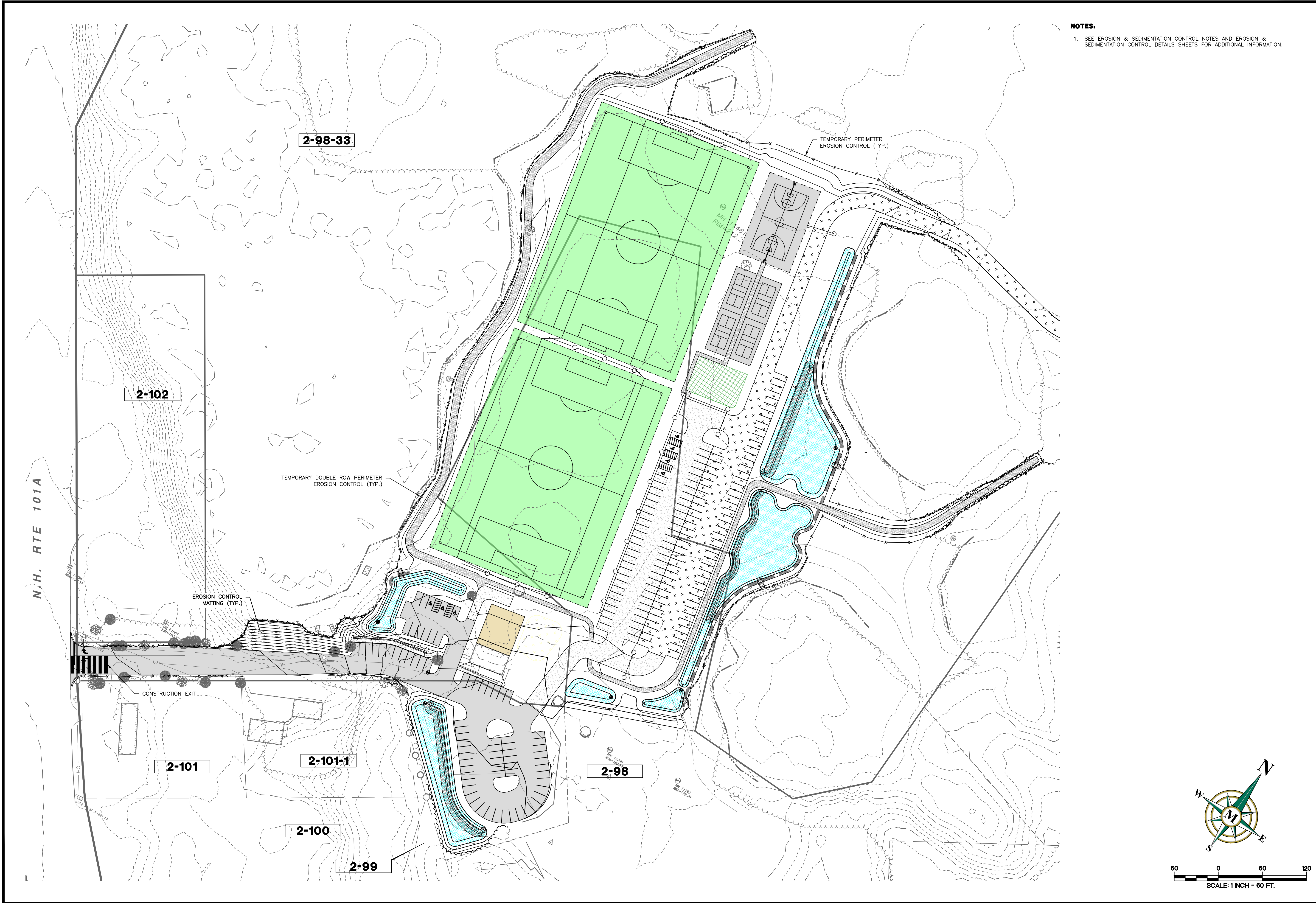
ABBREVIATIONS.			
GENERAL		UTILITY	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY TRANSPORTATION OFFICIALS	AC/MP C/CATV	ASPHALT COATED CORRUGATED METAL PIPE CABLE TELEVISION
ACR	ACCESSIBLE CURB RAMP	CB	STORM SEWER CATCH BASIN
ADA	AMERICANS WITH DISABILITIES ACT	CI	CAST IRON
ASTM	AMERICAN SOCIETY OF TESTING MATERIALS	CMP	CORRUGATED METAL PIPE
ADJ	ADJUST	D	STORM SEWER/DRAINAGE
APPROX	APPROXIMATE	DB	SEPTIC DISTRIBUTION BOX
BC	BOTTOM OF CURB	DI	DUCTILE IRON/STORM SEWER DROP INLET
BOW	BOTTOM OF WALL	DMH	STORM SEWER DRAINAGE MANHOLE
CCB	CAPE COD BERM	E F&C F&G	ELECTRIC POWER FRAME AND COVER FRAME AND GRATE
CONC	PORTLAND CEMENT CONCRETE	FA	FIRE ALARM
DSYL	DOUBLE SOLID YELLOW LINE	FD	FOUNDATION DRAIN
ELEV	ELEVATION	FES	STORM SEWER FLARED END SECTION
EXIST	EXISTING	FP	FIRE PROTECTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY	G	NATURAL GAS
GD	GRADE TO DRAIN	GT	GREASE TRAP
LA	LANDSCAPED AREA	HDPE	HIGH DENSITY POLYETHYLENE
MAX	MAXIMUM	HW	STORM SEWER HEAD WALL
MIN	MINIMUM	HYD	HYDRANT
NHB	NH NATURAL HERITAGE BUREAU	I/INV	INVERT ELEVATION
NHDES	NH DEPARTMENT OF ENVIRONMENTAL SERVICES	LB	STORM SEWER LEACHING BASIN/DRY WELL
NHDOT	NH DEPARTMENT OF TRANSPORTATION	LP	LIQUID PROPANE
NHF&G	NH FISH AND GAME	OCS	STORM SEWER OUTLET CONTROL STRUCTURE
NIC	NOT IN CONTRACT	PE	POLYETHYLENE
NTS	NOT TO SCALE	PP	POLYPROPYLENE
PCC	PRECAST CONCRETE CURB	PS/PC	SANITARY SEWER PUMP STATION
PROP	PROPOSED		/PUMP CHAMBER
PSI	POUNDS PER SQUARE INCH	PVC	POLYVINYLCHLORIDE
RAP	RECLAIMED ASPHALT PAVEMENT	R=	RIM ELEVATION
R&R	REMOVE AND RESET	RCP	REINFORCED CONCRETE PIPE
R&S	REMOVE AND STACK	RD	ROOF DRAIN
R/REM	REMOVE	S	SANITARY SEWER
SC	SAW CUT PAVEMENT	SMH	SANITARY SEWER MANHOLE
SGC	SLOPED GRANITE CURB	ST	SEPTIC TANK
SSWL	SINGLE SOLID WHITE LINE	T	TELEPHONE/TELECOMMUNICATION
(T)	THERMOPLASTIC PAVEMENT MARKING	TSV	TAPPING SLEEVE
TC	TOP OF CURB	U	UNDERGROUND/SUBSURFACE
TOW	TOP OF WALL	UD	UNDERDRAIN
Typ	TYPICAL	UP	UTILITY POLE
VGC	VERTICAL GRANITE CURB	V	VENT
VIF	VERIFY IN FIELD	VC	VITRIFIED CLAY
		W	POTABLE WATER
LANDSCAPING			

PLAN CALLOUTS:

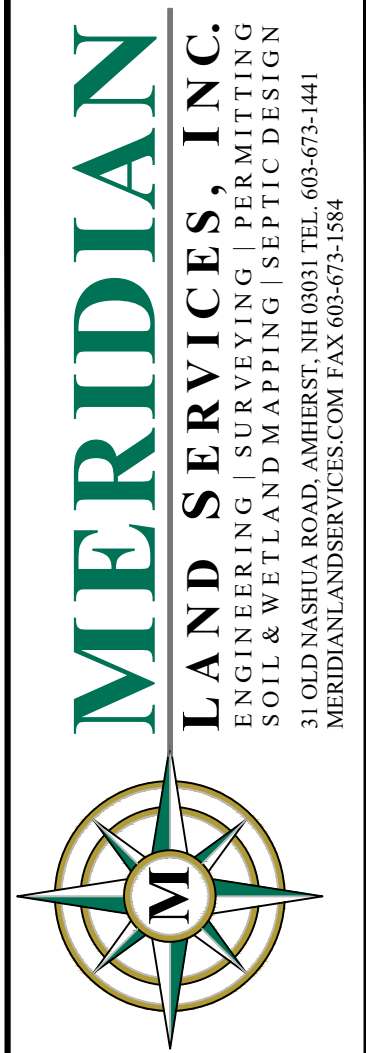
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GN-2 SHEET	TOWN OF AMHERST 30 ROUTE 101A MAP 2 LOT 98-33 AMHERST, NEW HAMPSHIRE	BUCK MEADOW NON-RESIDENTIAL SITE PLAN
	SCALE: NONE	AUGUST 14, 2026

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NOTES:
1. SEE EROSION & SEDIMENTATION CONTROL NOTES AND EROSION & SEDIMENTATION CONTROL DETAILS SHEETS FOR ADDITIONAL INFORMATION.



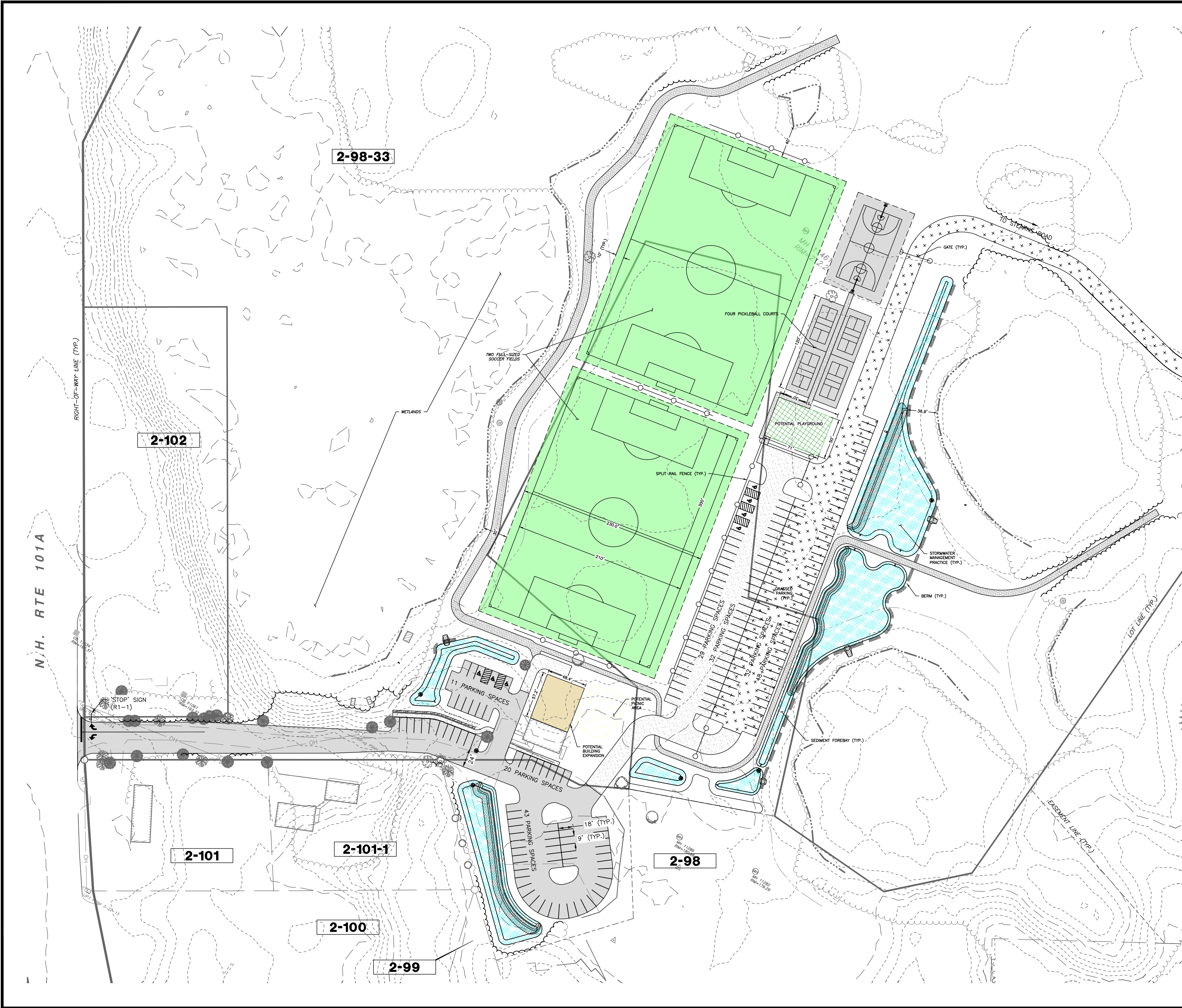
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BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
EROSION & SEDIMENTATION
CONTROL PLAN

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

SP-2
SHEET

FILE	2159104.dwg
PROJECT	2159.04
SHEET NO.	5 OF 17



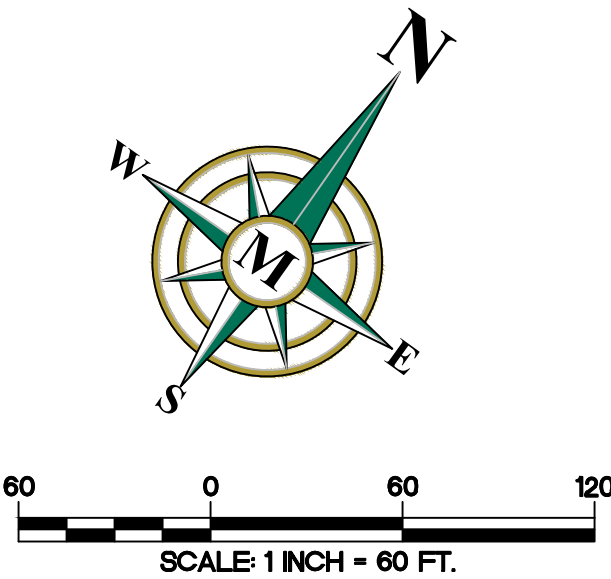
PLAN NOTES:

- OWNER OF RECORD: MAP 2 LOT 98-33
TOWN OF AMHERST
30 ROUTE 101A
AMHERST, NH 03031
BK/PG 9277/0651 (04/01/2020)
 - THE SUBJECT PARCEL IS INDICATED AS MAP 2, LOT 98-33 ON THE TOWN OF AMHERST TAX ASSESSORS' MAPS.
 - THE TOTAL AREA OF THE SUBJECT PARCEL IS 40.7± AC
 - THE SUBJECT PARCEL IS LOCATED IN THE COMMERCIAL ZONING DISTRICT AS INDICATED ON THE TOWN OF [TOWN] ZONING MAP.
 - DIMENSIONAL REQUIREMENTS FOR THE COMMERCIAL (C) ZONING DISTRICT:
- ZONING SUMMARY**
- | DIMENSIONAL REQUIREMENTS FOR THE COMMERCIAL ZONING DISTRICT (C) | | | |
|---|----------|-----------|-----------|
| REQUIREMENT | REQUIRED | EXISTING | PROPOSED |
| LOT SIZE | 1 AC | 40.7 AC | 40.7 AC |
| FRONTAGE | 200 FT | 1,595± FT | 1,595± FT |
| FRONT YARD SETBACK | 100 FT | 100 FT | 100 FT |
| REAR YARD SETBACK | 30 FT | 30 FT | 30 FT |
| SIDE YARD SETBACK | 30 FT | 30 FT | 30 FT |
| BUILDING HEIGHT | 40 FT | 40 FT | 40 FT |
| WETLAND SETBACK | 50 FT | 50 FT | 50 FT |
- THE EXISTING CONDITION WAS OBTAINED FROM A TOPOGRAPHIC SURVEYS MADE BY THIS OFFICE IN FEBRUARY AND APRIL, 2024.
 - MAP 2 LOT 98-33 IS LOCATED WITHIN ZONE AE WITH PORTIONS IN ZONE X, PER F.I.R.M. COMMUNITY PANEL NUMBER 33011C0478D, DATED SEPTEMBER 25, 2009.
 - WETLAND WERE DELINEATED IN ACCORDANCE TO THE ARMY CORPS OF ENGINEERS WETLAND DELINEATION MANUAL, TECHNICAL REPORT Y-87-1 AND THE NORTHEAST SUPPLEMENT BY SPENCER C. TATE OF THIS OFFICE IN NOVEMBER, 2024.

PARKING SUMMARY

DESCRIPTION	RATIO	REQUIRED	PROVIDED
DAILY USE	---	---	135 (7)
EVENT PARKING	---	---	80
TOTAL	---	---	215 (7)

NOTE:
EVENT PARKING WILL BE GATED OFF OUTSIDE OF EVENT USE.
(X) DENOTES ACCESSIBLE PARKING COUNT



BUCK MEADOW
NON-RESIDENTIAL SITE PLAN

LAYOUT PLAN

AUGUST 14, 2026

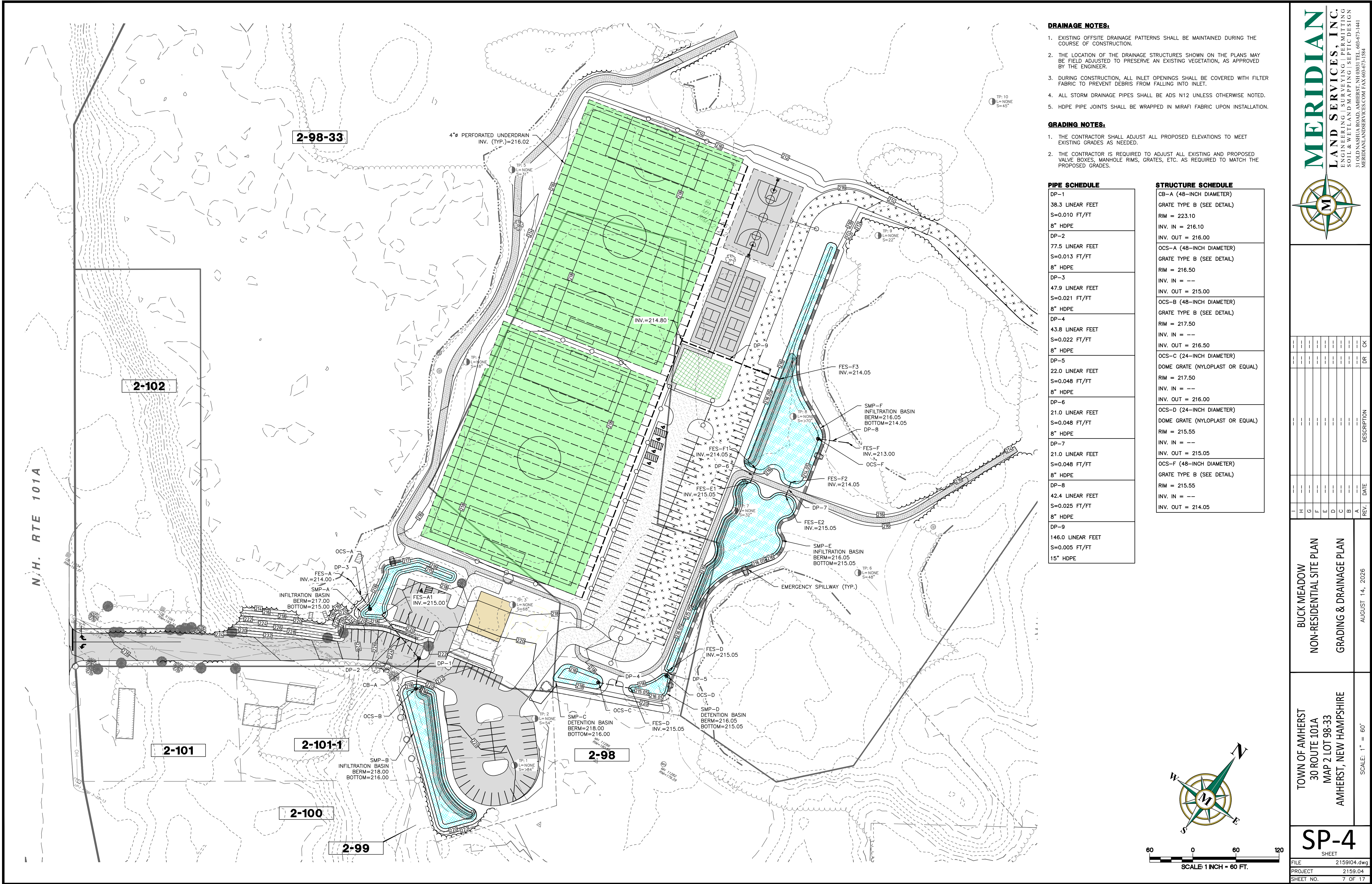
TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

SCALE: 1" = 60'

SP-3
SHEET

FILE	2159104.dwg
PROJECT	2159.04
SHEET NO.	6 OF 17

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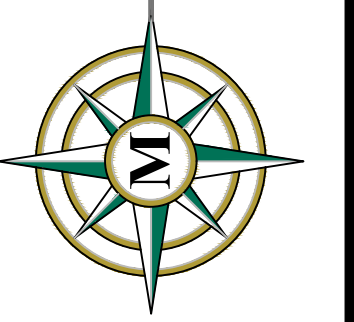
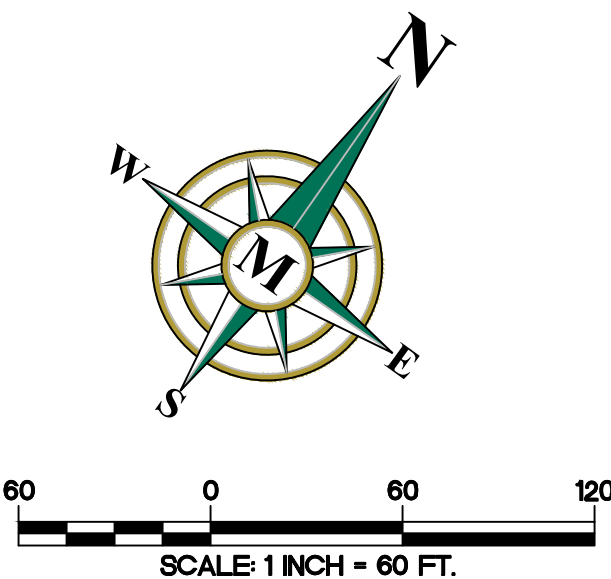


- DRAINAGE NOTES:**
- EXISTING OFFSITE DRAINAGE PATTERNS SHALL BE MAINTAINED DURING THE COURSE OF CONSTRUCTION.
 - THE LOCATION OF THE DRAINAGE STRUCTURES SHOWN ON THE PLANS MAY BE FIELD ADJUSTED TO PRESERVE AN EXISTING VEGETATION, AS APPROVED BY THE ENGINEER.
 - DURING CONSTRUCTION, ALL INLET OPENINGS SHALL BE COVERED WITH FILTER FABRIC TO PREVENT DEBRIS FROM FALLING INTO INLET.
 - ALL STORM DRAINAGE PIPES SHALL BE ADS N12 UNLESS OTHERWISE NOTED.
 - HDPE PIPE JOINTS SHALL BE WRAPPED IN MIRAFI FABRIC UPON INSTALLATION.

- GRADING NOTES:**
- THE CONTRACTOR SHALL ADJUST ALL PROPOSED ELEVATIONS TO MEET EXISTING GRADES AS NEEDED.
 - THE CONTRACTOR IS REQUIRED TO ADJUST ALL EXISTING AND PROPOSED VALVE BOXES, MANHOLE RIMS, GRATES, ETC. AS REQUIRED TO MATCH THE PROPOSED GRADES.

PIPE SCHEDULE	
DP-1	38.3 LINEAR FEET S=0.010 FT/FT 8" HDPE
DP-2	77.5 LINEAR FEET S=0.013 FT/FT 8" HDPE
DP-3	47.9 LINEAR FEET S=0.021 FT/FT 8" HDPE
DP-4	43.8 LINEAR FEET S=0.022 FT/FT 8" HDPE
DP-5	22.0 LINEAR FEET S=0.048 FT/FT 8" HDPE
DP-6	21.0 LINEAR FEET S=0.048 FT/FT 8" HDPE
DP-7	21.0 LINEAR FEET S=0.048 FT/FT 8" HDPE
DP-8	42.4 LINEAR FEET S=0.025 FT/FT 8" HDPE
DP-9	146.0 LINEAR FEET S=0.005 FT/FT 15" HDPE

STRUCTURE SCHEDULE	
CB-A (48-INCH DIAMETER)	GRATE TYPE B (SEE DETAIL)
RIM = 223.10	INV. IN = 216.10
INV. OUT = 216.00	
OCS-A (48-INCH DIAMETER)	GRATE TYPE B (SEE DETAIL)
RIM = 216.50	INV. IN = --
INV. OUT = 215.00	
OCS-B (48-INCH DIAMETER)	GRATE TYPE B (SEE DETAIL)
RIM = 217.50	INV. IN = --
INV. OUT = 216.50	
OCS-C (24-INCH DIAMETER)	DOME GRATE (NYLOPLAST OR EQUAL)
RIM = 217.50	INV. IN = --
INV. OUT = 216.00	
OCS-D (24-INCH DIAMETER)	DOME GRATE (NYLOPLAST OR EQUAL)
RIM = 215.55	INV. IN = --
INV. OUT = 215.05	
OCS-F (48-INCH DIAMETER)	GRATE TYPE B (SEE DETAIL)
RIM = 215.55	INV. IN = --
INV. OUT = 214.05	



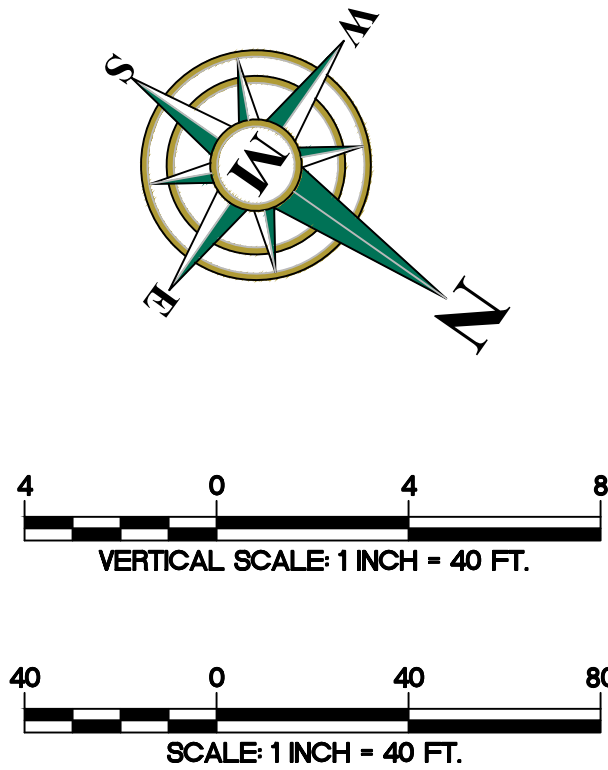
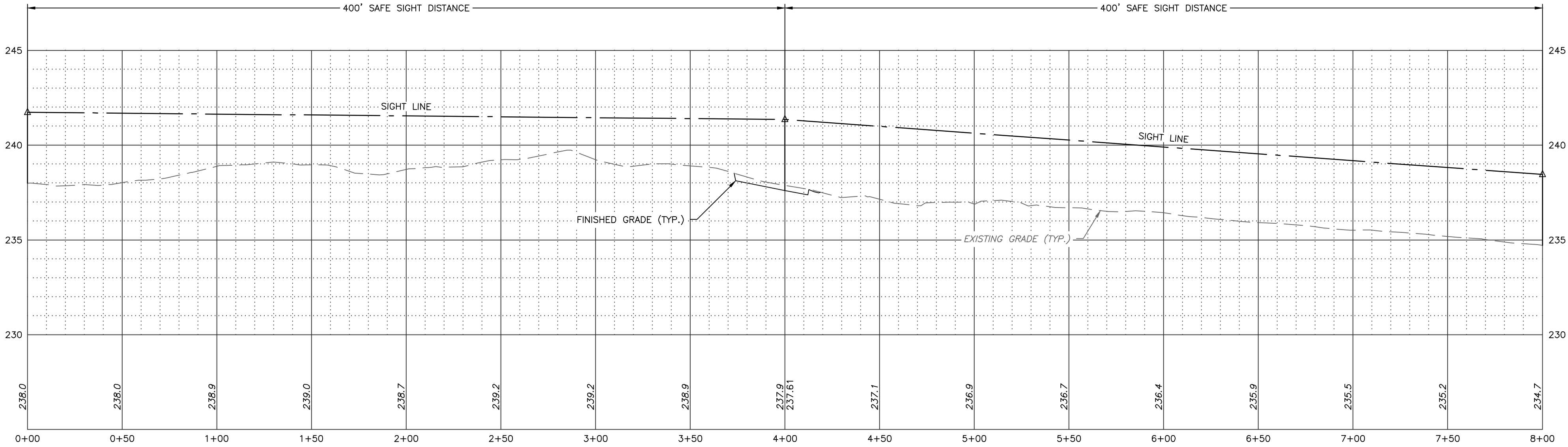
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BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
GRADING & DRAINAGE PLAN

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

SP-4
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FILE 2159104.dwg
PROJECT 2159.04
SHEET NO. 7 OF 17

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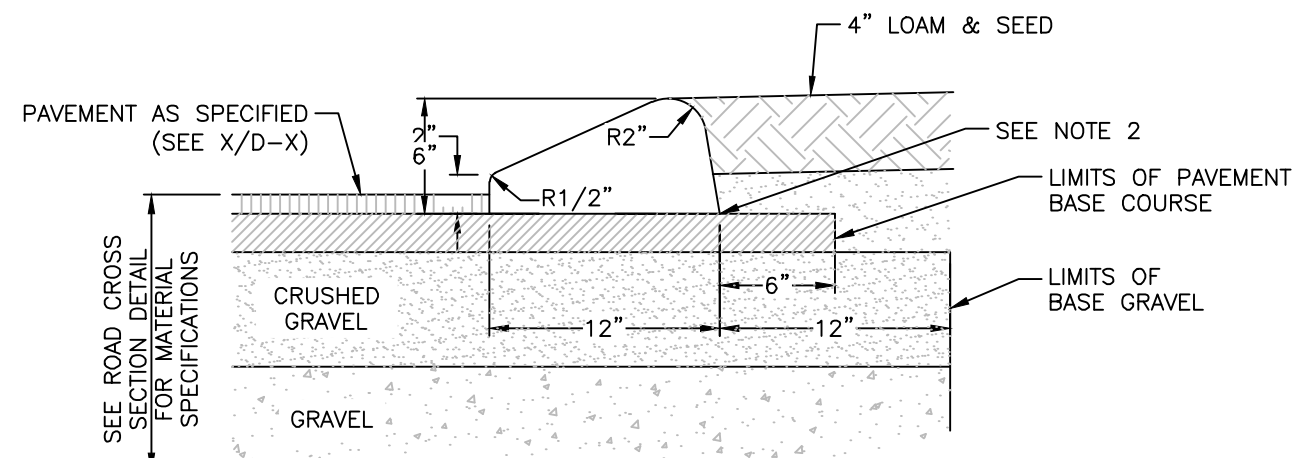
BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
SIGHT DISTANCE PLAN & PROFILE

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE
HORIZ. SCALE: 1" = 40' VERT. SCALE: 1" = 4'

SD-1	SHEET
FILE	2159104.dwg
PROJECT	2159.04
SHEET NO.	9 OF 17

MERIDIAN
LAND SERVICES, INC.
ENGINEERING | SURVEYING | PERMITTING
SOIL & WETLAND MAPPING | SEPTIC DESIGN
3 OLD NASHUA ROAD, AMHERST, NH 03001 TEL: 603-673-1441
MERIDIANLANDSERVICES.COM FAX: 603-673-1584

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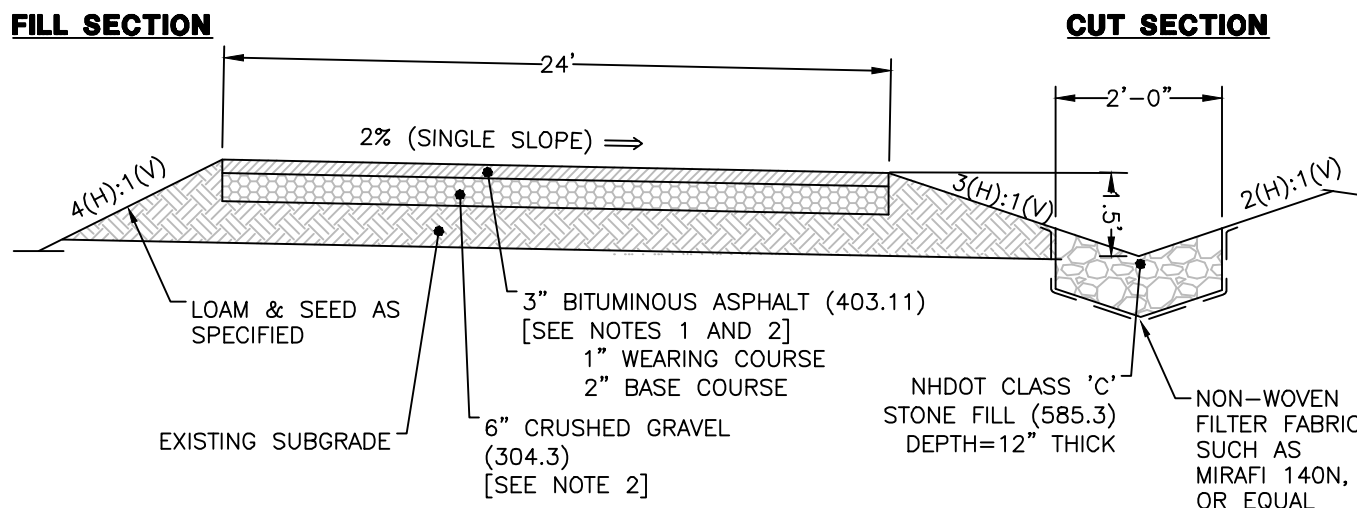


- NOTES:
1. CURB FORM SHALL BE MILLER #1144 OR EQUAL
 2. APPLY TACK COAT PRIOR TO PLACEMENT OF CURB
 3. BITUMINOUS CURB MATERIAL SHALL MEET THE REQUIREMENTS OF NHDOT SECTION 609
 4. CAPE COD BERM DIMENSIONS SHALL MATCH THOSE GIVEN IN THIS DETAIL
 5. TO BE USED WHERE CURB DOES NOT ABUT SIDEWALK

TYPICAL CAPE COD BERM

DEC. 14, 2021
SCALE: NONE

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D-1

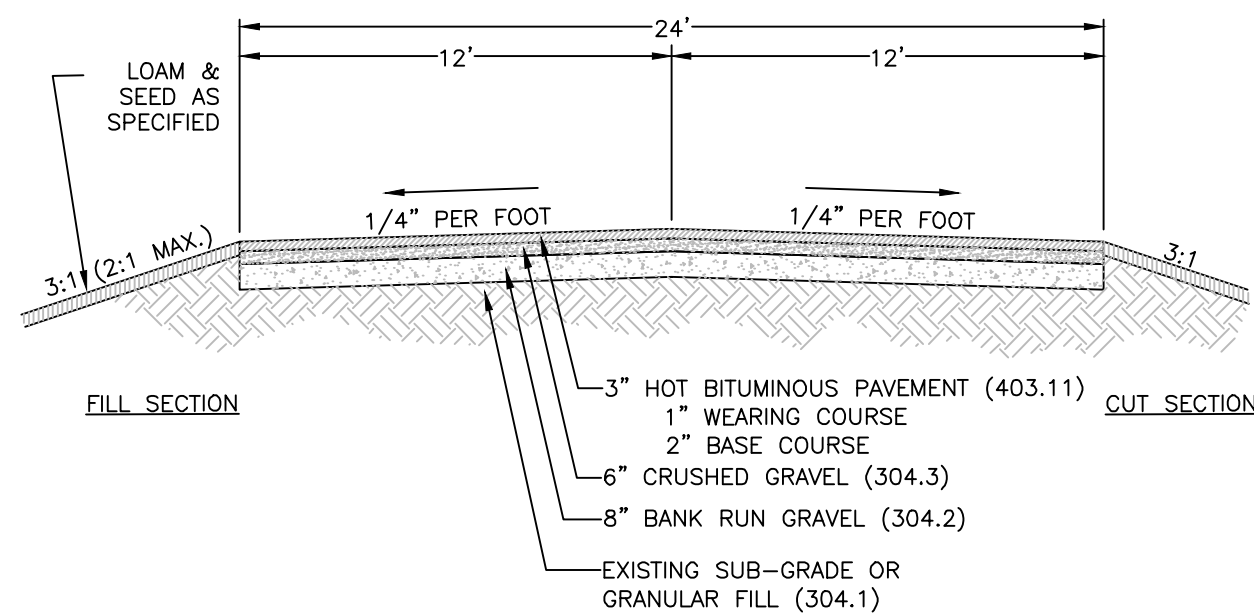


- NOTES:
1. THE FIRST FIFTY (50) FEET OF THE DRIVEWAY SHALL BE CONSTRUCTED WITH A FINISHED SURFACE OF 3" BITUMINOUS ASPHALT AS SPECIFIED.
 2. FINISHED SURFACE FOR THE REMAINING LENGTH OF DRIVEWAY SHALL BE CRUSHED GRAVEL IN LIEU OF PAVEMENT SECTION. TOTAL DEPTH OF CRUSHED GRAVEL SHALL BE 9".
 3. SWALES SHALL BE CONSTRUCTED ON THE DOWNSLOPE SIDE OF DRIVEWAY IN CUT SECTIONS AS SPECIFIED AND DEPICTED HEREON.
 4. THE FIRST 100 FEET OF THE DRIVEWAY SHALL BE SINGLE-SLOPED TO THE RIGHT. THE REMAINING LENGTH SHALL BE SINGLE-SLOPED TO THE LEFT.

SINGLE SLOPE DRIVEWAY CROSS SECTION

SCALE: NONE

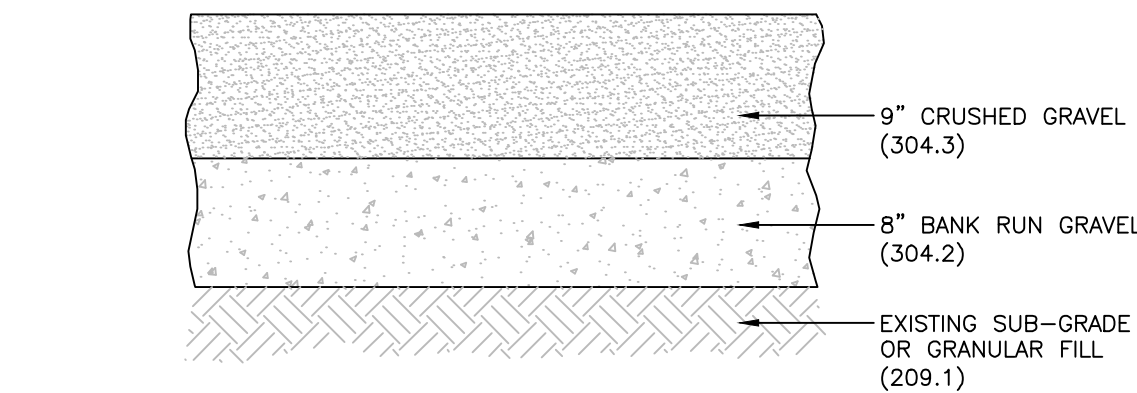
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D-1



TYPICAL ACCESS PAVED DRIVE

SCALE: NONE

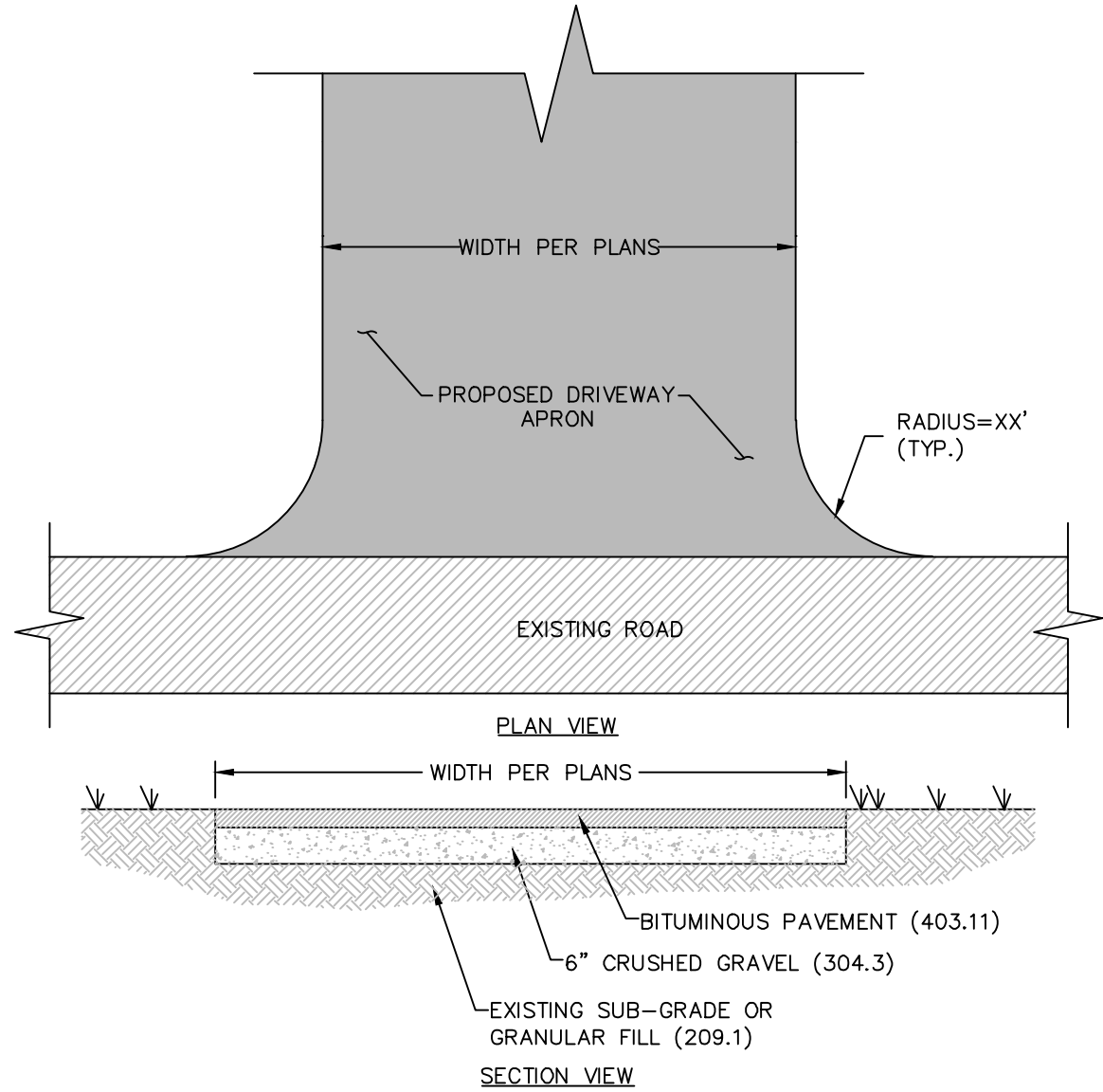
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GRAVEL SECTION

SCALE: NONE

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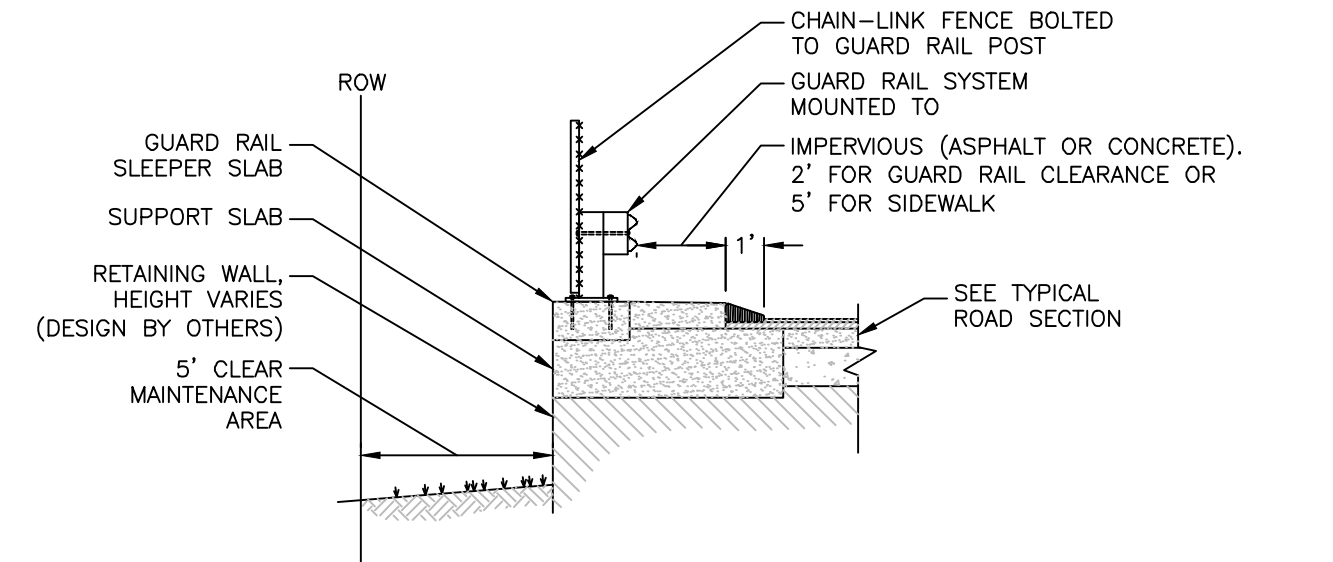


PAVED DRIVEWAY APRON
(NHDOT ITEM NO.)

DEC. 14, 2021
SCALE: NONE

5
D-1

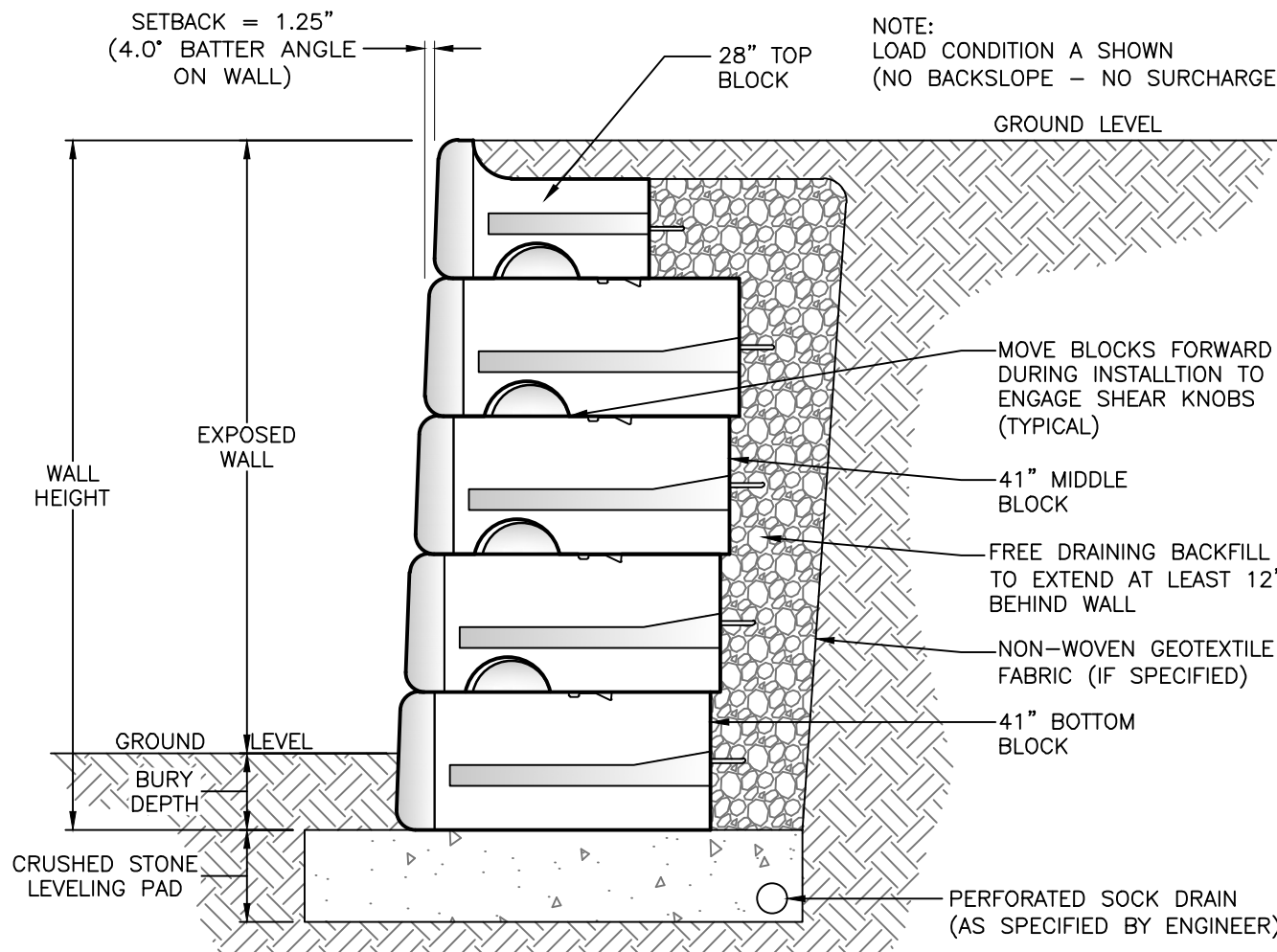
- NOTE:
- STAMPED RETAINING WALL DESIGN DRAWINGS SHALL BE SUBMITTED TO THE TOWN ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.



RETAINING WALL WITH GUARD RAIL, TYP.

DEC. 14, 2021
SCALE: NONE

6
D-1

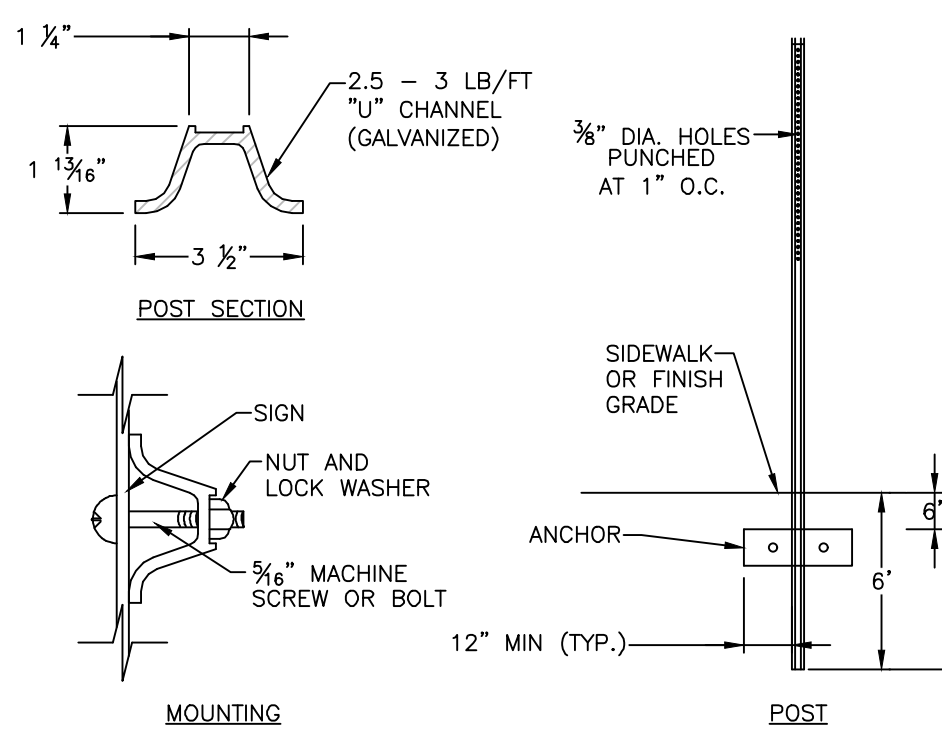


- NOTES:
1. THIS DETAIL AND DETAIL 6/D-2 DEPICT A POTENTIAL RETAINING WALL SYSTEM THAT COULD BE INSTALLED FOR THIS PROJECT.
 2. THE ACTUAL RETAINING WALL SYSTEM SHALL BE DESIGNED BY OTHERS.
 3. PRIOR TO THE START OF CONSTRUCTION, DESIGN PLANS PREPARED BY A LICENSED NH PE SHALL BE SUBMITTED TO AND APPROVED BY THE TOWN.
 4. SEE REDI-ROCK.COM FOR DETAILED SECTION DRAWINGS OF EACH CONDITION SHOWN IN THE DESIGN CHARTS

TYPICAL GRAVITY WALL WITH 41" BLOCK
[REDI-ROCK INTERNATIONAL, LLC]

SCALE: NONE

7
D-1

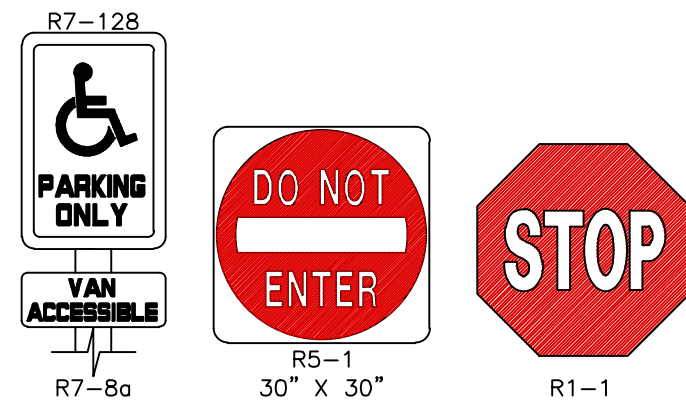


- NOTES:
1. ALL SIGNS SHALL CONFORM TO THE LATEST EDITION OF THE MUTCD.
 2. MOUNT BOTTOM OF SIGN AT 84" ABOVE FINISHED GRADE.

TRAFFIC SIGN POST

DEC. 14, 2021
SCALE: NONE

8
D-1

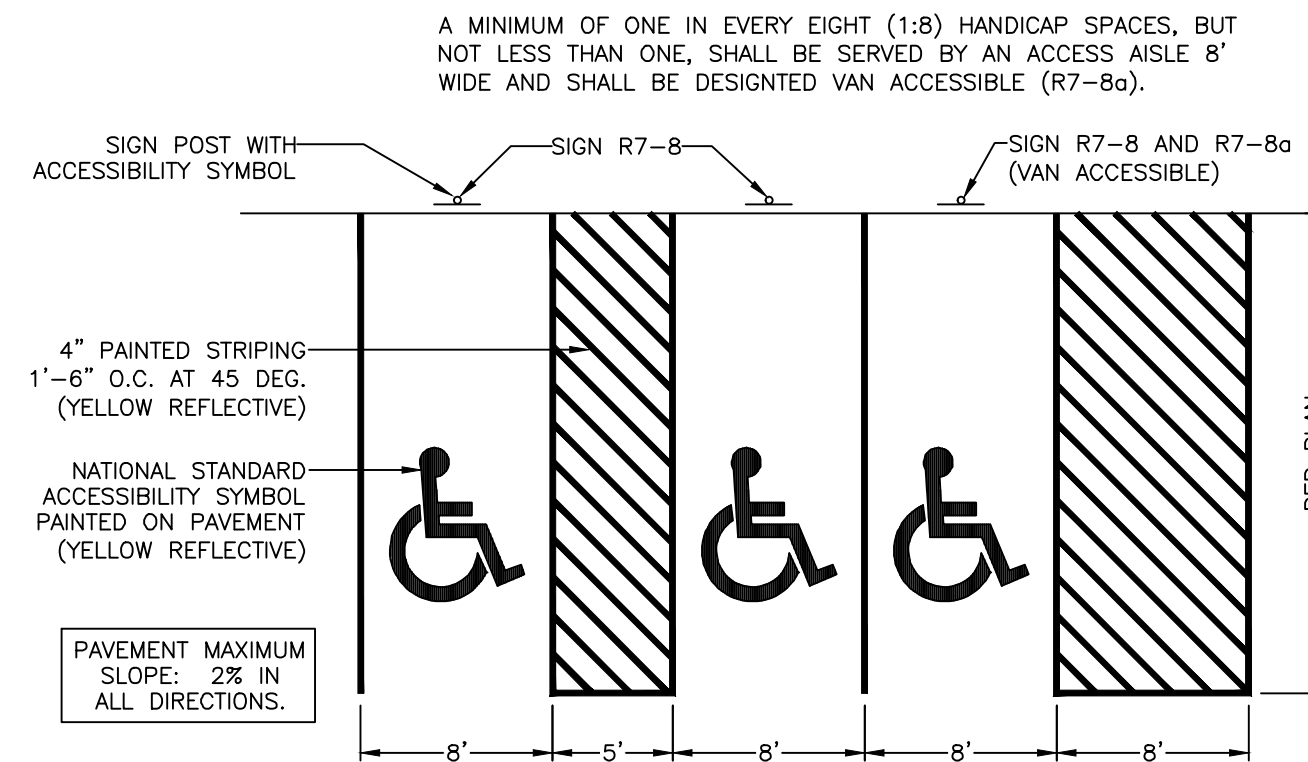


- GENERAL NOTES:
1. ALL SIGNING AND PAVEMENT MARKINGS SHALL CONFORM TO "NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", SECTIONS 615 AND 632, AS AMENDED, AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES."
 2. THE CONTRACTOR IS RESPONSIBLE FOR THE LAYOUT OF ALL SIGNING AND PAVEMENT MARKINGS.

TRAFFIC SIGNS

SCALE: NONE

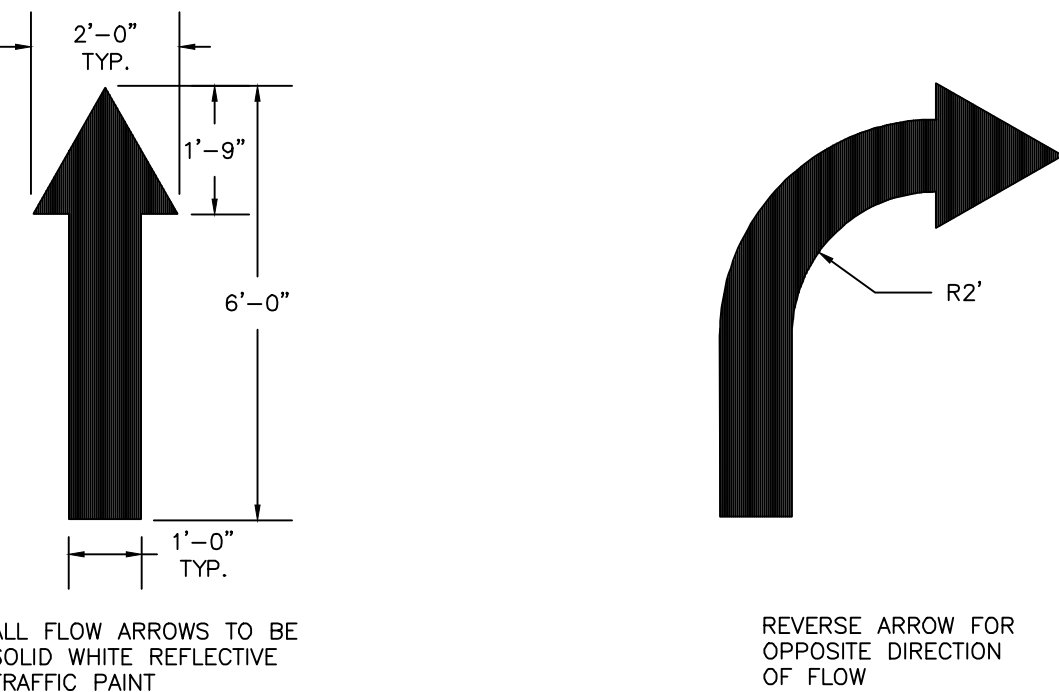
9
D-1



HANDICAP PARKING - STANDARD

DEC. 14, 2021
SCALE: NONE

10
D-1



PAINTED PAVEMENT MARKINGS - ONSITE
(NHDOT ITEM NO.)

DEC. 14, 2021
SCALE: NONE

11
D-1



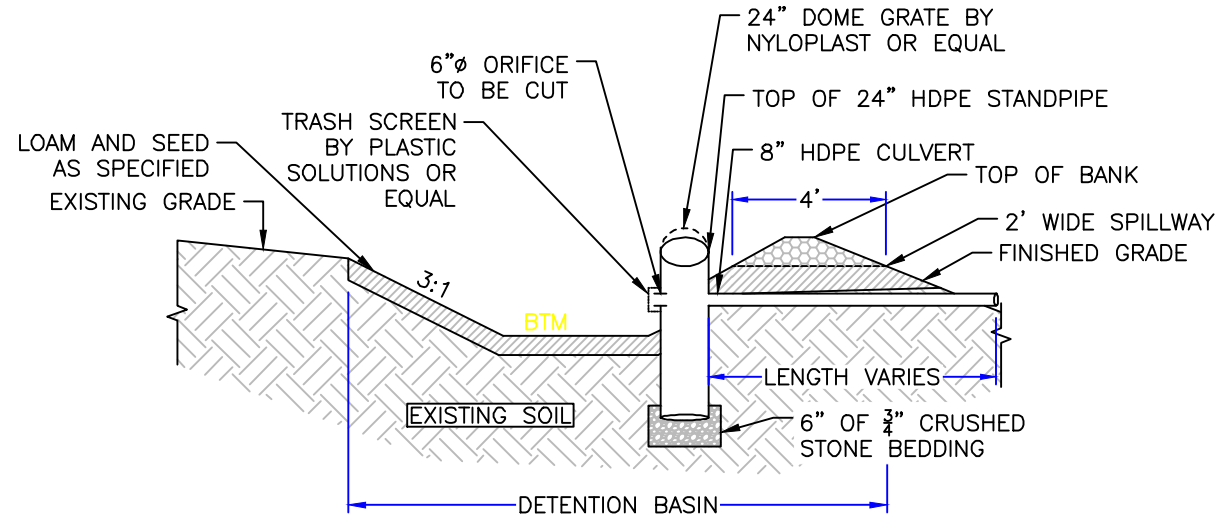
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BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
CONSTRUCTION DETAILS

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

D-1
SHEET
FILE: 2159V04.dwg
PROJECT: 2159.04
SHEET NO. 12 OF 17

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DETENTION BASIN 1 SCHEDULE		
SMP	C	D
TOP OF BERM	218.00	216.05
BASIN FLOOR	216.00	215.05
8" INLET	216.00	215.05
8" OUTLET	215.05	215.05
6" DIAMETER ORIFICE	216.50	--
TOP OF 24" STANDPIPE	217.50	215.55
4' WIDE SPILLWAY	--	215.55

NOTES:

1. A PROTECTIVE COVER OF VEGETATION SHALL BE ESTABLISHED ON ALL EXPOSED SURFACES OF THE EMBANKMENTS, IMMEDIATELY FOLLOWING HE ESTABLISHMENT OF FINAL GRADES, TOPSOIL AND SEEDING SHALL TAKE PLACE AND STABILIZATION BY MEANS OF EROSION CONTROL FABRIC, SEED WITH NEW ENGLAND EROSION CONTROL/RESTORATION MIX AT A RATE OF 1 LB PER 1,250 SF AS SUPPLIED BY NEW ENGLAND WETLAND PLANTS, INC. OR APPROVED EQUAL.
2. PERIODIC INSOCION AND REQUIRED MAINTENANCE SHALL BE PERFORMED.

DETENTION BASIN - TYPICAL CROSS-SECTION

SCALE: NONE

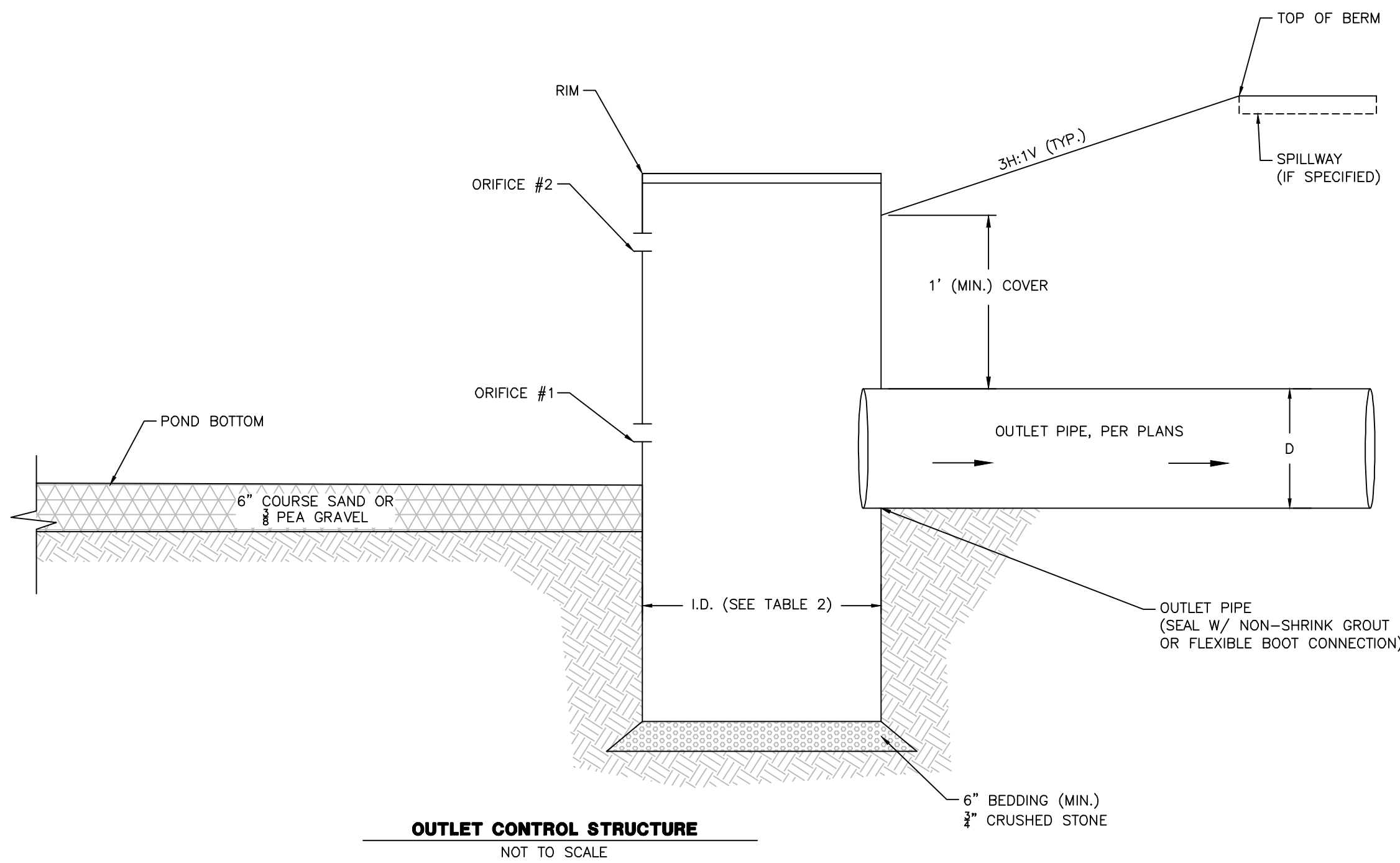


TABLE 3 - STORMWATER POND SCHEDULE											
STORMWATER MANAGEMENT POND	OUTLET CONTROL STRUCTURE		RIM		ORIFICE #1		ORIFICE #2		OUTLET PIPE		SPILLWAY
	TYPE	INNER DIMENSIONS	ELEVATION	SPEC. GRATE TYPE	ELEVATION	DESCRIPTION	ELEVATION	DESCRIPTION	ELEVATION	DECIPTION	
A	CIRCULAR	4'-0"	216.50	TYPE 'B'	--	--	--	--	215.00	8" HDPE	216.50
B	CIRCULAR	4'-0"	217.50	TYPE 'B'	--	--	--	--	216.50	8" HDPE	--
C	CIRCULAR	2'-0"	217.50	DOME GRATE	--	--	--	--	216.00	8" HDPE	--
D	CIRCULAR	2'-0"	215.55	DOME GRATE	--	--	--	--	215.05	8" HDPE	215.55
E	--	--	--	--	--	--	--	--	--	--	215.55
F	CIRCULAR	4'-0"	215.55	TYPE 'B'	--	--	--	--	214.05	8" HDPE	215.55

NOTES:

1. ITEM NO.'S REFER TO THE CURRENT EDITION OF THE NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. ORIGINAL GROUND AND FINISHED GRADE ELEVATIONS, SLOPES, WIDTHS, LENGTHS, ETC. SHALL BE PER THE GRADING PLANS.
3. ALL DISTURBED AREAS OTHER THAN THE BASIN FLOOR SHALL BE STABILIZED WITH LOAM AND SEED AS SPECIFIED, VEGETATION SHOULD BE ESTABLISHED IMMEDIATELY. SEED BASIN SIDE SLOPES WITH "NEW ENGLAND EROSION CONTROL/RESTORATION MIX FOR DETENTION BASINS AND MOIST SITES", MANUFACTURED BY NEW ENGLAND WETLAND PLANTS, INC. OR EQUAL.
4. THE MINIMUM VERTICAL SEPARATION FROM THE BOTTOM OF THE PRACTICE TO THE SEASONAL HIGH WATER TABLE SHALL BE; 1 FOOT IF STORMWATER HAS BEEN TREATED PRIOR TO ENTERING THE PRACTICE, 4 FEET IF WITHIN A GROUNDWATER OR WATER SUPPLY INTAKE PROTECTION AREA, AND 3 FEET IN ALL OTHER CASES.
5. EMBANKMENT FILL SHALL BE PLACED IN ALL BERMS AND/OR AREAS IN WHICH AN OBSTRUCTION IS CREATED ABOVE ORIGINAL GROUND TO IMPOUND WATER. ALL EMBANKMENT FILL SHALL BE A HIGH SILT CONTENT GLACIAL TILL MEETING THE GRADATION OUTLINED IN TABLE 2. ALTERNATE MATERIALS MAY BE SUBMITTED TO THE DESIGN ENGINEER FOR REVIEW AND APPROVAL.
6. DO NOT DISCHARGE SEDIMENT-LADEN WATERS FROM CONSTRUCTION ACTIVITIES (RUNOFF, WATER FROM EXCAVATIONS) TO THE INFILTRATION SYSTEM.
7. DO NOT TRAFFIC EXPOSED SOIL SURFACE WITH CONSTRUCTION EQUIPMENT. IF FEASIBLE, PERFORM EXCAVATIONS WITH EQUIPMENT POSITIONED OUTSIDE THE LIMITS OF THE INFILTRATION SYSTEM.
8. AFTER THE AREA IS EXCAVATED TO THE FINAL DESIGN ELEVATION, THE FLOOR SHOULD BE DEEPLY TILLED WITH A ROTARY TILLER OR DISC HARROW TO RESTORE INFILTRATION RATES, FOLLOWED BY A PASS WITH A LEVELING DRAG.
9. DO NOT PLACE INFILTRATION SYSTEMS INTO SERVICE UNTIL THE CONTRIBUTING AREAS HAVE BEEN FULLY STABILIZED.

TABLE 1 - INFILTRATION BASIN SCHEDULE							
SURFACE BASIN	TOP OF BERM/BASIN	BOTTOM OF BASIN	TEST PIT NUMBER	ORIGINAL GROUND	DEPTH TO SHWT	SHWT ELEVATION	BOTTOM OF BASIN SEPARATION TO SHWT
A	217.00	215.00	3	216.62	68"	210.95	4.05
B	218.00	216.00	1	219.37	>84"	212.37	3.63
E	216.05	215.05	7	214.50	32"	211.83	3.22
F	216.05	214.05	8	214.05	70"	208.22	5.83

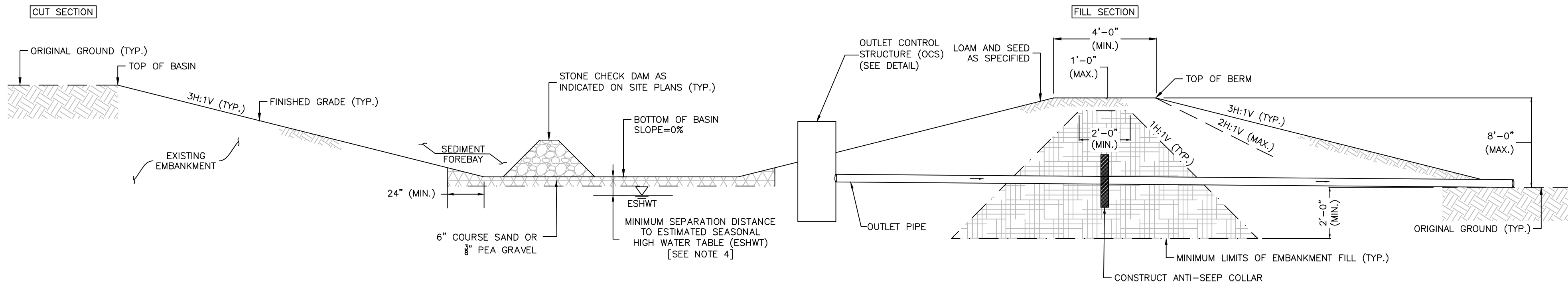


TABLE 2 - EMBANKMENT FILL GRADATION	
US STANDARD SIEVE SIZE (IN/MM)	PERCENT PASSING
3"	100
3/4"	75-100
#4	65-90
#40	10-70
#100	25-60
#200	15-50

STORMWATER BASIN - SURFACE INFILTRATION BASIN

SCALE: NONE



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BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
STORMWATER POND DETAILS

AUGUST 14, 2026

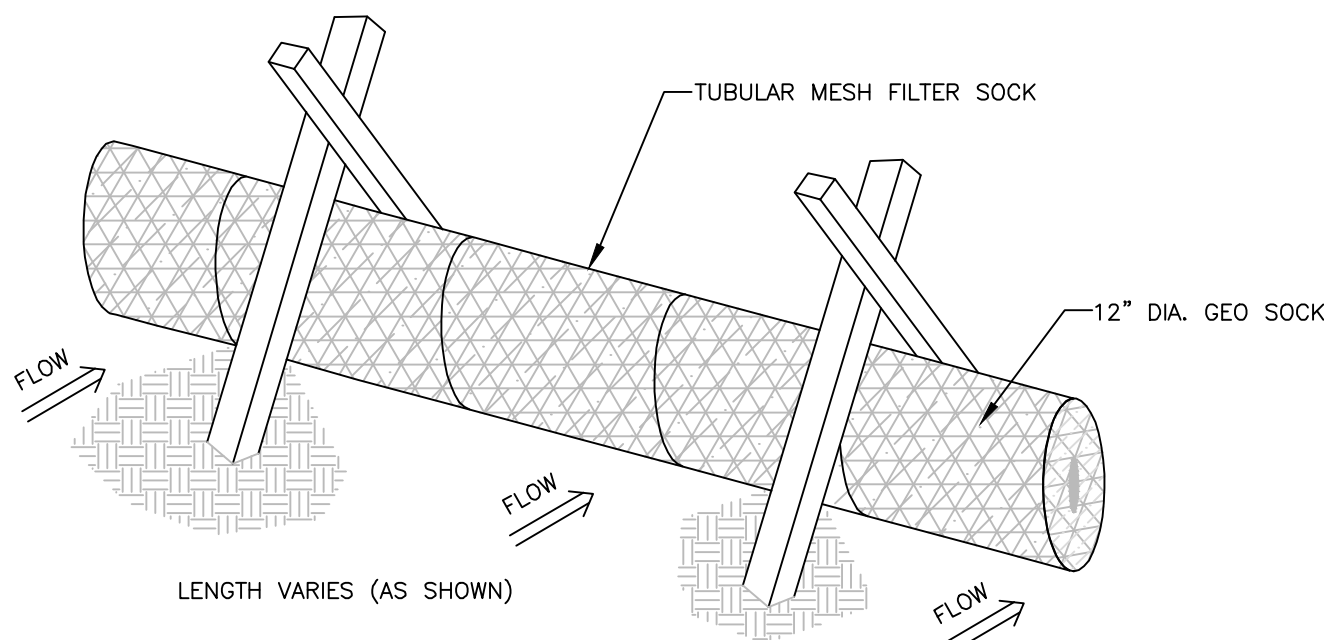
TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

SCALE: NONE

D-3
SHEET

FILE	2159V04.dwg
PROJECT	2159.04
SHEET NO.	14 OF 17

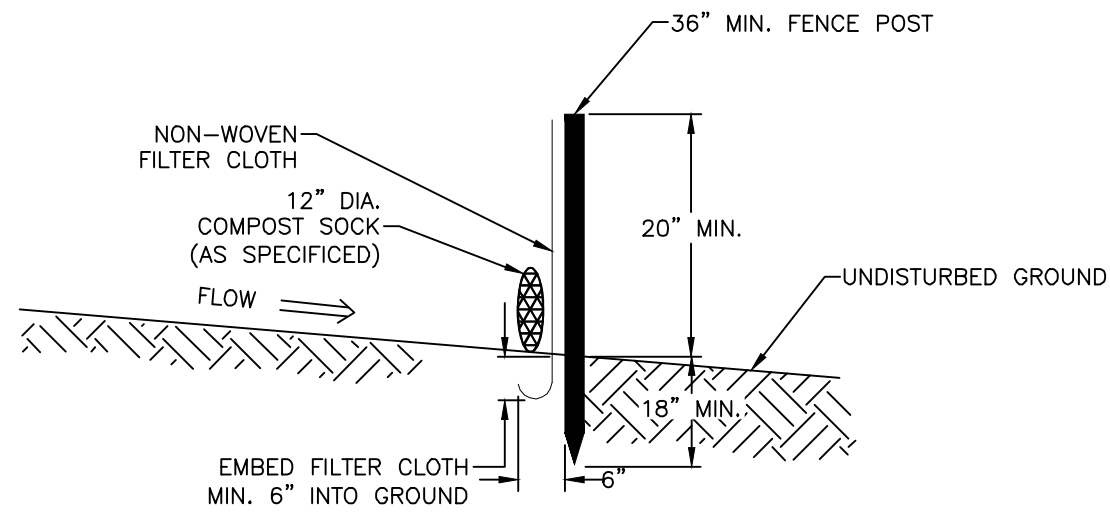
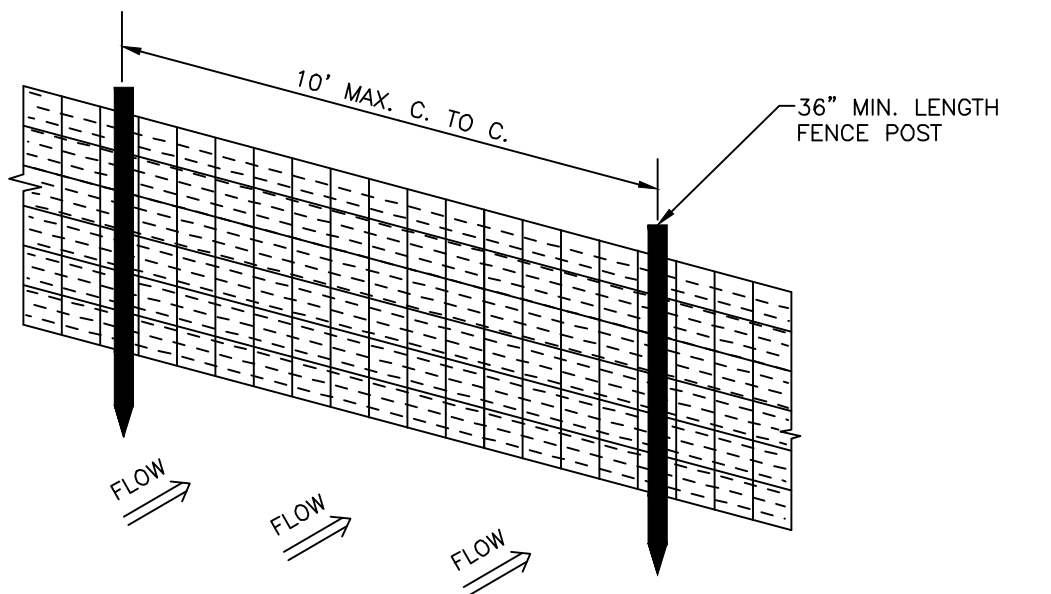
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- NOTES:
1. THE COMPOST SOCK SHALL BE A MESH TUBE FILLED WITH COMPOSTED MATERIAL.
 2. MINIMAL CLEARING MAY BE REQUIRED TO INSTALL FILTER SOCKS.
 3. INSTALL FILTER SOCKS PRIOR TO ANY CLEARING OR GRUBBING.

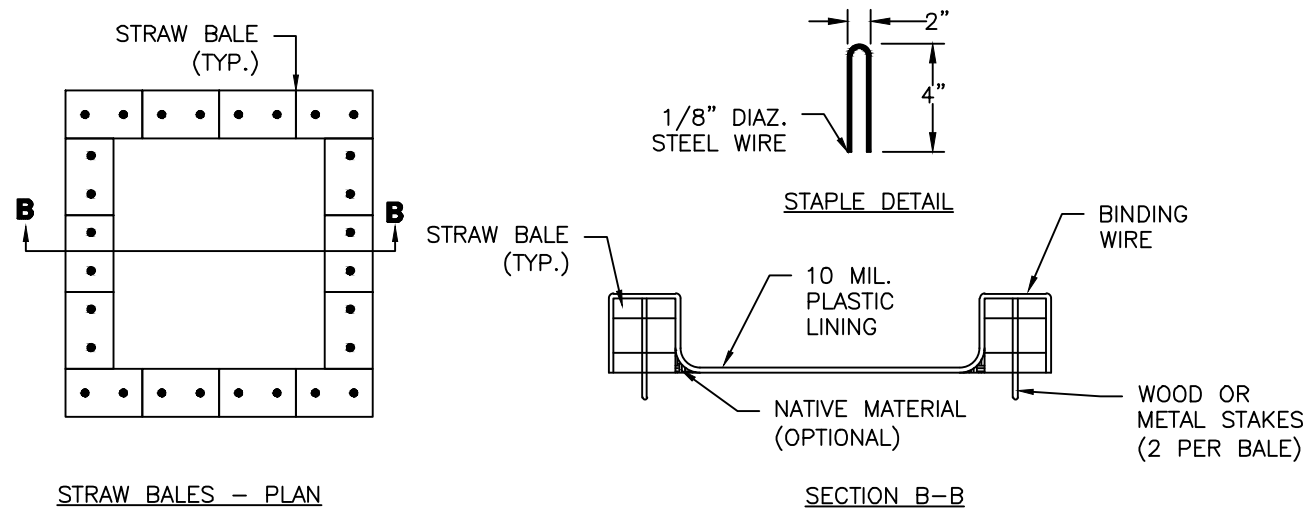
COMPOST SOCK

SCALE: NONE
1
D-4



DOUBLE ROW SILTATION FENCE

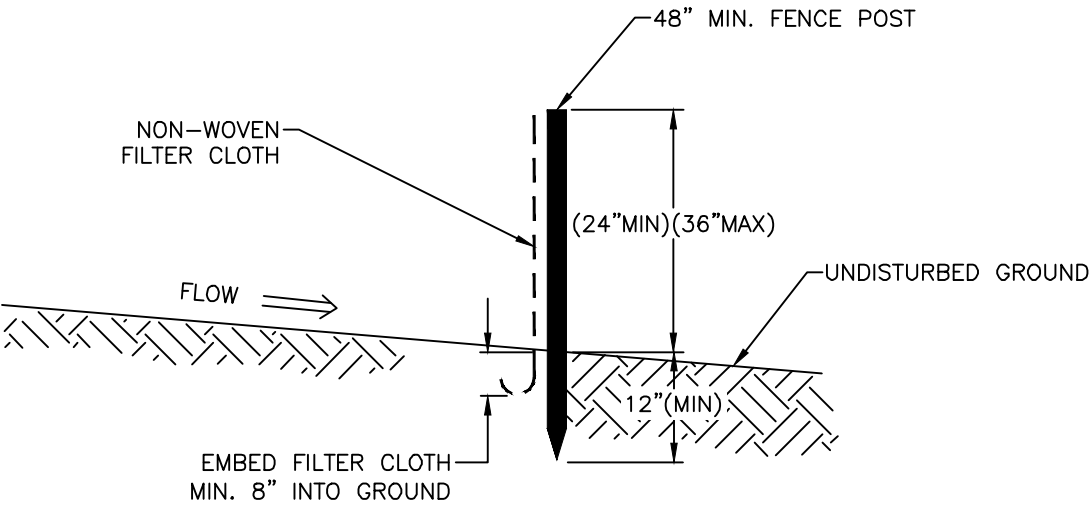
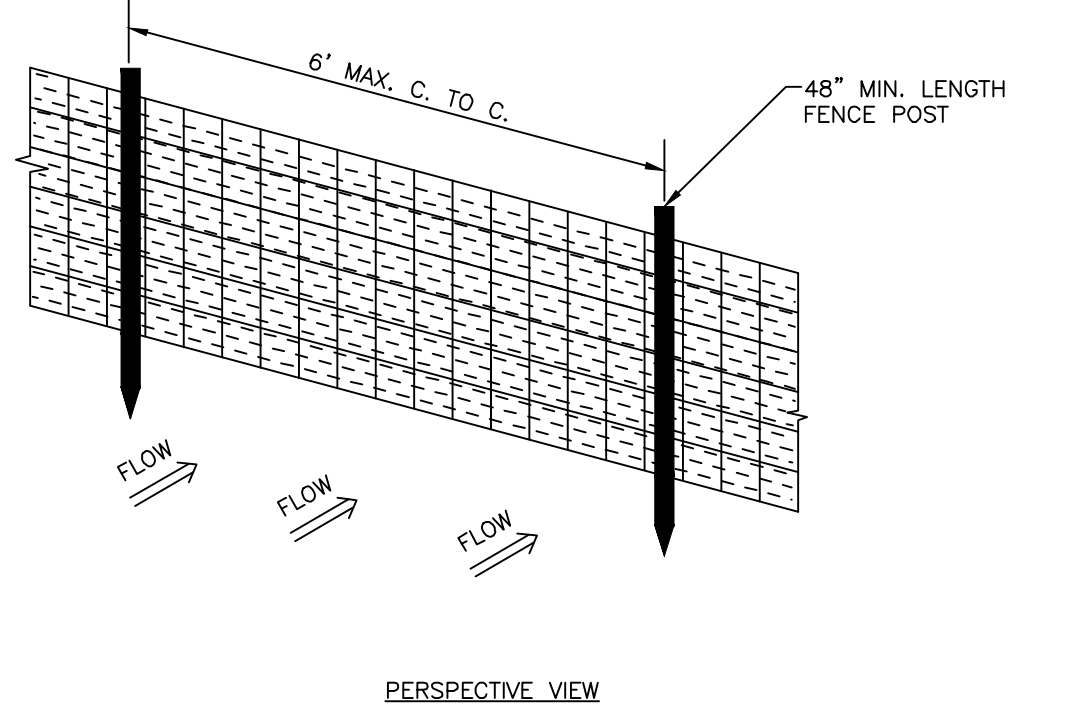
SCALE: NONE
2
D-4



- NOTES:
1. THE CONCRETE WASHOUT AREA SHALL BE INSTALLED PRIOR TO ANY CONCRETE PLACEMENT ON SITE.
 2. THE CONCRETE WASHOUT AREA WILL BE CONSTRUCTED ABOVE GRADE OR BELOW GRADE AT THE OPTION OF THE CONTRACTOR. THE ACTUAL LAYOUT SHALL BE DETERMINED IN THE FIELD.
 3. THE CONCRETE WASHOUT AREA SHALL BE CONSTRUCTED AND MAINTAINED IN SUFFICIENT SIZE TO CONTAIN ALL LIQUID AND CONCRETE WASTE GENERATED BY WASHOUT OPERATIONS. THE WASHOUT AREA MUST BE CLEANED, OR A NEW WASHOUT AREA MUST BE CONSTRUCTED AND READY FOR USE ONCE THE WASHOUT IS 75% FULL.
 4. THE CONCRETE WASHOUT SIGN SHALL BE PLACED WITHIN 30' OF THE WASHOUT AREA. ADDITIONAL SIGNS SHOULD BE CONSTRUCTED AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CONCRETE WASHOUT AREA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
 5. THE CONCRETE WASHOUT AREA SHALL BE LOCATED A MINIMUM OF 50 FEET FROM STORM DRAIN INLETS, OPEN DISCHARGE FACILITIES, AND WATERCOURSES. EACH FACILITY SHOULD BE LOCATED AWAY FROM CONSTRUCTION TRAFFIC OR ACCESS TO PREVENT DISTURBANCE OR TRACKING. VEHICLE TRACKING CONTROL IS REQUIRED AT CONCRETE WASHOUT ENTRANCE IF ACCESS TO AREA IS OFF PAVEMENT.
 6. PLASTIC LINING MATERIAL SHALL BE A MINIMUM OF 10 MIL. POLYETHYLENE SHEETING AND SHALL BE FREE OF HOLES, TEARS, OR OTHER DEFECTS THAT COMPROMISE THE IMPERMEABILITY OF THE MATERIAL.
 7. WHEN THE CONCRETE WASHOUT AREA IS NO LONGER REQUIRED FOR WORK, THE HARDENED CONCRETE AND MATERIAL USED TO CONSTRUCT THE WASHOUT AREA SHALL BE REMOVED AND DISPOSED OF AT AN APPROVED WASTE SITE.
 8. WHEN THE CONCRETE WASHOUT ARE IS REMOVED, THE DISTURBED AREA SHALL BE SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE ENGINEER.

CONCRETE WASHOUT AREA

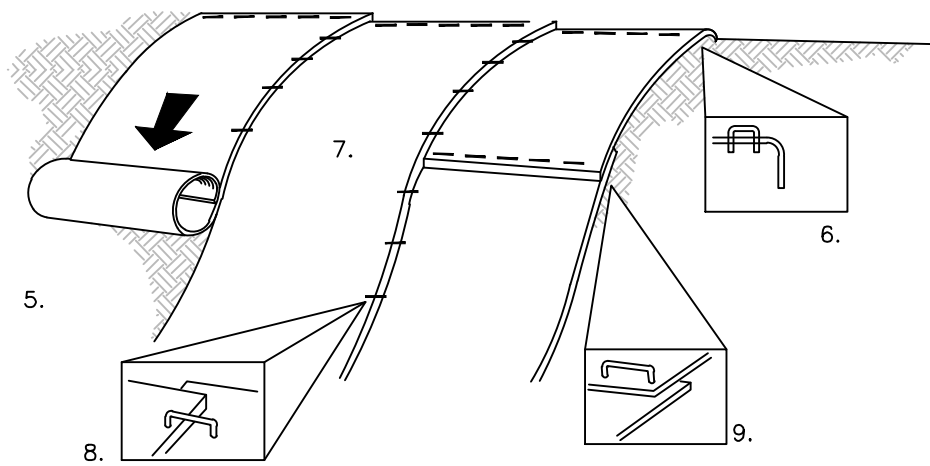
SCALE: NONE
3
D-4



- NOTES:
1. FENCES SHALL FOLLOW THE CONTOUR OF LAND AS CLOSELY AS POSSIBLE.
 2. THE ENDS OF THE FENCE SHALL BE FLARED UP-SLOPE;
 3. SUPPORT POSTS SHALL BE SIZED AND ANCHORED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.
 4. ADJOINING SECTIONS OF THE FENCE SHALL BE OVERLAPPED BY 6-INCHES, FOLDED AND STAPLED TO A SUPPORT POST.
 5. FENCES SHALL BE INSPECTED AND MAINTAINED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL.
 6. SEDIMENT THAT ACCUMULATES AT THE FENCE SHALL BE REMOVED WITH SUFFICIENT FREQUENCY TO PREVENT THE DEPTH OF THE SEDIMENT FROM REACHING ONE-THIRD THE HEIGHT OF THE FENCE.

TEMPORARY PERIMETER EROSION CONTROL
SILT FENCE

SCALE: NONE
4
D-4



CONSTRUCTION REQUIREMENTS AND SLOPE APPLICATIONS:

1. MATS SHALL BE STRAW/COCONUT FIBER EROSION CONTROL TURF REINFORCEMENT MAT SUCH AS NORTH AMERICAN GREEN SC150BN OR EQUAL.
2. THE USE OF ANY EROSION CONTROL MAT WHICH CONTAINS ANY WELDED PLASTIC OR BIODEGRADABLE PLASTIC THREAD OR NETTING IS STRICTLY PROHIBITED.
3. THE EROSION CONTROL MATERIAL(S) SHALL BE ANCHORED WITH "U" SHAPED 11 GAUGE WIRE STAPLES OR WOODEN STAKES WITH A MINIMUM TOP WIDTH OF 1" AND A LENGTH OF 6".
4. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER AND SEED.
5. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP BY 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROLL OF STAPLES OR STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET WITH A ROW OF STAPLES/STAKES PLACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
6. ROLL THE BLANKETS DOWN THE SLOPE. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES OR STAKES IN APPROPRIATE LOCATIONS. REFER TO MANUFACTURER'S STAPLE GUIDE FOR CORRECT STAPLE PATTERN.
7. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2"-5" OF OVERLAP DEPENDING ON THE BLANKET TYPE.
8. CONSECUTIVE BLANKETS SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3" OVERLAP. STAPLE OVERLAPPED AREA APPROXIMATELY 12" APART ACROSS ENTIRE BLANKET WIDTH.

NOTE: IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY SECURE BLANKETS.

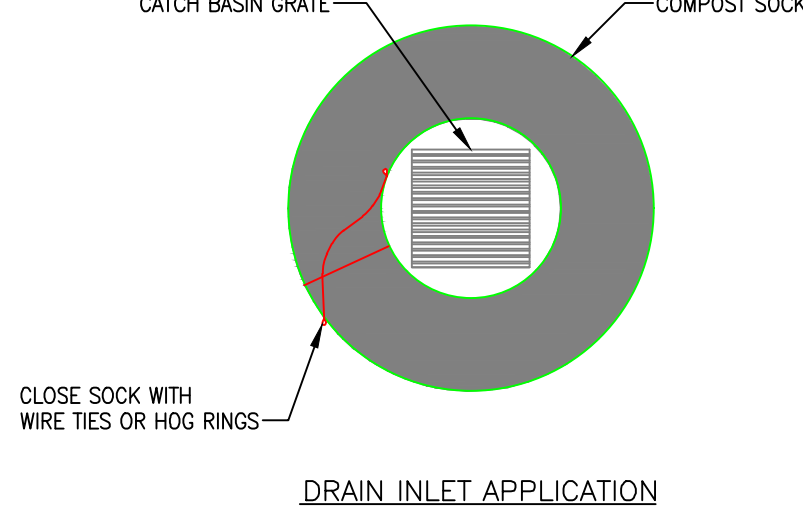
THE CONTRACTOR SHALL MAINTAIN THE BLANKET UNTIL ALL WORK ON THE CONTRACT HAS BEEN COMPLETED AND ACCEPTED. MAINTENANCE SHALL CONSIST OF THE REPAIR OF AREAS WHERE DAMAGED BY ANY CAUSE. ALL DAMAGED AREAS SHALL BE REPAIRED TO REESTABLISH THE CONDITIONS AND GRADE OF THE SOIL PRIOR TO APPLICATION OF THE COVERING AND SHALL BE REFERTILIZED, RESEEDED AND REMULCHED AS DIRECTED.

THERE SHALL BE NO PLASTIC, OR MULTI-FILAMENT OR MONOFILAMENT POLYPROPYLENE NETTING OR MESH WITH AN OPENING SIZE OF GREATER THAN 1/8 INCHES MATERIAL USED.

TURF REINFORCEMENT MATS SHALL BE COVERED WITH SOIL TO PREVENT EXPOSURE OF THE MATS TO THE SURFACE.

SLOPE STABILIZATION TURF REINFORCEMENT MAT

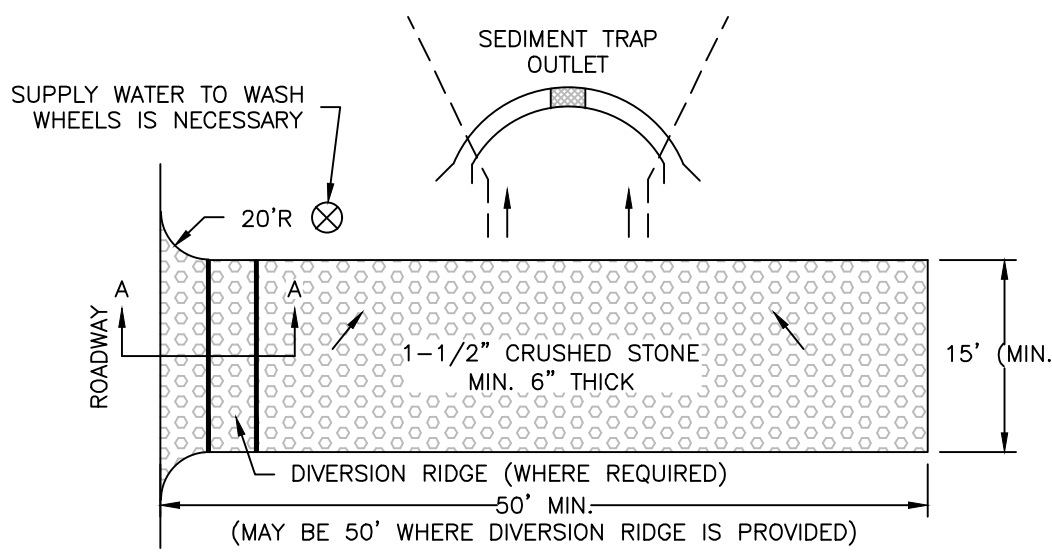
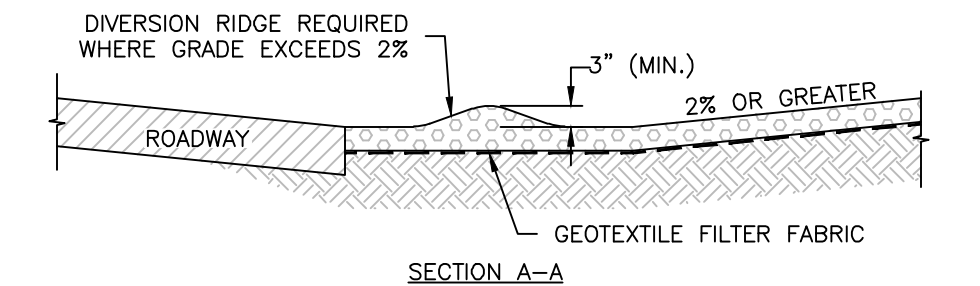
SCALE: NONE
5
D-4



- NOTES:
1. COMPOST SOCK SHALL BE FILTREXX SILTSOXX ORIGINAL 8".
 2. COMPOST SOCK MUST SHALL BE MAINTAINED ON A CONTINUAL BASIS.
 3. SEDIMENT SHALL BE REMOVED AS REQUIRED TO PREVENT ACCUMULATION TO 1/3 THE HEIGHT OF THE SOCK (2"±).

INLET PROTECTION ~ COMPOST SOCK

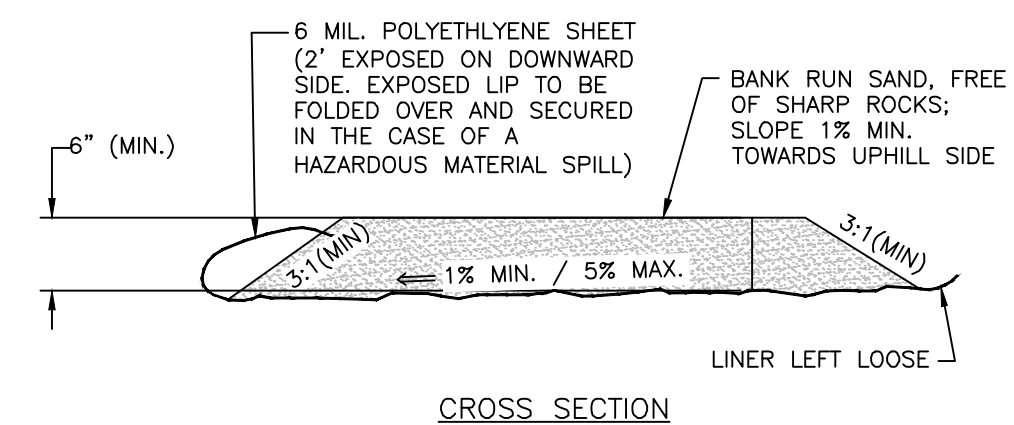
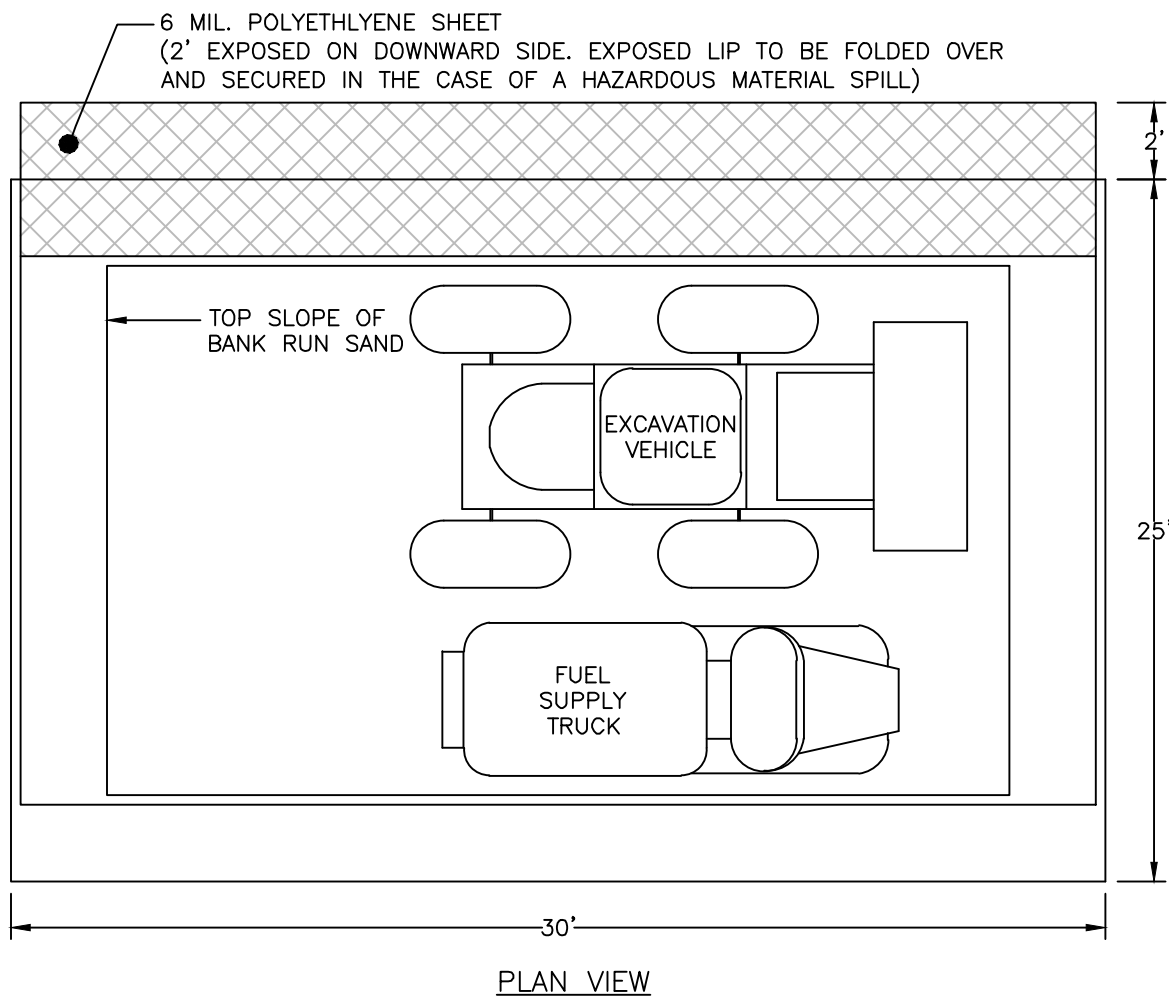
SCALE: NONE
6
D-4



- NOTES:
1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRED TOP-DRESSING, REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT.
 2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
 3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

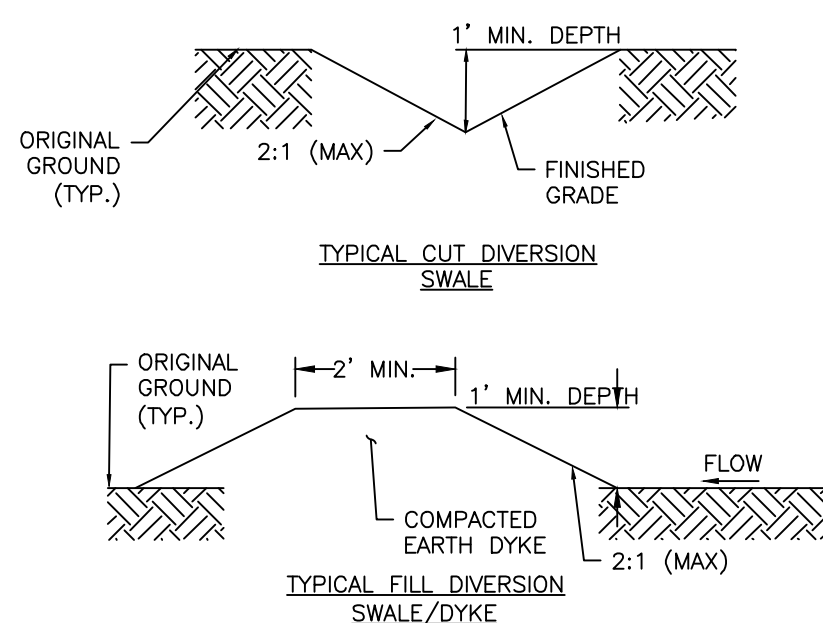
CONSTRUCTION EXIT

SCALE: NONE
7
D-4



TEMPORARY VEHICLE MAINTENANCE PAD

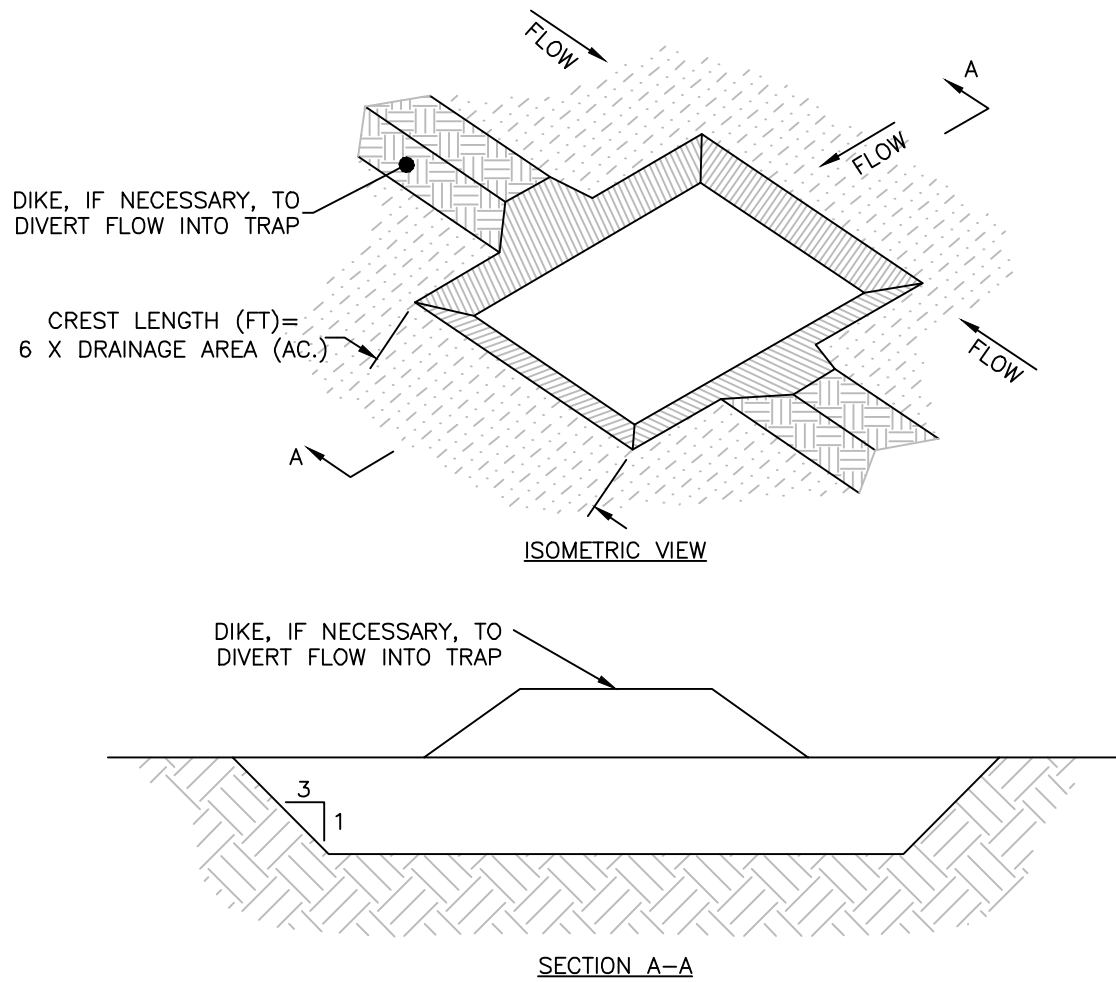
SCALE: NONE
8
D-4



- NOTES:
1. DIVERSION SWALE AND/OR DIKE SHALL BE STABILIZED WITH EROSION STONE (ITEM NO. 545.3), TEMPORARY CHANNEL MATTING (ITEM NO. 645.471), AND/OR TEMPORARY OR PERMANENT SEEDING.
 2. DIVERSION SWALES SHALL BE MAINTAINED IN ACCORDANCE WITH THE NH STORMWATER MANUAL REQUIREMENTS.

TEMPORARY DIVERSION SWALE

SCALE: NONE
9
D-4



- NOTES:
1. SEDIMENT TRAPS SHOULD BE LOCATED SO THEY CAN BE INSTALLED PRIOR TO DISTURBING THE AREA THEY ARE TO PROTECT.
 2. THE TRAP SHOULD BE INSTALLED AS CLOSE TO THE DISTURBED AREA OR SOURCE OF SEDIMENT AS POSSIBLE.
 3. THE MAXIMUM CONTRIBUTING AREA TO THE TRAP SHOULD BE LESS THAN 5 ACRES.
 4. THE MINIMUM VOLUME OF THE TRAP SHOULD BE 3,600 CUBIC FEET OF STORAGE FOR EACH ACRE OF DRAINAGE AREA.
 5. THE SIDE SLOPES OF THE TRAP SHOULD BE 3:1 OR FLATTER, AND SHOULD BE STABILIZED IMMEDIATELY AFTER THEIR CONSTRUCTION.
 6. THE MINIMUM LENGTH-TO-WIDTH RATIO OF THE TRAP SHOULD BE 2:1 (L-W).
 7. FOR CONCENTRATED FLOW ENTERING THE TRAP, ENERGY DISSIPATION AT THE POINT OF INFLOW SHOULD BE PROVIDED.
 8. THE OUTLET PIPE SHOULD EXTEND THROUGH THE EMBANKMENT AT A MINIMUM SLOPE OF 0.5 PERCENT.
 9. REFER TO THE CURRENT EDITION OF THE NEW HAMPSHIRE STORMWATER MANAGEMENT MANUAL, VOL. 3: CONSTRUCTION PHASE EROSION AND SEDIMENT CONTROLS.

- INSTALLATION NOTES:
1. BOTTOM DIMENSION MAY BE MODIFIED AS LONG AS BOTTOM AREA IS NOT REDUCED.
 2. TRAP SHOULD BE INSTALLED PRIOR TO ANY OTHER LAND-DISTURBING ACTIVITY THAT RELIES ON BASINS FOR STORMWATER CONTROL.
 3. EMBANKMENT MATERIAL SHOULD CONSIST OF DEBRIS FREE SOIL, ORGANIC MATERIAL, AND ROCKS OR CONCRETE GREATER THAN 3 INCHES AND SHALL HAVE A MINIMUM OF 15 PERCENT PASSING THE NO. 200 SIEVE.
 4. EMBANKMENT SHALL BE COMPACTED TO AT MINIMUM 95 PERCENT OF MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D698.
 5. PIPE SCH 40 OR GREATER SHOULD BE USED.

- MAINTENANCE NOTES:
1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATION CONDITION. MAINTENANCE SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs WITHIN 24 HOURS OF A STORM CAUSING SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
 2. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
 3. REPAIR OR REPLACE BMPs UPON FAILURE.
 4. ACCUMULATED SEDIMENT SHALL BE REMOVED AS NEEDED.
 5. THE TRAP IS TO REMAIN IN PLACE UNTIL THE DISTURBED AREA HAS BEEN STABILIZED AND GRASS COVER IS ACCEPTED BY LOCAL JURISDICTION.

EARTH OUTLET SEDIMENT TRAP

SCALE: NONE
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D-4



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BUCK MEADOW
NON-RESIDENTIAL SITE PLAN
EROSION & SEDIMENTATION
CONTROL DETAILS

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

D-4
SHEET

FILE	2159V04.dwg
PROJECT	2159.04
SHEET NO.	15 OF 17

Plotted: 9/9/2026 8:41 AM By: CONCORD-5
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Date: September 19, 2024

Name: Amherst Parks & Recreation Department
Town: Amherst, NH
Job #: 02159.04 Date Observed: 09/19/24

Test Pit 1

0-7" 10YR 5/3 Brown
Gravel and Sand
Single Grain, Loose
7-84" 2.5Y 6/3 Light Yellowish Brown
Sand
Single-Grain, Loose

WATER: **None** S.H.W.: **>84"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 3

0-32" 10YR 3/3 Dark Brown
Loam
32-70" 2.5Y 6/3 Light Yellowish Brown
Sand
Single-Grain, Loose
70-84" 7.5Y 5/6 Strong Brown
Cobbly Sand and Gravel
Single Grain, Loose

WATER: **None** S.H.W.: **68"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 5

0-6" 10YR 5/4 Yellowish Brown
Sandy Loam
Granular, Very Friable
6-16" 2.5Y 5/4 Light Olive Brown
Sandy Loam
Granular, Very Friable
16-34" 2.5Y 5/4 Light Olive Brown
Sandy Loam With Cobbles
Granular, Very Friable
34-60" 10YR 5/6 Yellowish Brown
Sand
Single Grain, Loose

WATER: **None** S.H.W.: **31"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **12 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 7

0-4" 10YR 4/2 Dark Grayish Brown
Sandy Loam
Granular, Very Friable
4-16" 2.5Y 5/6 Light Olive Brown
Coarse Sand With Cobbles
Single Grain, Loose
16-50" 10YR 3/3 Dark Brown
Sandy Loam
Granular, Friable
50-70" 10YR 2/1 Black
Sandy Loam
Granular, Friable

WATER: **None** S.H.W.: **32"** ROOTS: **54"**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **12 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 9

0-7" 10YR 3/3 Dark Brown
Sandy Loam
Granular, Very Friable
7-19" 2.5Y 6/6 Olive Yellow
Coarse Sand and Gravel
Single Grain, Loose
19-46" 10YR 6/6 Brownish Yellow
Coarse Sand and Gravel
Single Grain, Loose
46-73" 10YR 4/6 Dark Yellowish Brown
Coarse Sand
Single Grain, Loose

WATER: **70"** S.H.W.: **22"** ROOTS: **14"**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 2

0-22" Varies
Loamy Sand and Gravel (Fill)
22-51" 2.5Y 6/3 Light Yellowish Brown
Sand
Single Grain, Loose
51-96" 2.5Y 5/4 Light Olive Brown
Very Fine Sand
Massive, Very Friable

WATER: **None** S.H.W.: **54"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **6 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 4

0-4" 10YR 5/4 Yellowish Brown
Sandy Loam,
Granular, Very Friable
4-16" 2.5Y 6/6 Olive Yellow
Loamy Sand
Granular, Very Friable
16-24" 10YR 2/2 Very Dark Brown
Loamy Sand
Granular, Friable
24-64" 2.5Y 5/2 Grayish Brown
Sand
Granular, Friable

WATER: **None** S.H.W.: **18"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **8 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 6

0-6" 10YR 3/3 Dark Brown
Loam
6-15" 2.5Y 5/4 Light Olive Brown
Sand
Single Grain, Loose
15-32" 2.5Y 5/4 Light Olive Brown
Coarse Sand and Gravel
Single Grain, Loose
32-72" 2.5Y 5/6 Light Olive Brown
Sand
Single Grain, Loose

WATER: **None** S.H.W.: **48"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 8

0-5" 10YR 3/3 Dark Brown
Sandy Loam
Granular, Very Friable
5-12" 2.5Y 4/4 Olive Brown
Loamy Sand and Gravel
Granular, Very Friable
12-25" 2.5Y 6/6 Olive Yellow
Sand
Single Grain, Loose
25-70" 2.5Y 6/4 Pale Brown
Sand
Single Grain, Loose

WATER: **None** S.H.W.: **>70"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**

Test Pit 10

0-4" 10YR 3/3 Dark Brown
Loam
4-45" 2.5Y 6/4 Light Olive Brown
Sand With Gravel
Single Grain, Loose
45-74" 2.5Y 4/2 Dark Grayish Brown
Coarse Sand and Gravel
Single Grain, Loose

WATER: **None** S.H.W.: **45"** ROOTS: **None**
LEDGE: **None** HARDPAN: **None**
EST. PERCOLATION RATE: **<2 MIN./IN.**
DATE: **09/19/24**
INSPECTED BY: **SCT**



BUCK MEADOW
NON-RESIDENTIAL SITE PLAN

TEST PIT DATA

AUGUST 14, 2026

TOWN OF AMHERST
30 ROUTE 101A
MAP 2 LOT 98-33
AMHERST, NEW HAMPSHIRE

SCALE: NONE

D-6
SHEET

FILE: 2159V04.dwg
PROJECT: 2159.04
SHEET NO. 17 OF 17



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: NRPC Commission Appointment — **Department:** Administration
Will Ludt, Commissioner

Meeting Date: September 14, 2026 **Staff Contact:** Lincoln Daley

BACKGROUND INFORMATION:

Will Ludt has submitted a letter of interest for reappointment as Amherst's Commissioner to the Nashua Regional Planning Commission.

The Planning Board voted to recommend that the Board of Selectmen reappoints Will to the position. This position has a three-year term.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to reappoint Will Ludt to the Nashua Regional Planning Commission to represent Amherst, with a term ending in 2029.

TOWN ADMINISTRATOR RECOMMENDATION:

Staff recommends that the Board of Selectmen approve the appointment of Mr. Ludt to the Nashua Regional Planning Commission (NRPC) as a representative of the Town of Amherst, for a term expiring in 2029. Staff also extends its appreciation to Mr. Ludt for his continued involvement, interest, and willingness to serve the Town in this capacity.

ATTACHMENTS:

1. Ludt, Will Letter, NRPC Apppointment 2026



TOWN OF AMHERST

*Town Hall
2 Main Street
Amherst, NH 03031*

*2 Main Street
Tel: 603/673-6041*

Chair, Amherst Planning Commission
Attention: Tom Quinn

22 June 2026

cc: Director, Community Development
BOS

Reference: Ms Kristy Jobin, Director, Community Development, sent me an email on 22 June 2026 notifying me that my term as Amherst Commissioner is going to expire. Ms Jobin wanted to check to see if I was interested in being reappointed for another term. She also stated to me to submit a letter to the Planning Board expressing my interest and requesting consideration for reappointment.

I am so proud and honoring to submit my name for consideration for another term as Amherst Commissioner. As you are aware, Amherst has three appointed members to represent the Town of Amherst in assisting the Nashua Regional Planning Commission (NRPC) in setting priorities for projects, usually Department of Transportation projects, where there is federal or state funding involvement. Over the past term, I have represented Amherst's interest in multiple ways. I ensure that during the building and modification of the Transportation Improvement Plan (TIP)- 1 to 4 year outlook, the Ten-Year Transportation Improvement Plan (TYP)- 5 to 10 year outlook, and the Metropolitan Transportation Plan (MTP)- 11 to 20+ year outlook are in the best interest for Amherst's future. In addition, I am on the Transportation Technical Advisory Committee (TTAC) where goals, requirements and priorities are met for the entire NRPC footprint of 13 Town's and cities. We meet monthly to consider all actions needed to implement, guide and give recommendations to the Full NRPC Commissioners meeting that meets quarterly. I also work on multiple subcommittees assigned to the TTAC for developing subcontracts for NRPC.

I feel that I am a strong advocate for our town and would greatly appreciate being reappointed as a Amherst Commissioner.

Thank you for your consideration.

Please feel free to contact me if you have any questions, at 603-801-0507 or email at wludt52@aol.com.

V/R

William G. Ludt



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Resignation of Jim Kuhnert, Historic District Commission **Department:** Administration

Meeting Date: September 14, 2026 **Staff Contact:**

BACKGROUND INFORMATION:

Jim Kuhnert has resigned from his position as Alternate member of the Historic District Commission with a term ending in 2027, effective immediately.

Any resident interested in filling this vacancy should reach out to Kristy Jobin, kjobin@amherstnh.gov for more information or Jennifer Stover, jstover@amherstnh.gov for an application.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to accept Jim Kuhnert's resignation as an Alternate member of the Historic District Commission.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Jim Kuhnert, resignation from HDC

Re: HDC Dropbox 8.27.26

From James Kuhnert <jekuhnert@gmail.com>
Date Thu 8/27/2026 9:52 AM
To Gloria Norcross <gnorcross@amherstnh.gov>

[External Sender]:

Thx. I will not be attending.

Gloria, I am resigning from the HDC. My day to day commitments have changed significantly with my business development efforts for my new business. I do not want to short change the group. Probably better to just open up the spot for someone else.

Do you need anything else from me on this?

Thx

Dr. Jim

On Thu, Aug 27, 2026 at 8:31 AM Gloria Norcross <gnorcross@amherstnh.gov> wrote:
Another abutter letter received for the Conex box, added to the Dropbox.

Gloria Norcross



Email Confidentiality Statement: The information contained in this email message is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by email, and delete the original message.

The **Right-To-Know law (RSA-91-A)** provides that most email communications, to or from Town Employees regarding the business of the Town of Amherst, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Resignation of Fourth of July
Committee Member, Lori Ashooh

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

Lori Ashooh, Vice Chair of the Fourth of July Committee, with a term ending in 2027

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to accept the resignation of Lori Ashooh from the Fourth of July Committee and thank her for her service.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Lori AShooh, resignation from the Fourth of July Committee, 09.03.2026

Re: Amherst Fourth of July Committee membership

From Lori Ashooh <lashooh@comcast.net>
Date Thu 9/3/2026 12:10 PM
To Jennifer Stover <jstover@amherstnh.gov>

[External Sender]:

Jen -

Due to family circumstances, I will no longer be able to fulfill the commitment necessary to the Fourth of July board.

Most sincerely,
Lori Ashooh

On Sep 3, 2026, at 9:48 AM, Jennifer Stover <jstover@amherstnh.gov> wrote:

Good morning, Deb, Lori and Elizabeth,
It is our understanding that the three of you are stepping down from your Board memberships this September.

If I could receive a quick email from each regarding your resignation of membership, I will be able to present them to the Board of Selectman for acceptance. They will then announce the vacancies. Please let me know if you have any questions.

Thank you all for your dedication to this committee and serving the Town of Amherst.
Wishing you all the best,

Jen

Jennifer Stover, SHRM-CP (she/her/hers)
Executive Assistant, Administration/Human Resources Coordinator/Welfare Officer
Town of Amherst
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
603/673-6041 Ext. 210
<Outlook-5mi330ku.png>

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Resignation of Fourth of July Chair, **Department:** Administration
Deb Polatchek

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

In an email to the Board of Selectment dated July 30, 2026, Fourth of July Chair Deb Polatchek announced her resignation from the Fourth of July Committee effective September 30, 2026.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to accept the resignation of Deb Polatchek from the Fourth of July Committee.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Resignation of Fourth of July Board member, Elizabeth Sculley **Department:** Administration

Meeting Date: September 14, 2026 **Staff Contact:**

BACKGROUND INFORMATION:

Fourth of July Committee Member, Elizaabeth Sculley, is resigning from her position. She intends to continue to be a member of the committee as a volunteer.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the resignation of Elizabeth Sculley from her position on the Fourth of July Committee.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Elizabeth Sculley, Resignation from Fourth of July Board

Re: Amherst Fourth of July Committee membership

From Elizabeth Boskee <Elizabeth_Boskee@hotmail.com>

Date Fri 9/11/2026 9:34 AM

To Jennifer Stover <jstover@amherstnh.gov>

[External Sender]:

Hi Jennifer,

Thank you for the call to remind me to reply to this! I apologize for the delay.

I do intend to withdraw from my position on the board of the Amherst 4th of July Committee effective 9/30/26. I hope to continue on as a volunteer.

Best,
Liz Sculley

On Sep 3, 2026, at 9:49 AM, Jennifer Stover <jstover@amherstnh.gov> wrote:

Good morning, Deb, Lori and Elizabeth,
It is our understanding that the three of you are stepping down from your Board memberships this September.

If I could receive a quick email from each regarding your resignation of membership, I will be able to present them to the Board of Selectman for acceptance. They will then announce the vacancies. Please let me know if you have any questions.

Thank you all for your dedication to this committee and serving the Town of Amherst.
Wishing you all the best,

Jen

Jennifer Stover, SHRM-CP (she/her/hers)
Executive Assistant, Administration/Human Resources Coordinator/Welfare Officer
Town of Amherst
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
603/673-6041 Ext. 210

<Outlook-5mi330ku.png>

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: HealthTrust Medicare Advantage
with Prescription Drug Plan Package for
CY2027

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

HealthTrust has shared the Medicare Advantage with Prescription Drug Plan Package for the Town of Amherst retirees for agreement and authorization. The increase over CY2026 includes an Anthem fully insured rate increase of \$25.00 and an increase in the HealthTrust administrative fee of \$2.18.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the HealthTrust Medicare Advantage with Prescription Drug Plan Package for the Town of Amherst for Calendar Year 2027 with a rate of \$502, and authorize the Town Administrator to sign on behalf of the Board.

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend approval as presented.

ATTACHMENTS:

1. 2027 Town of Amherst MAPD Rate Package



Town of Amherst

HealthTrust Medicare Advantage with
Prescription Drug Plan Package

For

CY2027

(January 1, 2027 – December 31, 2027)

Enclosures

- 1) HealthTrust Medicare Advantage with Prescription Drug (MAPD) Plan Rate Letter
- 2) Member Group Medicare Advantage Confirmation Transmittal
- 3) Who Your Retirees Can Call with Questions about the MAPD plan

August 27, 2026

Mr. Lincoln Daley
Town Administrator
Town of Amherst
2 Main Street
Amherst, NH 03031

Dear Mr. Daley:

HealthTrust has set the HealthTrust Medicare Advantage with Prescription Drug (MAPD) plan rate for the CY2027 renewal period (January 1 – December 31, 2027). This rate package includes your rate for the renewal period as well as important information related to the HealthTrust MAPD plan.

1. HealthTrust MAPD Plan Rate

The HealthTrust MAPD plan rate for the CY2027 Plan Year is \$502.00 per member per month. This includes a \$25.00 increase in the Anthem fully insured rate and the \$2.18 increase in the HealthTrust administrative fee.

As medical claim trends continue to outpace the increase in the Centers for Medicare and Medicaid Services (CMS) reimbursement rates, a premium increase of \$25 is required to cover the disparity between the two. HealthTrust remains committed to navigating the Retiree marketplace in order to deliver the high-quality products that our Retirees count on at the lowest rate possible.

2. Member Group Medicare Advantage Confirmation Transmittal - Please sign and return by October 2, 2026

By signing the transmittal, Member Group acknowledges and agrees that the HealthTrust MAPD plan is an employer-sponsored Medicare Advantage plan with a nationwide provider network. The HealthTrust MAPD plan is a fully insured plan issued by Anthem and subject to Anthem's rules. As such, Retiree claims are not part of the Group's rating nor reported in the Group's claims experience. All HealthTrust MAPD plan Enrollees are in one pool, with a January plan year only. Anthem will process preauthorizations and claims according to its rules and guidelines, while following HealthTrust's custom MAPD plan benefit structure. As with all Medicare Advantage plans, the HealthTrust MAPD plan is subject to CMS regulations.

3. HealthTrust MAPD Plan Benefits Summary and Enrollment Information

As a fully insured product, Anthem will provide the official plan documents, including benefits summaries and the certificate (called the "Evidence of Coverage" by Anthem), and these documents will be housed on the Anthem website.

HealthTrust MAPD Open Enrollment Period will be October 15, 2026 to December 7, 2026 for all Groups. Please note Retirees who are enrolled in the Medicomp without Prescription Drug (MCNRX) plan will be given the option to enroll in MAPD.

4. Retiree Communications

All Retirees enrolled in the HealthTrust MAPD plan will receive an Annual Notice of Change in early September from Anthem detailing plan updates and other important information. HealthTrust will also communicate the upcoming rate increase to enrolled Retirees next week.

Additionally, HealthTrust sent a letter earlier this month, inviting enrolled Retirees to join us at one of our MAPD sessions to learn about the 2027 monthly rate increase and any plan changes. Anthem, along with HealthTrust, is hosting in-person sessions for Retirees on Wednesday, September 30, 2026 at the Grappone Center in Concord, NH, to review the MAPD plan details and rate. A virtual session will be held on Tuesday, October 6, 2026.

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

Sincerely,

A handwritten signature in cursive script that reads "Scott DeRoche".

Scott DeRoche
Executive Director

Enclosures

Member Group Medicare Advantage Confirmation Transmittal

Town of Amherst ("Member")

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

Medicare Advantage with Prescription Drug Plan Coverage and Rate January 2027 Medical Renewal

The following monthly rate shall apply from January 1, 2027 through December 31, 2027.

Benefit Option
MAPD

Rate
\$502.00

Terms

- A. Member Group certifies that it understands and accepts the below conditions, which are specific to the HealthTrust Medicare Advantage with Prescription Drug ("MAPD") plan:
1. As an Employer Group Waiver Plan (EGWP), the HealthTrust MAPD plan is only available to Retirees of active HealthTrust Member Groups.
 2. The MAPD is fully insured and as such:
 - a. Member Groups are not entitled to and will not receive claims experience;
 - b. Anthem is the sole decider of claims and prior authorizations;
 - c. MAPD plan coverage is subject to the Centers for Medicare and Medicaid Services (CMS) regulations and Anthem rules.
 3. The Member Group's MAPD Retirees are pooled as one group (and not with their Member Group) and are on a January plan year only in order to align with Medicare;
 4. July Groups will have two open enrollment periods:
 - a. July for Active Employee and Early Retiree Medical, Retiree Medcomp without Prescription Drug (MCNRX) (grandfathered population only), and Active Employee and Retiree Dental (if applicable); and
 - b. January for the MAPD.
- B. Member Group agrees and certifies its compliance with the following CMS requirements as they relate to the MAPD plan:
1. **Premium** – Per CMS requirements, Member Group hereby agrees and certifies, as to MAPD Enrollee premium, that:
 - a. Different amounts can be subsidized by Member Group for different classes of Enrollees in the MAPD plan, provided such classes are reasonable and based upon objective business criteria (i.e., years of service, business location, job category, nature of compensation). Different classes cannot be based on eligibility for the Part D Low-Income Subsidy. Accordingly, Member Group hereby certifies that such classes (if any) are reasonable and based upon objective business criteria.
 - b. The MAPD premium within a given class does not vary by Enrollee;
 - c. With regard to the MAPD Part D premium, Enrollees cannot be charged for prescription drug coverage provided under the MAPD plan more than the sum of their monthly premium

attributable to basic prescription drug coverage and 100% of the monthly premium attributable to their non-Medicare Part D benefits (if any); and

- d. Member Group must pass through any direct subsidy payments received from CMS to reduce the amount that the Enrollee pays (or, in those instances where the Enrollee in the MAPD plan pays premiums on behalf of a Medicare-eligible spouse or dependent, the amount the Enrollee pays).

- 2. Low-Income Subsidy – HealthTrust has contracted with Anthem to administer the Low-Income Subsidy on the Member Group’s behalf and will distribute the subsidy directly to eligible Enrollees. Notwithstanding the foregoing and in the event that any subsidy were to go directly to the Member Group, Member Group hereby agrees and certifies as to Enrollees who are subsidy-eligible individuals pursuant to, but not limited to, 42 C.F.R. 423.773, that:

- a. The monthly premium subsidy amount for an Enrollee eligible for the Low-Income Subsidy will be first used to reduce the Enrollee’s portion of the monthly premium, and any remaining amount will be used to reduce Member Group’s premium contribution. If the Member Group pays 100% of the premium, the Group may retain the full subsidy.
- b. It is the Member Group’s responsibility to reimburse or refund Enrollees who are subsidy-eligible individuals any premium credit resulting from the Low-Income Subsidy, if applicable, in accordance with paragraph (a) above. Member Group agrees and certifies that any such credit owed to eligible Enrollees shall be returned to the applicable Enrollee(s) by Member Group within forty-five (45) days of discovering the Enrollee premium credit or notice from Anthem (whichever occurs first).

AGREEMENT AND AUTHORIZATION

Member Group agrees that the coverage elected herein is subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws, applicable Coverage Documents, CMS regulations, and Anthem rules.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member Group and its Medicare-eligible Retirees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date

The background of the top section is a photograph of an elderly man with white hair, wearing a red and blue argyle sweater over a collared shirt. He is sitting in a chair and talking on a black mobile phone. Behind him is a wooden cabinet with various items on it, including a water bottle and some papers. A green banner is overlaid at the bottom of the photo, containing the title.

Who Your Retirees Can Call with Questions about the MAPD Plan

HealthTrust is always happy to help and support your Retirees. We want them to get the correct answers to their questions as quickly as possible.

For Retirees enrolled in the HealthTrust Medicare Advantage with Prescription Drug (MAPD) plan, many of their questions need to be answered by the Anthem Member Services team. Here's your guide of who to call.

Please note: If you are calling on a Retiree's behalf, HealthTrust is unable to share protected health information (PHI). It is best the Retiree call directly with their questions.

Anthem Member Services

833.476.1462

Monday - Friday | 8 am - 9 pm

- Medical benefits and coverage
- Prescription coverage
- Late penalty enrollment questions
- Provider network questions
- Address changes

CarelonRX Pharmacy Member Services

833.360.3662

Monday - Friday | 7 am - 7 pm

- Order status
- Refilling prescriptions
- Renewing prescriptions
- Prescription payment
- Claims

HealthTrust Enrollee Services

800.527.5001

Monday - Friday | 8:30 am - 4:30 pm

- Enrollment
- Dental coverage
- Payments and billing (including New Hampshire Retirement System annuity deductions)
- Employee Assistance Program
- Life changes, such as address, death or divorce



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Administrator Updates
Meeting Date: September 14, 2026

Department: Administration
Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

1. PFAS Litigation Update – The Court approved the Consent Decree today, formally triggering the 30-day deadline for the Town's initial \$500,000 settlement payment. Town Administration and the Finance Department anticipate issuing the initial settlement payment within the next two weeks, well in advance of the required deadline.

2. American Tower Corporation Communications Tower – Stakeholder Input Session – American Tower Corporation (ATC) and the Town will host a stakeholder input session on October 5th from 2:00 p.m. to 6:00 p.m. in the Fire Station Meeting Room. The session will provide residents, abutters, and other interested stakeholders with an opportunity to review the preliminary site and survey plans for the proposed monopole communications tower and associated improvements, ask questions, and provide comments and input regarding the project. Representatives from ATC and the Town will be available throughout the session to discuss the proposed project and respond to questions.

3. 7 Thornton Ferry Road – Town Administration and staff continue to coordinate the next steps for the Town-owned property at 7 Thornton Ferry Road, including plans for a future public input session. The session will provide the Board of Selectmen and residents with an opportunity to discuss the property, review potential options for its future use, and provide input regarding the Town's long-term plans for the site. Additional information regarding the date, format, and scope of the public input session will be provided to the Board as planning progresses.

The Site-Specific Quality Assurance Project Plan (SSQAPP) is currently being implemented by the Town's environmental engineering consultant, Credere Associates, LLC. The purpose of this work is to establish the site-specific procedures and quality-control requirements for environmental investigation and sampling of the property, including the collection and analysis of soil and other applicable environmental data. The results will help identify and characterize potential environmental conditions at the site and provide information necessary to guide future cleanup, demolition, redevelopment, and reuse decisions. We anticipate receiving the results of the investigation later this month.

4. Records Digitization and Cataloging Services Request for Proposals (RFP) - Town Administration is continuing its review and evaluation of the seven (7) proposals received in response to the RFP and is in the process of narrowing the submissions to

a group of finalists. Staff will conduct interviews with the selected firms as part of the final evaluation process. Town Administration anticipates presenting a recommendation to the Board of Selectmen for consideration at its September 28th meeting.

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: Department of Public Works -
Transfer Station Deck Replacement

Department: Public Works

Meeting Date: September 14, 2026

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW requests authorization to award a contract to Luongo Handyman Services LLC for replacement of the sorting deck at the Transfer Station.

The Department of Public Works obtained three estimates for the project. The proposals include somewhat different materials, drainage systems, and provisions for repair of deteriorated framing. A summary is provided below.

Contractor	Quoted Price	Scope Considerations
Luongo Handyman Services LLC	\$68,325	Includes \$59,200 for replacement of the decking with 1.5-inch Owens Corning composite structural boards, an allowance of \$1,125 for replacement of up to 25 deteriorated joists, and \$8,000 for installation of a Zip-Up under-deck drainage system.
New England Deck Builders	\$82,000 , plus permit costs	Includes replacement decking and coating of the existing framing. Rot and framing repairs are specifically excluded and would be billed at \$135 per hour plus materials and related costs. The proposal does not include a drainage system.
Forcier Contracting	\$84,790	Includes removal of the existing decking, installation of 1.5-inch Trex decking, additional pressure-treated framing approximately every 16 feet, and a Trex RainEscape water-catch system. Replacement of deteriorated framing would be completed on a time-and-material basis.

Luongo submitted the lowest overall proposal at \$68,325, which is \$13,675 less than New England Deck Builders and \$16,465 less than Forcier Contracting. Luongo's proposal also includes a drainage system to carry water away from equipment beneath the deck and establishes a defined unit cost and allowance for replacement of deteriorated joists discovered during construction.

While the three proposals are not identical in their proposed materials and drainage systems, DPW believes each generally addresses the primary objective of replacing the deteriorated Transfer Station deck and managing water beneath the structure. Based on the overall scope and substantial price advantage, DPW believes the Luongo proposal represents the best value to the Town.

Estimates:

[Luongo Handyman Services LLC](#)

[Forcier Contracting](#)

[New England Deck Builders](#)

BUDGET IMPACT:

(Include general ledger account numbers)

Fully funded through 2026 warrant article.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

DPW believes that the Luongo proposal provides the best overall value based on the proposed decking system, included drainage improvements, defined joist-replacement allowance, and total project cost. DPW therefore recommends awarding the contract to **Luongo Handyman Services LLC in an amount not to exceed \$68,325.**

SUGGESTED MOTION:

Move to award the Transfer Station deck replacement contract to Luongo Handyman Services LLC in an amount not to exceed \$68,325, subject to execution of final contract documents and verification of all required insurance.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Deck award Forms

TOWN OF AMHERST

Town Department Public Works

Date: Sept. 14, 2026

Line Item: **Warrant Article 39 (\$125,000)**

Budget Amount: \$125,000

Item: DPW Transfer Station Deck Replacement

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
Luongo Handyman Services LLC	68,325.00	\$68,325.00	
New England Deck Builders	\$82,000.00	\$82,000.00	
Forcier Contracting	\$84,790.00	\$84,790.00	

Recommend bid be awarded to: Luongo Handyman Services, LLC

Signature of Town Administrator / Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Recreation Department - Vehicle Replacement Plan Proposal

Department: Recreation Department

Meeting Date: September 14, 2026

Staff Contact: Arene Berry

BACKGROUND INFORMATION:

The Parks and Recreation Department relies on a fleet of vehicles and equipment to support field maintenance, snow operations, transportation, and other essential services. Several existing assets are already beyond their planned replacement cycles, making the next three years a necessary catch-up period. The proposed replacement program would establish a predictable funding structure and reduce the risk of emergency repairs and unplanned purchases.

BUDGET IMPACT:

(Include general ledger account numbers)

The proposed funding approach is to increase the annual equipment purchase budget to \$35,000 in FY28, \$30,000 in FY29, and \$25,000 annually beginning in FY31 and establish and fund a Capital Reserve Fund at \$90,000 in FY28, \$80,000 in FY29, and \$50,000 annually beginning in FY30.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

At this time, I am asking the Board to consider the proposed replacement plan and provide input on the overall approach.

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Vehicle Replacement Proposal BOS 9.14.26
2. Recreation Vehicle and Equipment Replacement Plan



TOWN OF AMHERST, NH

Arene Berry

Recreation Director

4 Cross Road Amherst, NH 03031

areneberry@amherstnh.gov

(603) 673-6041 ext. 601

September 14, 2026

To: Board of Selectman

Re: Parks and Recreation Vehicle and Equipment Replacement Program

The proposed Parks and Recreation Vehicle and Equipment Replacement Program establishes a predictable way to replace essential Parks and Recreation vehicles and equipment before failures disrupt field maintenance, snow operations, transportation, and other department services.

Several vehicles and pieces of equipment currently in service are already beyond their planned replacement cycles. As a result, FY28 through FY30 should be viewed as a three-year catch-up period as the Department begins addressing deferred replacements and moves the fleet toward a sustainable schedule.

Board support is requested for the proposed funding approach for FY28 through FY47: increase the annual equipment purchase budget to \$35,000 in FY28, \$30,000 in FY29, and \$25,000 annually beginning in FY31 and fund the Capital Reserve Fund at \$90,000 in FY28, \$80,000 in FY29, and \$50,000 annually beginning in FY30. The higher initial funding is necessary because the program is beginning from behind, without an existing capital reserve sufficient to address equipment that has already exceeded its planned service life. Based on the validated portion of the spreadsheet, this approach funds all scheduled purchases without a projected negative reserve balance.

The next three years are not simply the beginning of a future replacement cycle. They represent a necessary catch-up period for vehicles and equipment already operating beyond their planned cycles. This backlog increases the risk of unexpected repairs, service interruptions, and urgent purchases if a critical asset fails before its scheduled replacement can be completed.

Replacement costs also vary significantly from year to year. Several years have little or no planned spending, while clustered replacement cycles create costs above \$100,000 in FY28, FY29, FY38, FY39, FY41, and FY43. The reserve fund allows the Town to address the immediate backlog while building balances during lower-cost years for future replacement clusters.

The schedule staggers major vehicle replacements and places mowers on shorter cycles that reflect their intensive seasonal use. Actual replacement decisions should still be based on condition, maintenance history, safety, availability of parts, and operational need at the time of purchase.

The proposed warrant schedule is front-loaded because the first three years are a catch-up period, the program begins with two high-cost years, and there is no beginning reserve balance. The projected reserve remains positive throughout the validated period. Its lowest year-end balance is approximately \$6,847 in FY28, so there is little room for cost increases, additional failures, or changes in timing during the catch-up period.



TOWN OF AMHERST, NH

Arene Berry

Recreation Director

4 Cross Road Amherst, NH 03031

areneberry@amherstnh.gov

(603) 673-6041 ext. 601

It is requested that the Board consider placing the establishment of a Vehicle and Equipment Capital Reserve Fund before voters at the March town vote and support the replacement program as both a three-year catch-up plan and a long-term planning tool. The intent is to use the proposed FY28 and FY29 warrant amounts as the initial funding targets, subject to the annual budget process. Beginning in FY30, fund \$50,000 as the planned recurring CRF contribution and revisit that amount each year after updating prices, asset condition, and the five-year outlook.

Recreation Bus

The Recreation Bus is not currently included in the vehicle and equipment replacement schedule, although its condition presents concerns that will need to be addressed separately. The bus is a 2015 model and currently needs repairs to the vehicle air conditioning and rear air conditioning units, body work, replacement of the second-battery fuse block, and front brake work.

Because the plan does not include either the cost of these repairs or a future bus replacement, the projected funding totals and Capital Reserve Fund balances do not account for this vehicle.

Critical repairs are currently being funded from the 02 Revolving Fund. Staff is developing a plan for the Recreation Bus and requests Board input on how future repair and replacement costs should be funded. Staff will return with updated repair estimates, an assessment of the bus's condition and expected remaining service life, and funding options for further consideration.

Thank you for your consideration,

Arene Berry

Parks and Recreation Director

Table 1

	January	February	March	April	May	June	July	August	September	October	November	December	Annual		
1992										3.2	3	2.9	<u>3</u>	3.03333333	3.0
1993	3.3	3.2	3.1	3.2	3.2	3	2.8	2.8	2.7	2.8	2.7	2.7	<u>3</u>	2.95833333	3.0
1994	2.5	2.5	2.5	2.4	2.3	2.5	2.8	2.9	3	2.6	2.7	2.7	<u>2.6</u>	2.6	2.62
1995	2.8	2.9	2.9	3.1	3.2	3	2.8	2.6	2.5	2.8	2.6	2.5	<u>2.8</u>	2.80833333	2.81
1996	2.7	2.7	2.8	2.9	2.9	2.8	3	2.9	3	3	3.3	3.3	<u>3</u>	2.9	2.94
1997	3	3	2.8	2.5	2.2	2.3	2.2	2.2	2.2	2.1	1.8	1.7	<u>2.3</u>	2.33333333	2.33
1998	1.6	1.4	1.4	1.4	1.7	1.7	1.7	1.6	1.5	1.5	1.5	1.6	<u>1.6</u>	1.6	1.55
1999	1.7	1.6	1.7	2.3	2.1	2	2.1	2.3	2.6	2.6	2.6	2.7	<u>2.2</u>	2.19166667	2.19
2000	2.7	3.2	3.8	3.1	3.2	3.7	3.7	3.4	3.5	3.4	3.4	3.4	<u>3.4</u>	3.4	3.38
2001	3.7	3.5	2.9	3.3	3.6	3.2	2.7	2.7	2.6	2.1	1.9	1.6	<u>2.8</u>	2.81666667	2.82
2002	1.1	1.1	1.5	1.6	1.2	1.1	1.5	1.8	1.5	2	2.2	2.4	<u>1.6</u>	1.6	1.58
2003	2.6	3	3	2.2	2.1	2.1	2.1	2.2	2.3	2	1.8	1.9	<u>2.3</u>	2.275	2.28
2004	1.9	1.7	1.7	2.3	3.1	3.3	3	2.7	2.5	3.2	3.5	3.3	<u>2.7</u>	2.7	2.68
2005	3	3	3.1	3.5	2.8	2.5	3.2	3.6	4.7	4.3	3.5	3.4	<u>3.4</u>	3.38333333	3.38
2006	4	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2	2.5	<u>3.2</u>	3.2	3.23
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2	2.8	3.5	4.3	4.1	<u>2.8</u>	2.86666667	2.87
2008	4.3	4	4	3.9	4.2	5	5.6	5.4	4.9	3.7	1.1	0.1	<u>3.8</u>	3.9	3.85
2009	0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7	<u>-0.4</u>	-0.35	-0.35
2010	2.6	2.1	2.3	2.2	2	1.1	1.2	1.1	1.1	1.2	1.1	1.5	<u>1.6</u>	1.6	1.63
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3	<u>3.2</u>	3.16666667	3.17
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2	2.2	1.8	1.7	<u>2.1</u>	2.1	2.08
2013	1.6	2	1.5	1.1	1.4	1.8	2	1.5	1.2	1	1.2	1.5	<u>1.5</u>	1.48333333	1.48
2014	1.6	1.1	1.5	2	2.1	2.1	2	1.7	1.7	1.7	1.3	0.8	<u>1.6</u>	1.6	1.63
2015	-0.1	0	-0.1	-0.2	0	0.1	0.2	0.2	0	0.2	0.5	0.7	<u>0.1</u>	0.125	0.13
2016	1.4	1	0.9	1.1	1	1	0.8	1.1	1.5	1.6	1.7	2.1	<u>1.3</u>	1.3	1.27
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2	2.2	2.1	<u>2.1</u>	2.11666667	2.12
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	<u>2.4</u>	2.45	2.45
2019	1.6	1.5	1.9	2	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	<u>1.8</u>	1.81666667	1.82
2020	2.5	2.3	1.5	0.3	0.1	0.6	1	1.3	1.4	1.2	1.2	1.4	<u>1.2</u>	1.2	1.23
2021	1.4	1.7	2.6	4.2	5	5.4	5.4	5.3	5.4	6.2	6.8	7	<u>4.7</u>	4.7	4.70
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2	Avail Nov10			<u>7.5</u>	8.3	8.32
										</					



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department- Communications **Department:** Police Department
Division: New Hire, Dispatch

Meeting Date: September 14, 2026

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Police- Communications Center recently held interviews for a vacant dispatcher position after receiving many highly qualified applicants. Alexa Perrotti stood out amongst the group for her dispatch experience and commitment to education and training. Aside from qualifications, the board also felt that her demeanor was a great fit for the Communications Center. As such, she was unanimously recommended for hire. We anticipate starting her in-house training on September 22nd.

BUDGET IMPACT:

(Include general ledger account numbers)

Funds are currently budgeted

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend the hiring of Alexa Perrotti to the position of full-time dispatcher with a start date of 9/22/26 at the rate of \$29.28 (Grade6/Step4) as well as all the benefits outlined in her offer letter.

SUGGESTED MOTION:

I move to accept the hiring of Alexa Perrotti to the position of full-time dispatcher with a start date of 9/22/26 at the rate of \$29.28 (Grade6/Step4) as well as all the benefits outlined in her offer letter.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Alexa Perrotti



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department- FY27 NH
Highway Safety Patrols Grant

Department: Police Department

Meeting Date: September 14, 2026

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Police Department is once again excited to participate in the NH Highway Safety grants who will include campaigns such as Speed, DUI, Distracted Driving, and several others. These patrols have become an integral part of our patrol operations and it is our hope to continue. The grant requires a 25% match. The total allowance is \$11,900 which would result in a \$2975 match. We are currently only looking at the enforcement part of the program as equipment requests do not happen until late fall and will be revisited via amendment.

BUDGET IMPACT:

(Include general ledger account numbers)

\$2,975 expense to the overtime line which is planned for.

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board accept the terms of the Highway Safety Grant as presented in the amount of \$11900.

SUGGESTED MOTION:

I move to accept the terms of the Highway Safety Grant as presented in the amount of \$11,900.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Traffic Safety Grant

Guidance for Meeting Minutes

For grant acceptance (no amendment):

"The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$XXXXXX."

For grant acceptance (with amendment):

"The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$XXXXXX and the amended grant terms in the amount of \$XXXXXX as presented in the Grant Agreement Amendment Notice for an adjusted total grant limitation of \$XXXXXX."

PLEASE NOTE- If an individual that is not allowed by right of the RSA signs the grant agreement, please include this statement in the meeting minutes: *"(name and title of position) is authorized to sign all documents related to the NHOHS grants"*.

NHOHS Traffic Enforcement Patrols Grant Application

Goals and Objectives

This page gives you the opportunity to enter goals and objectives for the upcoming grant year(s). While the ultimate goal of these grants is to reduce crashes, fatalities and serious bodily injuries, there is also the option to select objectives that offer interim steps to reach these outcomes. * Add a New Goal - Crash Reduction, Fatality Reduction, and Injury Reduction sections below are mandatory to be completed before submission of application.

All departments are required to work grant funded Highway Safety Enforcement patrols during high crash times at high crash locations. DUI enforcement patrol locations should be supported by your local DUI data.

To input a goal or objective, fill out all the blue boxes for a particular goal type. In some blue boxes, a drop down menu is provided for you to select an option.

Add a New Goal

Enforcement In High Crash Locations at High Crash Times

In 2027, we plan to conduct at least 85% of our enforcement at high crash locations at high crash times.

Crash Reduction

In 2027, we plan to reduce Motor vehicle accidents by 30% in our community from 301 to 211 crashes.

Fatality Reduction

In 2027, we plan to reduce Fatalities by 0% in our community from 0 to 0 fatalities.

Injury Reduction

In 2027, we plan to reduce Serious bodily Injury by 50% in our community from 3 to 2 injuries.

Add a New Objective

Enforcement

In 2027, we plan to conduct 10 speed enforcement operations.

Training

In 2027, we plan to increase the amount of use of force trainings by 100% in our community from 4 to 8 officers.

In 2027, we plan to send 3 officers to drone training.

Collaboration and Community Engagement

In 2027, we plan to increase the amount of collaborative details with other law enforcement agencies by 30% from 2 to 3.

Communications

In 2027, we plan to increase the amount of Social Media posts by 100% from 4 to 8.

Miscellaneous Measures

In 2027, we plan to increase the pass rate of compliance checks by 50% in our community from 2% to 52%.

In 2027, we plan to decrease the observed average speed in one of the five identified problem location(s) by 30% from 50 to 35 miles per hour.

In 2027, we plan to increase our seatbelt compliance rate by 50% from 25% to 75%.

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby mutually agree as follows:

GENERAL PROVISIONS

Grant Agreement Title: Town of Amherst Highway Safety Grant **Grant Agreement #:** 27-005

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 208 Concord, NH 03305	
1.3. Subrecipient Name Amherst Police Department		1.4. Subrecipient Address 175 Amherst Street Amherst, NH 03031	
Chief of Police Name: Anthony Ciampoli Grant Contact Name: Capt. P. Derek Mahoney		Chief of Police email: aciampoli@amherstnh.gov Grant Contact's email: pmahoney@amherstnh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify)) Town Government		1.4.2 UEI # NHHLWHTB7ND3 Exp Date: 05/05/2027 ☒ Verified UEI screen shot is valid - Date Stamped	
1.5. Subrecipient Phone # 603-673-4900	1.6. Effective Date 10/01/2026	1.7. Completion Date 09/30/2027	1.8. Grant Limitation \$ 11,900.00 (Total amount of Federal funds obligated to the Subrecipient (2 CFR § 200.331(a)(1)(vii))
1.9. Grant Officer for State Agency James Gilbert/Stephen Fisher		1.10. State Agency Telephone Number 603-271-2021/603-271-6708	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." "RSA Chapter 37 - Chairman of Selectmen, Town Manager, Mayor, County Commissioners.			
1.11. Subrecipient Signature 1 Subrecipient Signature 2 Subrecipient Signature 3		1.12. Name & Title of Subrecipient Signor 1 Name & Title of Subrecipient Signor 2 Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on / / , before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)		1.13.2 Name & Title of Notary Public or Justice of the Peace	
1.14 State Agency Signature 1 X _____ Date: _____		1.15 Name & Title of State Agency Signor 1 Robert L. Quinn, Commissioner - or Designee NH Department of Safety	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. **SCOPE OF WORK** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED** Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire. 4. **EFFECTIVE DATE: COMPLETION OF PROJECT**

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.15.

4.2 Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT**

5.1. The Grant Amount is identified and more particularly described in EXHIBIT A, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT A.

5.3. In accordance with the provisions set forth in EXHIBIT A, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS** In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7. **RECORDS and ACCOUNTS**

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.

8. **PERSONNEL**

8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all-personnel engaged in the project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, sub grantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA: RETENTION OF DATA: ACCESS**

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, performed, who exercises any functions or responsibilities in the review or computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OR AGREEMENT** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.

11. **EVENT OF DEFAULT: REMEDIES**

11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and

11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and

11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. SUBRECIPIENT'S RELATION TO THE STATE In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in EXHIBIT B without the prior written consent of the State.

16. INDEMNIFICATION The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND

17.1. The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. WAIVER OF BREACH No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.

19. NOTICE Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT 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 or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.

21. CONSTRUCTION OF AGREEMENT AND TERMS This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

SPECIAL PROVISIONS

U.S. Department of Transportation/NHTSA Grant Conditions:

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to comply with the following documents:

- Subrecipients agree to comply with all applicable elements of NHTSA's Memorandum: Use of NHTSA Highway Safety Grant Funds for Certain Purchases May 18, 2016 and found at the following Web link: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>. Subrecipients should pay particular attention to the sections on (1) allowable costs for equipment, travel, training, and consultant services; and (2) unallowable costs for equipment, facilities and construction, training and program administration.
- Subrecipients agree to comply with all applicable elements of 2 CFR 200 - the **Uniform Administrative Requirement for Grants, Cost Principles, and Audit Requirements** as promulgated by the U.S. Department of Transportation. This document is found at the following Web link <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- Subrecipients agree to comply with all applicable Federal basic and incentive grant program requirements as outlined in the **Highway Safety Grant Management Manual** found at the following Web link: <https://www.nhtsa.gov/highway-safety-grants-program>. This document provides information on each of the grant programs.

The following additional provisions apply to highway safety subrecipients as a result of certifications and assurances provided to NHTSA by State Highway Safety Offices in their Highway Safety Plan:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4 Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 25024 Pub. L. 117-58
- 23 CFR part 1300 Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- **49 CFR part 21** (*entitled Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- **28 CFR section 50.3** (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) prohibit discrimination on the basis of sex);

- *Section 504 of the Rehabilitation Act of 1973*, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;

The preceding statutory and regulatory cites hereinafter are referred as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A)^[1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- 8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
- 9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
- 10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Certification on Conflict of Interest

(Applies to Subrecipients as Well as States)

General Requirements

No employee, officer or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

Disclosure Requirements

No State or its subrecipient, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may
 - (a) terminate the award, or
 - (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to understand and comply with the following additional applicable Part 2 CFR 200 statutes and regulations:

§ 2 CFR 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

§ 2 CFR 200.317 Procurements by states.

§ 2 CFR 200.318 General procurement standards.

§ 2 CFR 200.319 Competition.

§ 2 CFR 200.320 Methods of procurement to be followed.

§ 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

§ 2 CFR 200.322 Domestic preferences for procurements.

§ 2 CFR 200.323 Procurement of recovered materials.

§ 2 CFR 200.340 Termination.

§ 2 CFR 200.414 Indirect (F&A) costs.

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

I understand that failure to comply with applicable Federal statutes and regulations may subject State officials to civil or criminal penalties and/or place the State in a high-risk grantee status in accordance with 2 CFR 200.

I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in awarding grant funds.

Authorized Contract Signatory: _____ **Date:** _____

Signors Printed Name: _____

Authorized Contract Signatory: _____ **Date:** _____

Signors Printed Name: _____

Authorized Contract Signatory: _____ **Date:** _____

Signors Printed Name: _____

EXHIBIT B
SCOPES OF WORK & PERFORMANCE MEASURES

Scope of Work
Speed Enforcement

Year over year, among other factors, speed is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. To have the greatest impact, among other areas of enforcement, local law enforcement should utilize Speed Enforcement funding in focused efforts to enforce speed limits in areas where state and local data identifies the locations, days and times that speed violations and crashes are occurring. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- The locations as well as days and times of the Speed Enforcement overtime patrols shall support the problem statement identified in the grant application.
- Grant funded overtime patrols should be no more than 4 hours in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol, as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers/Deputies shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funded efforts, patrols must consist of **one grant-funded Officer per cruiser**; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts, in both location and area of enforcement, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B

Scope of Work

DUI Enforcement

Impaired Driving is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. In order to have the greatest impact, local law enforcement should utilize Impaired Driving Enforcement funding in focused efforts aimed at removing the impaired driver from New Hampshire's roadways, in areas where state and local data identifies the locations, days and times that DUI related crashes and arrests are occurring. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- The locations as well as time and days of the Impaired Driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- *DUI Enforcement patrols including DUI Saturation patrols should be no less than **4 hours**, and no more than **6 hours** in duration. These hours shall be run consecutively without interruption.*
- If the last stop of a grant-funded patrol results in an arrest that requires time in excess of a 4-hour or 6-hour scheduled patrol, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- With **written**, pre-approval from the Office of Highway Safety, Officers may conduct 6-hour Sobriety Check Points.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
Distracted Driving Enforcement

Distracted Driving enforcement patrols should focus on enforcing **New Hampshire's Hands-Free Electronic Device Law**. Patrols should remain vigilant for any other moving violations, such as lane usage, following too closely, move over, reckless driving, which may be the result of other forms of driver distraction and potentially negligent behavior. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- The locations as well as time and days of the distracted driving overtime patrols shall support the problem statement identified in your grant application.
- Distracted driving patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two Officer per cruiser when utilizing a spotter (one Officer in the cruiser and one Officer outside the cruiser), when conducting strategic Distracted Driving enforcement patrols. **Note:** when conducting distracted driving patrols using a spotter, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
Seatbelt Mobilization

This **Seatbelt Mobilization** coincides with the National “Click It or Ticket” campaign. In NH the purpose of this Seatbelt mobilization is to enforce the Child Restraint Law for anyone under 18 years of age, as well as to educate unbelted occupants 18 years and older regarding the importance of wearing seatbelts.

- This mobilization is required to be conducted during the following timeframe: **Monday May 17, 2027 – Sunday June 6, 2027. At least 4 hours of Occupant Protection enforcement to be conducted starting on the KICKOFF date through Monday May 17, 2027.**
- It is highly recommended that Officers/Deputies conducting the Seatbelt Mobilization complete an Online training course; “Occupant Protection/Child Passenger”, sponsored by Police Standards and Training.
- Patrols must be conducted during daylight hours at locations such as elementary schools, high schools, shopping centers, and/or locations where drivers and passengers up to the age of 18 are known to frequent.
- Grant funded overtime patrols should be no more than 4 hours in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (PAR). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers/Deputies shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the Police Department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer/Deputy per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two Officers/Deputies per cruiser when utilizing a spotter (one Officer/Deputy in the cruiser and one Officer/Deputy outside the cruiser) when conducting strategic Occupant Protection enforcement patrols. **Note:** When using a spotter technique, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
IMPAIRED DRIVING MOBILIZATION

Impaired Driving is a leading primary cause of fatal and serious injury crashes in the State of New Hampshire. In order to have the greatest impact, local law enforcement should utilize Impaired Driving Mobilization funding in focused efforts aimed at removing the impaired driver from New Hampshire's roadways, in areas where state and local data identifies the locations, days and times that DUI related crashes and arrests are occurring and where the greatest likelihood of finding impaired drivers exists. For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".

Note: Only unspent funds from the first Impaired Driving Mobilization campaign may be rolled over to the second Impaired Driving Mobilization campaign or vice versa. Please e-mail your Field Representative at HWYSAFETYMAIL@dos.nh.gov, *in advance*, if a mobilization effort will not be conducted.

- Participation in these **TWO** national **IMPAIRED DRIVING MOBILIZATIONS** is required to be conducted during the following timeframes:

First Mobilization: Wednesday December 16, 2026 – Friday January 01, 2027. Should be no less than 4 hours, and no more than 6 hours in duration of Impaired Driving enforcement per Department to be conducted starting on the KICKOFF date through Thursday January 01, 2027.

Second Mobilization: Friday August 13, 2027 – Sunday September 5, 2027. Should be no less than 4 hours, and no more than 6 hours in duration of Impaired Driving enforcement per Department to be conducted starting on the KICKOFF date through Friday August 13, 2027.

- **IMPAIRED DRIVING MOBILIZATION** patrols should be no less than 4 hours, and no more than **6 hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires time in excess of a 4-hour or 6-hour scheduled patrol, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- With written approval from the NH Office of Highway Safety, Officers may conduct 6-hour Sobriety Check Points.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B
Scope of Work
High Visibility Mobilizations
Distracted Driving Mobilization

Distracted Driving Mobilization enforcement patrols should focus on enforcing **New Hampshire's Hands-Free Electronic Device Law, as well as other activities that occur behind the wheel that cause the driver to be distracted.** Officers should remain vigilant for any other moving violations, such as lane usage, following too closely, move over, reckless driving, which may be the result of other forms of driver distraction and potentially negligent behavior. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Exhibit B - Grant Requirements and Information".**

- This mobilization is required to be conducted during the following timeframe: ***Monday April 05, 2027 – Monday April 12, 2027. At least 4 hours of Distracted Driving mobilization enforcement per department to be conducted starting on the KICKOFF date through Monday April 12, 2027.***
- The locations as well as time and days of the distracted driving overtime patrols shall support the problem statement identified in your grant application.
- Distracted driving patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and (PAR) Patrol Activity Report. The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The NHOHS has an expectation that Officers shall have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant funded patrol, an explanation must be provided as to why in the note section of the (PAR) Patrol Activity Report.
- To maximize grant funding, patrols must consist of one granted-funded Officer per cruiser; however, multiple cruisers may be out at one time. **Exception:** Two Officers per cruiser when utilizing a spotter (one Officer in the cruiser and one Officer outside the cruiser), when conducting strategic Distracted Driving enforcement patrols. **Note:** when conducting distracted driving patrols using a spotter, focus will be on effective enforcement rather than the stops/hour requirement. The spotter will note this on his/her (PAR) Patrol Activity Report.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the (PAR) Patrol Activity Report.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____



New Hampshire Office of Highway Safety Traffic Enforcement Patrols Grant Application

Introduction

FFY27

*Welcome to the New Hampshire Office of Highway Safety (NHOHS)
Traffic Enforcement Patrols Grant Application*

*This Excel based workbook serves as your New Hampshire Office of Highway Safety (NHOHS)
Grant Application. Please download, SAVE, complete all TABS, and re-save as the same excel
document but named specifically for your department. (WE DO NOT ACCEPT PDF COPIES)*

*This application will allow you to provide us with a Problem Statement and Proposed Solution
and set highway safety goals and objectives. We believe this will assist your agency in your
efforts to reduce crashes and serious bodily injuries within your community.*

*As always, please feel free to contact your New Hampshire Office of Highway Safety Field
Representatives @ 603-271-2131 if you should have any questions about this workbook-
application. We can also schedule a virtual teams meeting or setup an in person visit for us to
assist you.*

IMPORTANT NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT HIGHLIGHTS

Please visit the New Hampshire Office of Highway Safety website to view publications, videos, or to obtain necessary forms.

<https://www.highwaysafety.dos.nh.gov/>

There is an expectation of at least 3 documented stops per hour on NHOHS grant funded patrols.

If less than three documented stops are made during a grant funded patrol, note any extenuating circumstances on the (PAR) Patrol Activity Report. "Data reported may be utilized to determine grant eligibility".

All contacts on a grant funded patrol must be documented, even if a verbal or written warning is issued.

Grant funded patrols are reimbursed at 1.5 hourly rate, not detail rate.

Part time officers will be reimbursed at straight time only.

If your department is unable to meet a mandatory mobilization patrol date you must notify your Field Representative via email.

Modifications to grant funded patrol parameters can be requested for extenuating circumstances. Please email your request to your Field Representative.

The NHOHS / Police Standards and Safety Certification courses; "Pedestrian Bicycle Laws" and "Child Passenger Safety" are highly recommended to be completed.

Only 1 officer per cruiser will be reimbursed for grant funded patrols.

Keep an eye on the calculation formulas on the HS-20 Payroll Form, retirement rates can vary by department and employee. It's also possible that part time officers may have different deductions than full time officers.

For each person listed on the HS-20 Payroll Form, there needs to be a matching (PAR) Patrol Activity Report.

Any match claimed on your grant cannot be funded from another federal source.

One (QSR) Quarterly Summary Report is needed for each of your projects.

The "reimbursement clock" stops if your officer is pulled away from an NHOHS grant-funded enforcement patrol due to being dispatched to an unrelated call and starts again when the grant patrol is resumed.

If processing time for an arrest exceeds the scheduled patrol hours the additional time may be considered for reimbursement based on supporting documentation and individual circumstances.

The "vehicles checked for child restraint violations" count on the (PAR) Patrol Activity Report should generally equal the "number of vehicles stopped" count during the grant funded patrol(s).

For the purposes of NHOHS grants, if a Police Chief works any NHOHS grant funded patrols there must be a CLEO Waiver letter on file with the NHOHS. The CLEO Waiver letter is in effect for the duration of the Police Chiefs tenure. If you need a CLEO template, please contact your NHOHS Field Representative.

Highest ranking officer must sign off on the (PAR) Patrol Activity Reports including the Chief of police.

Match amount is calculated based on whatever grant funds your agency expends not the entire amount originally awarded.

NHOHS Traffic Enforcement Patrols Grant Application

General Information

27-005

The grant awards below represent the **maximum award amounts** for each project that your agency has qualified for. These maximum award amounts have been determined by data driven calculations specific to your community. Please complete the requested information below in the blue boxes and blue boxes with **drop-downs**.

PROJECT	GRANT AMOUNT
SPEED	\$5,000.00
DUI	\$1,600.00
DISTRACTED DRIVING	\$1,600.00
PEDESTRIAN BICYCLE	\$0.00
MOBILIZATIONS	\$3,700.00
COB	\$0.00
TOTAL GRANT AMT	\$11,900.00

Agency Name

AMHERST POLICE DEPARTMENT

Agency Address

175 Amherst Street Amherst NH 03031

Police Chief's Name

Anthony Ciampoli

Police Chief's E-Mail

aciampoli@amherstnh.gov

Grant Point of Contact

Captain P. Derek Mahoney

Grant Contact Phone

603-673-4900

Grant Contact Email

pmahoney@amherstnh.gov

UEI Number & SAMS Exp. Date
(screenshot must be provided)

NHHLWHTB7ND3

MAY

5

2027

Community Population

11,914

Total Sworn LEO's in Department

18

Number of LEO's Available to Participate in
Grant Patrols

18

Do you accept the maximum award amounts
offered above?

YES

Please indicate project and lesser amount
desired or decline.

SPEED

\$5,000.00

Please indicate project and lesser amount
desired or decline.

DUI

\$1,600.00

Please indicate project and lesser amount
desired or decline.

DISTRACTED DRIVING

\$1,600.00

Please indicate project and lesser amount
desired or decline.

MOBILIZATIONS

\$3,700.00

Please indicate project and lesser amount
desired or decline.

Please indicate project and lesser amount
desired or decline.

Maximum aggregate match for all awards

\$2,975.00

NHOHS Traffic Enforcement Patrols Grant Application

Historical Data

	CALENDAR YEAR		
<u>Fatalities</u>	2023	2024	2025
<i>Total Fatalities</i>	1	0	0
<u>Serious Bodily Injuries</u>	2023	2024	2025
<i>Total Bodily Injuries</i>	4	9	3
<u>Crashes</u>	2023	2024	2025
<i>Total Crashes</i>	260	281	302

Please enter in the calendar year data into the chart above. This should be based on the statistical data obtained through your CAD/RMS for your department, below identify your specific traffic safety problem(s) as well as a brief summary of how you plan to address these issues utilizing each grant project you have been awarded. On the next TAB you will outline your goals and objectives toward addressing your community's problem(s).

Problem Statement

The requested traffic control patrol grant will enhance our agency's ability to effectively manage roadway safety and reduce traffic-related incidents. Funding will support increased patrol visibility and targeted enforcement in high-risk areas, improving compliance with traffic laws such as speeding, impaired driving, and distracted driving. This proactive enforcement approach will help deter unsafe driving behaviors and reduce the frequency and severity of crashes within our jurisdiction.

Additionally, the grant will allow for more consistent traffic monitoring during peak travel times, special events, and known problem areas, improving overall traffic flow and public safety. These efforts directly support our highway safety goals by reducing collisions, preventing injuries, and promoting safer driving habits throughout the community.

Proposed Solution

NH Route 101A (Milford–Nashua, through Amherst) carries high daily traffic volumes ranging from approximately 9,000 vehicles per day in western Milford to over 26,000 vehicles per day in Nashua, making it one of the busiest east–west corridors in southern New Hampshire.

The Route 101/101A corridor is identified in state transportation safety planning as part of a high-crash and high-volume regional network, where crash history and traffic density are routinely analyzed for “hot spot” enforcement and safety improvements.

EXHIBIT B - cont.
Performance Measures
Enforcement Patrols

Speed Enforcement: In the FFY, in an effort to help reduce Speed related serious injury and fatal crashes within our patrol areas, we plan to increase the number of grants funded four (4) hour Speed patrols by 2%. Additionally, we plan to increase total vehicle stops by 2% in the FFY, and by also increasing speed summons by 2% in the FFY. Through this effort we expect to increase speed specific enforcement under this project by 2% in the FFY.

DUI Enforcement: In the FFY, in an effort to help reduce Impaired Driving related serious injury and fatal crashes by removing impaired drivers from the roads before they can cause a crash within our jurisdictional patrol areas, we plan to increase the number of grants funded six (6) hour DUI patrols by 2%. We plan to increase the number vehicle stops made in the FFY by 2%, with an increase in the number of patrols in the FFY which we expect to result in a 2% increase in DUI arrests, thus producing a DUI arrest rate increase by 2%.

Distracted Driving Enforcement: In the FFY, in an effort to help reduce Distracted Driving related serious injury and fatal crashes within our jurisdictional patrol areas, we will increase the number of grants funded four (4) hour Distracted Driving patrols by 2%. Additionally, we plan to increase total vehicle stops by 2% in the FFY, and also by increasing distracted driving summons by 2% in the FFY. Through this effort we expect to increase distracted driving specific enforcement under this project by 2% in the FFY.

Pedestrian Bicycle Enforcement: In the FFY, in an effort to help increase Pedestrian/Bicycle public awareness and safety and reduce Ped/Bike serious injury and fatal crashes within our jurisdictional patrol areas, we plan to increase the number of grants funded four (4) hour Ped/Bike patrols by 2%, during which we expect to make a 2% increase in Ped/Bike contacts. Additionally, we plan to increase total stops by 2% in the FFY, and by increasing these stops for Ped/Bike violations, summons will increase by 2% in the FFY. Through this effort we expect to increase Ped/Bike specific enforcement under this project by 2% in the FFY.

Seatbelt Mobilization: In the FFY, in an effort to help increase occupant protection public awareness and reduce unbelted fatalities and serious injuries among our youth within our jurisdictional patrol areas, we will conduct the Seatbelt Mobilization enforcement effort, to coincide with the national "Click It Or Ticket" campaign. During this High Visibility Enforcement effort, we plan to increase the number of grants funded four (4) hour Seatbelt Mobilization patrols by 2% in the FFY and increase the number of vehicles visually checked for child restraint law violations by 2% in the FFY. Additionally, we plan to increase the total number of vehicles stops and increase Occupant Protection stops by 2% in the FFY.

Impaired Driving Mobilization: In the FFY, in an effort to help reduce Impaired Driving related serious injury and fatal crashes by removing impaired drivers from the roads before they can cause a crash within our jurisdictional patrol areas. During these two High Visibility Enforcement impaired driving campaigns, we plan to increase the number of grants funded six (6) hour Impaired Driving patrols by 2%. We plan to increase the number vehicle stops made in the FFY by 2%, with an increase in the number of patrols in the FFY which we expect to result in a 2% increase in DUI arrests, thus producing a DUI arrest rate increase by 2%.

Distracted Driving Mobilization: In the FFY, in a further effort to help reduce Distracted Driving related serious injury and fatal crashes within our jurisdictional patrol areas. During this High Visibility Enforcement effort, we plan to increase the number of grants funded four (4) distracted driving mobilization patrols by 2% in the FFY. Additionally, we plan to increase the total number of Distracted Driving/Mobile Electronic Device vehicle stops by 2% in the FFY. Through this effort we expect to increase distracted driving specific enforcement under this project by 2% in the FFY.

Crash Reduction: Through the initiatives above we hope to realize a 2% reduction in the number Fatal, Serious Injury and total Crashes from the previous calendar year.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT B – cont.
GRANT REQUIREMENTS AND INFORMATION

- Officers/Deputies funded during these overtime enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the Trooper's presence, in the case of response to a Trooper/officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers/Deputies may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, traffic light/stop sign running, and distracted driving.
- Nothing in this grant shall be interpreted as a requirement, formal or informal that a law enforcement officer issue a specified or predetermined number of summonses in pursuance of the department's obligation associated with the grant.
- If an Officer/Deputy makes an arrest during the patrol shift but does not complete the arrest before the shift is scheduled to end, the Officer/Deputy can continue working under the grant to complete that arrest even if the time exceeds the scheduled patrol shift; however, the total request for reimbursement must not exceed the approved budget in the Grant Agreement.
- An Officer/Deputy who stops working a Highway Safety grant to assist with a Non-Highway Safety Grant related issue (i.e., crash, domestic dispute, criminal complaint, etc.), must **not** count such hours as hours worked on a Highway Safety Grant.
- Officers/Deputies will be reimbursed at an overtime rate of pay as established by their departments policies for hours worked during the enforcement patrols. Part-time Officer/Deputy will be reimbursed at their normal hourly rate of pay.
- The Patrol Activity Report (PAR) must be signed and dated by an authorized signatory (Police Chief or designee). Individuals working the enforcement patrol may not sign off on the (PAR) Patrol Activity Report for themselves and if the Chief Law Enforcement Officer (CLEO) works an overtime enforcement patrol, they must comply with 29 CFR Part 541 as it relates to "exempt employees". This will require that the CLEO provide a waiver of 29 CFR, Part 541 from their governing body with any reimbursement requests in which the CLEO has worked. Additionally, the CLEO may not sign off on their own (PARS) Patrol Activity Reports or that of a spouse, child or sibling who may work an enforcement patrol.
- If weather impedes a particular enforcement detail, this should be noted on the Patrol Activity Report (PAR).
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Non-participation or non-compliance with the performance measures may result in grant agreement suspension, termination and/non-reimbursement of expenses.
- Please E-mail your NH Highway Safety NHOHS Field Representative/Law Enforcement Liaison, in advance, if a mobilization effort cannot be conducted or if there are any other issues of concern @ hwysafetymail@dos.nh.gov
- The NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in a location, to help maximize the potential for success in meeting objectives and achieving overall goals.

OTHER PROVISION - NH OFFICE OF HIGHWAY SAFETY

- In the event of any conflict or ambiguity between the provisions of the Subrecipient's application and the provisions of the Office of Highway Safety Grant Agreement, including applicable EXHIBITS A and B, the provisions of the Grant Agreement shall govern.
- The New Hampshire Office of Highway Safety (OHS) will review all reports and certifications received to ensure compliance. If findings specific to Highway Safety Programs are detected within an agency's Single Audit, appropriate action shall be taken to ensure that identified sub recipient risks are being timely and appropriately corrected.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

EXHIBIT C
Terms of Payment
Payment, Reimbursement Schedule, and Required Paperwork

- The Subrecipient agrees that the total payment by the State under this grant agreement within the Exhibit A.
- It is understood that all patrols will be conducted on an overtime basis. Part-time officers will be paid at their normal hourly rate.
- Reimbursements are due no later than 15 days after the close of the quarter. Due dates are as follows:
 1. **January 15th** for October-December (Quarter 1)
 2. **April 15th** for January-March (Quarter 2)
 3. **July 15th** for April-June (Quarter 3)
 4. **October 15th** for July-September (Quarter 4)
- See link for all the required forms - <https://www.nh.gov/hsafety/publications/index.htm>
- Over-Time enforcement patrol reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Overtime Payroll Reimbursement Form (HS-20) for each project;
 3. Match Tracking Form (HS-22) for each project;
 4. Quarterly Summary Report (QSR) for each project;
 5. Patrol Activity Reports (PAR) for each project.
- Equipment reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Copy of the detailed equipment paid invoice (with all Serial #'s);
 3. Match Tracking Form (HS-22);
 4. Copy of bank canceled check(s) front and back; and
 5. Final Equipment Report (HS-8E) for each vendor (with all Serial #'s included)
- Over-Time COB Grant reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. COB Grant Activity Overtime Payroll Reimbursement Form (HS-20) found within COB Grant Excel Workbook;
 3. COB Grant Activity Match Tracking Form (HS-22) found within COB Grant Excel Workbook;
 4. COB Grant Excel Workbook File updated with quarterly COB activity and related expenses.
 5. Copies of all COB Grant related invoices and/or receipts.
- If no enforcement patrols took place during the quarter, you are required to submit the Reimbursement Cover Letter (HS-1) indicating that you are not seeking reimbursement by placing \$0 in the projects where you were awarded funding.
- Failure to file required reports by the submission due dates can result in grant termination or denial of future grants.
- All publications, public information, or publicity released in conjunction with this project shall state "This project is being supported in part through a grant from the NH Office of Highway Safety, with Federal funds provided by the National Highway Traffic Safety Administration" or related social media tag provided by our office.
- Grant agreements shall terminate in the event funds are exhausted and/or not made available by the federal government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the State of New Hampshire will be under no obligation to make payments for such performance.

CASH MANAGEMENT

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 2 CFR Part 200.305.

For subrecipients, recipients must establish reasonable procedures to ensure the receipt of reports on subrecipients' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Recipients must monitor cash drawdowns by their subrecipients to assure that they conform substantially to the same standards of timing and amount as apply to advances to the recipients. 2 CFR 200.305.

Failure to adhere to these provisions may result in the termination of draw-down privileges.

EXHIBIT C – continued

OFFICE OF MANAGEMENT AND BUDGET GRANT CONDITIONS

The following documents issued by the Office of Management and Budget (OMB) apply to all Federal grants regardless of the Federal Department making them available:

- **Audit Requirement of Federal Funds:** (2 CFR § 200.332(a)(5)) 2 CFR part 200, subpart F (formerly known as OMB Circular A-133) – These requirements apply to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds from all sources within a 12-month period must have an audit performed on the use of the funds. OGR defines the 12-month period as July 1 to June 30. The following link provides the full text of this basic federal grant requirement: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- **Cost Principles for Federal Grants to State and Local Governments**
 - 2 CFR 200 subpart E – These requirements apply only to state and local government subrecipients. These regulations list and define general categories of costs that are both allowable and unallowable. Examples include the following:
 - The cost of alcoholic beverages is unallowable.
 - Costs incurred by advisory councils are allowable.
 - Audit costs are allowable.
 - Compensation costs are allowable so long as they are consistent with that paid for similar work in other activities of the local government.
 - Entertainment costs are unallowable.
 - Equipment costs are allowable with the prior approval of the HSO. Equipment having a useful life of more than one year or a current per-unit fair market value of \$5,000 or more must be tracked. When replacing equipment purchased with federal funds, the equipment to be replaced may be used as a trade-in or can be sold with the proceeds used to offset the cost of the replacement equipment. In addition, during the period of the contract with HSO, insurance on the equipment is allowable.
 - Travel costs are allowable if pre-approved by the HSO and so long as they are consistent with those normally allowed in like circumstances for non-federally funded activities.
- **Cost Principles for Federal Grants to *Non-Profit Organizations and Institutions of Higher Education* -** These requirements apply to only the non-profit and higher education sub recipients. These document list and define general categories of costs that are allowable and unallowable. The link below provides the full text of these two basic federal grant requirements.
 - eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles

I sign these Grant Requirements based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in reimbursing grant funds.

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____

EXHIBIT C

OHS Grant Award		
Project Titles	Federal Budget	Minimum Match Required
SPEED ENFORCEMENT	\$5,000.00	\$1,250.00
DUI ENFORCEMENT	\$1,600.00	\$400.00
DISTRACTED DRIVING ENFORCEMENT	\$1,600.00	\$400.00
PEDESTRIAN BICYCLE ENFORCEMENT	\$0.00	\$0.00
SEATBELT MOBILIZATION	\$850.00	\$212.50
IMPAIRED DRIVING MOBILIZATION	\$2,000.00	\$500.00
DISTRACTED DRIVING MOBILIZATION	\$850.00	\$212.50
E-CRASH EQUIPMENT(MDT)	\$0.00	\$0.00
E-CRASH EQUIPMENT (Printers/Ext. Scanners/Ext. Receivers/Hardware Firewall/CAD-RMS Software)	\$0.00	\$0.00
SPEED EQUIPMENT	\$0.00	\$0.00
C.A.R. EQUIPMENT/C.A.R. TRAINING	\$0.00	\$0.00
EMERGENCY MEDICAL SERVICES	\$0.00	\$0.00
BODY CAMS & IN-CRUISER VIDEO DASHCAMs	\$0.00	\$0.00
Community Outreach & Betterment (COB) Grant	\$0.00	\$0.00
Total Total amount Federal funds obligated to the subrecipient, (2 CFR § 200.331(a)(1)(vii)) Project Costs: 80% Federal Funds, 20% Applicant Share (Minimum Match Required).	\$ 11,900.00	\$2,975.00

Awarding Agency: Office of Highway Safety (OHS)
Federal Awarding Agency: National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 Volpe Center 220 Binney St., RTV-8E, Cambridge, MA 02142-1093
Budget period (new) – 10/01/2026 to 09/30/2027
Is This a Research and Development Project: NO Is Indirect Costs Applicable to This Grant ☐ YES ☒ NO

EXHIBIT C - continued	
Project Titles, PSP & Task, ALN, and FAIN Numbers (FFY27)	
SPEED ENFORCEMENT	
PSP & Task 27-02-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
DUI ENFORCEMENT	
PSP & Task 27-07-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
DISTRACTED DRIVING ENFORCEMENT	
PSP & Task 27-04-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
PEDESTRIAN BICYCLE ENFORCEMENT	
PSP & Task 27-06-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
SEATBELT MOBILIZATION	
PSP & Task 27-01-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
IMPAIRED DRIVING MOBILIZATION	
PSP & Task 27-07-11 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
DISTRACTED DRIVING MOBILIZATION	
PSP & Task 27-04-11 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
E-CRASH EQUIPMENT	
PSP & Task 27-03-06 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
SPEED EQUIPMENT	
PSP & Task 27-02-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
EMERGENCY MEDICAL SERVICES	
PSP & Task 27-10-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
BODY CAMS & IN-CRUISER VIDEO DASHCAMS	
PSP & Task 27-07-04 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	
COMMUNITY OUTREACH & BETTERMENT (COB) Grant	
PSP & Task 27-09-03 402/IIAJ/Sup	
ASSISTANCE LISTING NUMBER: 20.600	
FAIN Number (Subaward): 69A37524300004020NHO, 69A37525300004020NHO, 69A37526300004020NHO, 69A37527300004020NHO, 69A3752530SUP4020NHO, 69A3752630SUP4020NHO, 69A3752730SUP4020NHO	



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Finance Manifests

Department: Finance Department

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

August 17, 2026 \$94,732.26
August 20, 2026 \$348,775.54
August 27, 2026 \$619,071.25
September 1, 2026 \$3,890,008.00
September 1, 2026 \$98,118.99
September 3, 2026 \$305,515.09
September 4, 2026 \$14,862.28
September 10, 2026 \$858,679.47

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Land Use Change Tax

Department: Assessing

Meeting Date: September 14, 2026

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Land Use Change Tax

Item A. This is a Land Use Change Tax release for Map 004 Lots 142-006 and 142-007, 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. A review of current vacant land sales a fair market value for these parcels of \$330,000 per lot. Therefore, this would calculate a Land Use Change Tax of \$33,000.00 per lot.

Suggested Motion:

The assessor has recommended releasing land for each lot, 004, Lot 142-006 and 142-007 from Current Use, issuing a Land Use Change tax in the amount of \$33,000 per lot. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 004, Lot 142-006 and 142-007 from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$33,000.00 per lot.

Item A-1. This is a Land Use Change Tax release for Map 004 Lot 145-005, which no longer qualifies for Current Use due to the sale of the lot, now having less than 10 contiguous acres, causing the lot to no longer qualify for Current Use Taxation. A review of current vacant land sales determined a fair market value for the parcel to be \$315,000.00 resulting in a penalty of \$31,500.00.

Suggested Motion:

The Assessor has recommended releasing land for Map 004, Lot 145-005, from Current Use, issuing a Land Use Change tax in the amount of \$31,500.00. Therefore, I move to accept the recommendation of the Assessor and release Map 004, Lot 145-005 from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$31,500.00.

Item A-2. This is a Land Use Change Tax release for Map 004 Lot 116-004 & 116-005, which no longer qualifies for Current Use due to the construction of a new home on lot 116-004 and 116-005, causing the land to no longer qualify for Current Use Taxation. A review of current vacant land sales determined a fair market value for each parcel to be \$330,000.00 resulting in a penalty of \$33,000.00 per lot.

Suggested Motion:

The Assessor has recommended releasing Map 004, Lot 116-004 and Map 004, Lot 116-005 from Current Use. Therefore, I move to accept the recommendation of the Assessor and release the lots as previously noted from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$33,000.00 for each lot.

Item A-3. This is a Land Use Change Tax release for Map 004 Lot 145-003, which no longer qualifies for Current Use due to the sale of the lot, now having less than 10 contiguous acres, causing the lot to no longer qualify for Current Use Taxation. A review of current vacant land sales determined a fair market value for the parcel to be \$350,000.00 resulting in a penalty of \$35,000.00.

Suggested Motion:

The Assessor has recommended releasing Map 004, Lot 145-003, from Current Use, issuing a Land Use Change tax in the amount of \$35,000.00. Therefore, I move to accept the recommendation of the Assessor and release the 3.73 of Map 004, Lot 145-003 from the Current Use Assessment Program and issue the Land Use Change Tax in the amount of \$35,000.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Timber Tax Levy Certification of Yield Tax **Department:** Assessing Tax

Meeting Date: September 14, 2026

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Item B. The attached are Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Map/Lot	Yield Tax Amount
006-068-029	\$249.77

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item B Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Use of Town Common request-
Annual Goldens on the Green

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the use of the Village Green on October 25th, 2026 from 8am–5pm, with the event happening between the hours of 12:30 and 3:00pm, for the Annual Goldens on the Green.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Goldens on the Green 2026
2. Request for Use of Town Common- Annual Goldens on the Green, October 25, 2026 - signed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eaton & Berube Insurance Agency, LLC. 11 Concord Street Nashua NH 03064		CONTACT NAME: Meaghan Colby PHONE (A/C, No, Ext): 603-882-2766 E-MAIL ADDRESS: mcolby@eatonberube.com		FAX (A/C, No): 603-886-4230
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Concord General Mutual		20672
		INSURER B : Allmerica Financial Benefits Ins Co		41840
		INSURER C : Massachusetts Bay Insurance Company		22306
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1488005514

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			Z2VH183090	2/23/2026	2/23/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20065483	2/23/2026	2/23/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	WDVJ988511	2/23/2026	2/23/2027	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation for NH and MA. Additional Insured status applies with regard to General Liability when required per written contract.
Event Location: 6 Church Street, Amherst, NH
Event Date: October 25, 2026

CERTIFICATE HOLDER**CANCELLATION**

Town of Amherst
2 Main Street
Amherst NH 03031

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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: Goldens on the Green
- Is this a Non-Profit Organization? Yes
- Contact Person: Bill Swift
- Contact Phone Number: 603-759-9686 (m)
- Contact e-mail: william_swift@comcast.net

EVENT DETAILS

- Event Name: Goldens on the Green 2026
- Date and Time of Event and requested Common: 10/25/2026, 12:30 - 3:00 pm
- Requested Time (including setup and breakdown): 8 am - 5 pm
- Estimated Number of Attendees 240
- Describe the event and any major physical activities: This will be the 8th annual Goldens on the Green
- Will food or drinks be served/sold/given to the public? Yes (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required)
- Will food be prepared at the event by the organizers or another vendor? Creative Cones (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? Yes, welcome table, event banner, kissing booth, kiddie pool, fashion show runway
- 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) Yes How Many? One (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) No
- Will electricity be needed? Yes (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, facebook, flyers, WMUR

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: William R Swift Date: 8/7/2026

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

Chief of Police Approval: Signature Anthony Ciampoli Date: 08/10/26

Fire/ Rescue Chief Approval: Signature [Signature] Date: 08/10/26

Public Works Director Approval: Signature [Signature] Date: 08/11/26

BOS Approval: Chair's Signature _____ Date: _____

Request for Use of Town Common- Annual Goldens on the Green, October 25, 2026

Final Audit Report

2026-08-11

Created:	2026-08-10
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_-Tab2mjs4wteFuqvwkkChJoToP4eokx

"Request for Use of Town Common- Annual Goldens on the Gre en, October 25, 2026" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2026-08-10 - 7:50:35 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature
2026-08-10 - 7:50:40 PM GMT
-  Document emailed to Donald Waldron (dwaldron@amherstnh.gov) for signature
2026-08-10 - 7:50:40 PM GMT
-  Document emailed to Craig Durrett (cdurrett@amherstnh.gov) for signature
2026-08-10 - 7:50:40 PM GMT
-  Email viewed by Donald Waldron (dwaldron@amherstnh.gov)
2026-08-10 - 7:51:01 PM GMT
-  Document e-signed by Donald Waldron (dwaldron@amherstnh.gov)
Signature Date: 2026-08-10 - 7:52:51 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)
2026-08-10 - 7:56:21 PM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)
Signature Date: 2026-08-10 - 7:56:55 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Email viewed by Craig Durrett (cdurrett@amherstnh.gov)
2026-08-11 - 10:46:56 AM GMT
-  Document e-signed by Craig Durrett (cdurrett@amherstnh.gov)
Signature Date: 2026-08-11 - 10:56:54 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE

✔ Agreement completed.
2026-08-11 - 10:56:54 AM GMT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Use of Town Common Request;
Food, Family Fun, hosted by Christ's
Church in Amherst

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

Christ's Church in Amherst is requesting the use of the Village Green on Saturday October 17th from 3:00 PM to 7:00 PM for this annual event. The Certificate of Insurance is attached.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the request for use of the Village Green for Christ's Church's Annual Food, Family, Fun on October 17, 2026 from 3:00 PM to 7:00 PM.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Request for Use of Town Common- Christ's Church Annual Food, Family, Fun - signed
2. Certificate of Liability Insurance_Amherst_MilfordFFF2026



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: Christ's Church of Amherst
- Is this a Non-Profit Organization? Yes
- Contact Person: John Nuxoll
- Contact Phone Number: 603-213-2910
- Contact e-mail: john@ccnh.org

EVENT DETAILS

- Event Name: Food Family Fun
- Date and Time of Event and requested Common: Oct 17th, 2025; 3-6:30 pm
- Requested Time (including setup and breakdown): 3-7 pm (event from 4-6:30)
- Estimated Number of Attendees 75
- Describe the event and any major physical activities: Bounce Houses, Balloon Art, Cotton Candy,
- Will food or drinks be served/sold/given to the public? Yes (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required)
- Will food be prepared at the event by the organizers or another vendor? Yes (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? Bounce Houses (2), Inflatable Games (3)
- Will you need to drive anything onto the Common? For unloading only
- 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? Yes (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: Banner on Huntington Common

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: John Nuxoll Date: 8/27/26

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: 08/27/26

Fire/ Rescue Chief Approval: Signature [Signature] Date: 08/27/26

Public Works Director Approval: Signature Eric Slosek Date: 08/27/26

BOS Approval: Chair's Signature _____ Date: _____

Request for Use of Town Common- Christ's Church Annual Food, Family, Fun

Final Audit Report

2026-08-28

Created:	2026-08-27
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUyC7dhRS_X6VOoMtGuCw4V1qyLAdLUNE

"Request for Use of Town Common- Christ's Church Annual Food, Family, Fun" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2026-08-27 - 4:48:27 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature
2026-08-27 - 4:48:33 PM GMT
-  Document emailed to Donald Waldron (dwaldron@amherstnh.gov) for signature
2026-08-27 - 4:48:33 PM GMT
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature
2026-08-27 - 4:48:33 PM GMT
-  Email viewed by Donald Waldron (dwaldron@amherstnh.gov)
2026-08-27 - 4:48:55 PM GMT
-  Document e-signed by Donald Waldron (dwaldron@amherstnh.gov)
Signature Date: 2026-08-27 - 4:52:10 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)
2026-08-27 - 6:37:01 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)
Signature Date: 2026-08-27 - 6:37:44 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)
2026-08-28 - 1:18:40 AM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)
Signature Date: 2026-08-28 - 1:19:00 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE

✔ Agreement completed.
2026-08-28 - 1:19:00 AM GMT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Coffey Insurance Agency 2 Wellman Ave Suite 320 Nashua NH 03064-	CONTACT NAME: SANDY ENGLISH	FAX (A/C No): (603)882-0091	
	PHONE (A/C No, Ext): (603)883-6600	E-MAIL ADDRESS: SENGLISH@COFFEYINS	
INSURED Christ's Church of Amherst 58 Merrimack Road Amherst NH 03031-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Utica National Insurance Group		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC			4418889	03/31/2025	03/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS			4418269	03/31/2025	03/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$ 10,000			4418270	03/31/2025	03/31/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y ☐ N/A		4418889	03/31/2025	03/31/2026	☒ WC STATU-TORY LIMITS ☐ OTH-ER E L EACH ACCIDENT \$ 500,000 E L DISEASE - EA EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DIRECTORS & OFFICERS LIABILITY - \$1,000,000/\$3,000,000, CLERGYPERSON PROFESSIONAL LIABILITY - \$1,000,000, ABUSE & MOLESTATION: \$1,000,000. ADDITIONAL INSURED: TOWN OF AMHERST, NH, AS REQUIRE BY CONTRACT OR AGREEMENT. EVENT: FOOD, FAMILY AND FUN, OCTOBER 17, 2026. IN ADDITION TO ADDITIONAL INSURED: TOWN OF MILFORD NH AS REQUIRED BY CONTRACT OR AGREEMENT. EVENT: FOOD, FAMILY AND FUN JULY 19, 2026.

CERTIFICATE HOLDER

CANCELLATION

AI 008578

TOWN OF AMHERST TOWN HALL 2 MAIN STREET AMHERST NH 03031-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Sandra English</i>

Fax: () -

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: No Through Trucking Ordinance,
Amended

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

The No Through Trucking Ordinance, as amended by two public hearings held July 13, 2026 and August 24, 2026, is presented for signature to the Select Board.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the adoption and signing of the No Through Trucking Ordinance as amended and voted on at the August 24, 2026 Board of Selectmen Meeting.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. No Through Trucking BOS Ordinance, appvd 6.24.2024, updated 08.24.2026



TOWN OF AMHERST

NO THROUGH TRUCKING ORDINANCE

1. Purpose:

In order to ensure the safety of residents, pedestrians, and vehicles on town-maintained roadways and, pursuant to RSA 41:11, the Board of Selectmen hereby excludes certain motor vehicles from Town roadways identified in Appendix A.

2. Title:

This Ordinance shall be known and may be cited as the “No Thru Trucking Ordinance of the Town of Amherst.”

3. Authority:

NH RSA 41:11 and NH RSA 47:17

4. Use of Roadways:

All motor vehicles having a gross vehicle weight rating (GVWR) of 26,001 pounds or more shall be excluded from the Town maintained roadways identified in Appendix A. The definition of GVWR is defined in NH RSA 259:38-b. Certain roadways may be given different weight restrictions as specifically identified in Appendix A. The weight of the vehicle shall be determined by using the total combined GVWR of a vehicle and trailer as installed by the manufacturer. Such gross weight as shown shall be conclusive in determining whether a motor vehicle is excluded from the Town roadways as provided in this ordinance.

5. Exemptions:

A. The following motor vehicles having a GVWR of 26,001 pounds or more are exempt:

- 1) Town vehicles
- 2) Emergency vehicles as defined by NH RSA 259:28
- 3) School and public transportation buses
- 4) Public utility vehicles in the performance of official duties
- 5) Vehicles making local deliveries within the excluded portion of the roadway
- 6) Vehicles of private contractors engaged to perform work on behalf of the Town, public utilities or owners of property abutting or otherwise having

access from the excluded portion of said roadways or any other road accessible only via the excluded section.

- 7) Vehicles owned by a resident of any street listed in Appendix A

6. Waivers:

The Select board shall have the authority in extraordinary circumstances to grant written permission to an applicant who applies in writing to permit deviation from the provisions of this ordinance, where the applicant demonstrates, in the sole and exclusive discretion of the Select board, the circumstances are unique, the alternative route is unreasonable, and the use of the restricted public highway is in the public interest. The Board shall have the authority to attach such conditions to the grant of the waiver, as it deems prudent and necessary.

7. Posting:

A sign shall be erected at each end of the excluded roadways giving notice of this ordinance.

7. Modification:

The addition or deletion of a Town maintained roadway to this ordinance will occur only after a notice and hearing as required by state statute.

8. Penalty

Whoever violates this ordinance shall be guilty of a violation and shall be fined \$150 for a first offense and \$250 for a subsequent offense.

EFFECTIVE DATE

Having held a public hearing, the Board of Selectmen voted to adopt this Ordinance on the 24th day of June 2024, which shall be the effective date hereof.

IN WITNESS HEREOF, a majority of the Board of Selectmen have hereunder set their hands.

TOWN OF AMHERST BOARD OF SELECTMEN

Danielle Pray, Chair

Cynthia J. Dokmo, Vice Chair

Pamela Coughlan, Clerk

Thomas Grella, Member

Thomas Grella, Member

Appendix A
Prohibited Roadways

- 1.) Merrimack Road between the Milford town line and Route 122
- 2.) Austin Road
- 3.) Courthouse Road from Route 122 to Amherst Street

*******The following roads have specific GVWR prohibitions*******

- 4.) Boston Post Road from Mont Vernon Road to Amherst Street shall be **75,000 GVWR**
- 5.) Mont Vernon Road shall be **75,000 GVWR**
- 6.) New Boston Road shall be **75,000 GVWR**

As voted on at the BOS meeting of January 20, 2026

- 7.) Lyndeborough Road shall be **75,000 GVWR**

As voted on at the BOS meeting of August 24, 2026

- 8.) Christian Hill Road shall be **75,000 GVWR**



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Minutes

Meeting Date: September 14, 2026

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 July 2, 2026.

I move to approve the minutes of July 30, 2026.

I move to approve the minutes of August 10, 2026.

I move to approve the minutes of August 24, 2026.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2026.07.02_NON-PUBLIC-DRAFT
2. 2026.07.30_NON-PUBLIC-DRAFT
3. 2026.08.10_DRAFT
4. 2026.08.24_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Thursday, July 2, 2026, 2:30PM

Attendees: Chairman Danielle Pray, Selectman John D'Angelo, Selectman Tom Grella, ,
Selectman Pamela D. Coughlin. Selectman Cynthia Dokmo was absent.

1. Call to Order

Chair Danielle Pray called the public meeting to order at 2:30 p.m.

2. Non-Public Session

2.1 Non-Public Session pursuant to NHRSA 91-A:3 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

2.2. Non-Public Session pursuant to NHRSA 91-A:3 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to enter into Non-Public Session: Pursuant to NH RSA 91-A:3, II (c) at 2:32pm.

Roll Call Vote: Grella – aye; Pray – aye; Coughlin – aye; D'Angelo – aye; 4-0-0; motion carried unanimously.

Others Present:

Lincoln Daley - Town Administrator

Jacob Fitzgerald – Finance Director

The Board discussed the matter of a lease agreement and contract. No action was taken, and no votes were taken.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to exit Non-Public Session at 2:52pm.

Roll Call Vote: Grella – aye; Pray – aye; Coughlin – aye; D'Angelo – aye; 4-0-0; motion carried unanimously.

3. Adjournment

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to adjourn the meeting at 2:54pm.

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

42
43

Selectman Pamela D. Coughlin

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Thursday, July 30, 2026, 4:00PM

Attendees: Chairman Danielle Pray, Selectman John D'Angelo, Selectman Tom Grella,
Selectman Cynthia Dokmo, Selectman Pamela D. Coughlin (remote)

1. Call to Order

Chair Danielle Pray called the public meeting to order at 4:00 p.m.

2. Non-Public Session

2.1 Pursuant to 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

2.2. Pursuant to RSA 1-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

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

2.4. Pursuant to 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman D'Angelo to enter into Non-Public Session: Pursuant to NH RSA 91-A:3, II (c) and (d) at 4:01pm.

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

Others Present:

Lincoln Daley, Town Administrator

Fire Chief Don Waldron (4:02pm to 4:41pm)

Finance Director Jacob Fitzgerald (4:01pm to 5:30 pm)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Dokmo to exit Non-Public Session at 5:31pm.

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

3. Adjournment

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella adjourn the meeting at 5:32pm.

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

Selectman Pamela D. Coughlin

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
MONDAY, AUGUST 10, 2026, 5:45PM

Attendees: Chairman Danielle Pray; Selectman John D'Angelo, Selectman Cynthia Dokmo, Selectman Tom Grella, Selectman Pamela Coughlin [remote]
Staff present: Town Administrator Lincoln Daley; EA/HRC Jennifer Stover; Police Chief Ciampoli; Community Development Director Kristy Jobin; Fire Chief Waldron; Finance Director Fitzgerald; Craig Durrett, Assistant DPW Director

1. Call to Order

Chair Danielle Pray called the public meeting to order at 5:45pm.

2. Non-Public Session

- 2.1.** Pursuant to RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to enter into Non-Public Session: Pursuant to NH RSA 91-A:3, II (d) at 5:47pm.

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

Additional attendees:

Lincoln Daley, Town Administrator

Michele Boudreau - Finance (5:48pm to 5:58pm)

Police Chief Anthony Ciampoli (5:59pm to 6:20pm)

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

A MOTION was made by Selectman Dokmo and SECONDED by Selectman D'Angelo to exit Non-Public Session at 6:23pm.

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

3. Pledge of Allegiance – led by Will Ludt

It was noted that Selectman Coughlin was joining remotely, though there were some connection issues.

4. Citizens' Forum – None at this time.

5. Public Hearing

- 4.1.** Community Development and Fire Department Fee Schedules - Public Hearing

The Board opened the public hearing at 6:33pm.

Town Administrator Daley explained that the proposed fee schedule represents the first comprehensive review of Community Development fees since 2013 and includes updates to the Fire Department fee schedule. While both departments conducted independent reviews based on their respective services, they coordinated efforts to ensure consistency where appropriate.

Ms. Jobin explained that the Community Development Department completed a comprehensive Fee Study and Cost Recovery Analysis to evaluate the Town's existing fee schedule, which had not undergone a comprehensive review since 2013. The study examined current operating costs, staff processing time, historical permit activity, regional benchmarking with 14 comparable New Hampshire municipalities, and cost recovery for major permit and application types. The analysis found that many existing fees no longer reflect the actual cost of providing permitting and land use services due to increased operating costs, inflation, and expanded regulatory requirements. The proposed fee schedule is intended to improve cost recovery while maintaining fair, competitive, and predictable fees. In general, the recommended fees recover approximately 60%-80% of the Town's direct costs rather than full cost recovery, recognizing that development review provides both private benefits to applicants and broader public benefits to the community. The proposed fee schedule is projected to increase the annual Community Development revenue by approximately \$47,995 or 21.9%.

Chief Waldron explained that the Fire Department conducted a comprehensive review of its inspection and permit fees by evaluating the fee schedules of surrounding municipalities to ensure all applicable inspection types were included and that proposed fees were consistent with prevailing regional rates. The review also sought to improve consistency across Town departments by aligning common fees, such as reinspection fees and personnel detail rates, where appropriate. The proposed updates better reflect current service costs while maintaining consistency with comparable communities. He reviewed suggested new fees that could be included.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to adopt the proposed Community Development and Fire Department Fee Schedules, as amended, effective immediately upon adoption on August 10, 2026.

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

6. Board Appointment

6.1. Appointment of Member to Baboosic Lake Community Septic Committee

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the appointment of Richard Fallon to the Baboosic Lake Community Septic Committee with a term ending in March 2029.

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

7. Scheduled Appointments

7.1. Request for Use of Town Common: Old Home Day, Saturday, September 12, 2026, hosted by the Historical Society with the Town of Amherst - John Bement.

It was noted that John Bement of the Amherst Historical Society has requested the use of the Village Green to host an Old Home Day. This event is planned as the culmination of the Amherst 250th Celebration events. A family picnic, family games, Historic Home Tours and a Colonial Encampment demonstration are planned. The reservation is requested from 8am - 5pm.

A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to approve the request of the Historical Society for Use of Town Commons for Old Home Day on Saturday, September 12, from 8am–5pm.

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

8. Administration

8.1. Administrative Updates

None at this time.

8.7. PFAS Contamination Legal Settlement (Docket No. 226-2023-CV-00002)

Town Administrator Daley explained that the purpose of this agenda item is for the Board of Selectmen to consider and approve the terms and conditions of the proposed Settlement Agreement resolving litigation brought by fifteen residents concerning alleged PFAS contamination of private well water associated with the Town's historic use of aqueous film-forming firefighting foam (AFFF). Board action will authorize the Chair, or the Chair's designee, to execute the Settlement Agreement on behalf of the Town, subject to Court approval. The claims include allegations of personal injury and diminished property value. Following the discovery of PFAS contamination affecting private wells, the Town acted to connect the affected properties to the Pennichuck water system to provide a safe and reliable drinking water supply. The Board of Selectmen, in consultation with legal counsel, has evaluated the legal risks, anticipated costs of continued litigation, and the potential financial exposure associated with the pending claims. The proposed settlement provides for a total payment of \$1.7M, with \$500,000 due within 30 days of Court approval and the remaining balance payable within 30 days following the March 2027 Town Meeting. To lessen the immediate financial impact on taxpayers, the Board intends to recommend financing the settlement through a multi-year bond. Should the bond not be approved, funding would be appropriated through the Town's budget process in accordance with applicable law. Approval of the Settlement Agreement will resolve the pending litigation, avoid the uncertainty, expense, and time associated with continued legal proceedings, and provide a defined path toward resolution of these claims.

Selectman D'Angelo made the following statement:

"This is a sad day for the Town of Amherst and an even sadder day for its taxpayers. Today a proposed settlement of a lawsuit against the town for damages caused by PFAS contamination of the groundwater near the central fire station is up for a vote of the Board of Selectmen. I am saddened by the harms alleged to have been suffered by the plaintiffs and am appalled that actions taken in good faith by the town may have contributed to those harms. Nevertheless, I OPPOSE this settlement. My reasons follow.

The town does have some legal exposure for damages caused by the use of aqueous film-forming foam in fire department training sessions between 1988 and 2000. There were two such training sessions at the Central Fire Station, which apparently allowed PFAS/PFOA chemicals to penetrate the ground and contaminate the ground water. When testing revealed the presence of PFOAs in the ground water for several homes near the fire station the BOS took immediate steps to mitigate the damage:

- Bottled water was immediately supplied to all affected households as an interim measure at Town expense
- Pennichuck water lines were run, and water hookups were supplied to all affected households at Town expense
- Testing was continued to determine the extent and severity of the ground water contamination.

The Town of Amherst denies any wrongdoing, negligence, fault, or liability arising from or related to the alleged use, storage, handling, release, disposal, migration, or presence of PFAS. Having said that, by state law the potential liability for the town is limited to \$1,000,000 per incident, or \$2,000,000 in total for the two training sessions. However, after the litigation was filed, one plaintiff claimed that there were actually an additional 15 training sessions at the Central Fire Station, as well as other training sessions in other locations. No dates were supplied for these alleged additional training sessions, and no corroborating witnesses were named.

I believe that these additional unsupported and undocumented claims were possibly added to inflate the perceived liability for settlement negotiating purposes and were unlikely to hold up in court. What is documentable would have limited the town's maximum legal exposure to \$2,000,000.

Unfortunately, the BOS leadership chose to take the potential risk of these claims being believed by a jury seriously, and therefore to propose settlements that were, in my opinion, absurdly high. We now have a proposed settlement of \$1,700,000, or 85% of the maximum amount that could have been awarded against the town in a trial—given two incidents, not seventeen. In my opinion, this amount is excessively high, unjustified by the facts of the case, and detrimental to the interests of the taxpayers of Amherst.

Furthermore, the Town of Amherst was not negligent, and our fire department was following recommended best practices. It is more usual to see the manufacturers or companies distributing these chemicals to be sued -- and indeed, they have been. But nowhere has there been discussion about whether or how we can make our town whole again for our taxpayers.

Additionally, though not a problem for Amherst taxpayers, this excessively high settlement will provide support for other plaintiffs suing other towns and will undercut any more reasonable settlement offers from those towns.

I oppose this settlement and will vote against it. I plead with my fellow selectmen to vote against it as well. In my judgement, we should take this case to trial.

Chairman Pray stated that Selectmen D'Angelo has violated the law in her mind, as there was information in the statement made which is not public. There are two attorneys who sit on the Board and in discussion with the Town's attorneys, the settlement was decided on. She scrutinizes every penny that comes from the Town. Taking this to trial would open up the Town to risk, whereas the proposed settlement is exactly what the Board should vote for. She does not

understand how the Board members can sit in Non-Public discussions with Selectman D'Angelo, when he then violates that trust.

Selectman D'Angelo stated that there is no information within his statement that was not within the file document with the court. Chairman Pray stated that she would not put the Town at risk, though Selectman D'Angelo seems to want to. She added that Selectman D'Angelo asked questions of Town Counsel weeks ago and these were answered. Yet, Selectman D'Angelo still did not follow the legal advice. She stated that this is a sad day for the Town.

A member of the public asked to speak on this item. Chairman Pray stated that public comment would not be accepted at this time, but that members of the public could contact the Town Administrator's office for more information.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the terms and conditions of the Settlement Agreement and authorize the Chair, or the Chair's designee, to execute the Settlement Agreement and any related documents necessary to implement its terms, subject to Court approval.

Vote: 3-1-0; motion carried with J. D'Angelo against.

8.2. Building Access Control Policy and Procedures

Town Administrator Daley stated that the purpose of this agenda item is to review the proposed Building Access Control Policy and Procedures. The policy establishes uniform standards for the issuance, management, accountability, and recovery of physical keys, electronic access devices, and other building access credentials for all Town facilities. The policy is intended to enhance the security of Town employees, facilities, and municipal assets while ensuring that building access is granted only to individuals whose duties require such access. The proposed policy assigns administrative responsibility to the Town Administrator and the Department of Public Works for the management of the Town's locking systems and access control program. It establishes procedures for requesting and approving access, limits access to the minimum necessary for an individual's responsibilities, requires the tracking and annual inventory of all issued keys and electronic credentials, and establishes procedures for the prompt recovery and deactivation of access upon an employee's transfer, extended leave, or separation from service. The policy also prohibits unauthorized duplication or transfer of keys and access devices and provides for enforcement through the Town's personnel policies. The Board is encouraged to review the proposed Building Access Control Policy and Procedures and provide comments, questions, and recommendations regarding its provisions. Board members may wish to offer input on the policy's scope, administrative responsibilities, access authorization process, accountability measures, and enforcement provisions to ensure the policy appropriately balances the security of Town facilities with the operational needs of Town departments, elected officials, boards, commissions, and committees.

Chairman Pray stated that this has been a hole for the Town without a procedure and policy in place. Selectman Dokmo stated that the draft policy is clear and covers any bases. Town Administrator Daley stated that he would bring the draft policy forward for a future public hearing for the Board's review and adoption.

8.3. Town Road Acceptance Policy

Town Administrator Daley stated that the purpose of this agenda item is to review the proposed Road Acceptance Policy for the Town of Amherst. The policy establishes a consistent and transparent process for the acceptance of subdivision roads, private roads, and development roads into the Town's public roadway system. It outlines the legal, engineering, administrative, and procedural requirements necessary to ensure that roads accepted by the Town are constructed in accordance with applicable standards and are suitable for long-term public ownership and maintenance. The proposed policy defines the application process, required inspections and certifications, departmental review responsibilities, technical and legal review procedures, maintenance guarantee requirements, and the public hearing process before the Board of Selectmen. It also clarifies the respective responsibilities of applicants, Town departments, consultants, and the Board throughout the roadway acceptance process, while preserving the Board's discretion to approve, conditionally approve, continue, or deny a road acceptance request based on the public interest and applicable statutory authority.

Selectman Dokmo noted that item 2D may not be needed if the intention is for the Town to have a bond for the roads. Town Administrator Daley explained that the practice is to hold onto a maintenance surety over time to make sure the road is holding up, generally over 1-2 winter seasons. Selectman Dokmo asked why both items are needed. Town Administrator Daley agreed that this should be looked into further.

Selectman Grella noted that the Road Commission has not met in approximately three years. It used to conduct inspections while Town roads were in the process of being built and advise the Road Agent. Town Administrator Daley stated that he would speak to Town staff about incorporating this as part of the process.

Town Administrator Daley stated that he would bring a draft policy forward for a future public hearing for the Board's review and adoption.

8.4. American Town Corporation - Long Term Lease Agreement to Construct New Communications Tower

Town Administrator Daley explained that the purpose of this agenda item is for the Board of Selectmen to consider and approve the final terms and conditions of the long-term Lease Agreement between the Town of Amherst and American Tower Corporation (ATC) for the construction, operation, and maintenance of a communications tower on the Town-owned Fire and Police Station property. Over the past several months, the Board of Selectmen, Town Administration, Town staff, and Town Counsel have worked collaboratively with representatives of American Tower Corporation and its legal counsel to negotiate the business and legal terms of the proposed lease agreement. Those negotiations have now been completed, and the parties have reached agreement on the final lease document. Accordingly, the parties are now in a position to execute the agreement.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to authorize the Board approve the Lease Agreement in the form presented and authorize the Chair, or the Chair's designee, to execute the agreement on behalf of the Town, subject to the completion and execution of Attachments A, B, and C, which are administrative exhibits incorporated into the Lease Agreement.
Vote: 4-0-0; motion carried unanimously.

Chairman Pray asked for public comment from the resident who previously wished to speak on a previous agenda item.

Geoff Couris asked about the proposed \$1.7M PFAS settlement. The Town has stated that the settlement involves 15 residents. The Town's prior investigation and public records also established that PFAS impacts extend to residential properties in the affected area. He stated that he and his wife own 14 Baboosic Lake Road and asked if this is one of the 15 properties/plaintiffs included in the proposed settlement. If it is, he would like to know what that means for his property and what claims are being resolved.

Chairman Pray stated that 14 Baboosic Lake Road is not part of the settlement.

Mr. Couris asked if the settlement releases, waives, or otherwise affects any claims or rights belonging to the affected property owners who are not among the 15 plaintiffs. He asked if this settlement has any effect on his ability or the ability of any other property owner who is not a plaintiff to pursue a claim against the Town related to PFAS contamination, including potential negative impacts on property values. Their property switched to Pennichuck Water four years ago as a result of PFAS test results. He asked for a list of the 15 plaintiffs. He would like to know more about his rights.

Chairman Pray stated that this can be further discussed with Town administration. This will be part of a larger conversation. The Board cannot give legal advice. Anyone can take their own action.

8.5. Town Clerk: Hire of Deputy Town Clerk

Town Administrator Daley stated that the Town Clerk, in coordination with Town Administration, posted the Deputy Town Clerk position on July 13, 2026, and began reviewing applications on July 20, 2026. Following a thorough interview process, Gail Semuskie was selected by the Town Clerk as the recommended candidate, with the support of Town Administration. Ms. Semuskie's professional background and work experience distinguished her throughout the recruitment process. She brings significant experience in compliance, project management, and the management of confidential and time-sensitive matters. Her ability to organize complex projects, manage competing priorities, and maintain accuracy in detail-oriented work aligns well with the responsibilities of the Deputy Town Clerk position. During the interview process, Ms. Semuskie demonstrated an understanding of the importance of learning the Town's election processes and procedures, which is a primary focus of the Town Clerk's Office at this time. She expressed a willingness to quickly develop the knowledge and

skills necessary to support the successful administration of elections and the broader responsibilities of the office.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the hire of Gail Semuskie as Deputy Town Clerk, Grade 12, Step 2, \$32.59 an hour, with an estimated start date of August 17, 2026.

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

8.6. Police Chief Employee Agreement

Town Administrator Daley explained that the purpose of this agenda item is to finalize the proposed Employment Agreement with Police Chief Anthony Ciampoli and authorize the Board of Selectmen to execute the Agreement. Chief Ciampoli was appointed through the Town's established personnel process, and his employment has historically been governed by the Town's Personnel Policies and related administrative practices. The proposed Agreement formalizes his continued employment and establishes a clear framework for the responsibilities and expectations associated with the Police Chief position. The Agreement addresses key employment provisions, including the Chief's responsibilities, compensation, benefits, and other conditions of employment, while maintaining consistency with the Town's Personnel Policies and preserving the authority of the Board of Selectmen.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the Employment Agreement between the Town of Amherst and Police Chief Anthony Ciampoli as presented and authorize the Board of Selectmen to execute the Agreement.

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

8.8. Proposed FY28 Budget Preparation Schedule

Town Administrator Daley stated that, as the Town begins preparation of the FY2028 Operating Budget, staff is seeking preliminary policy direction from the Board to establish a framework for the upcoming budget development process. Receiving the Board's guidance at the outset of the budget cycle will provide departments with a clear understanding of the Board's fiscal expectations, improve consistency in departmental budget requests, and assist staff in developing a proposed budget that reflects the Board's priorities and long-term financial objectives. The purpose of this discussion is to provide staff with the policy direction necessary to begin budget preparation. As in prior years, the proposed operating budget will continue to evolve as updated revenue projections, healthcare costs, contractual obligations, capital requests, and other financial information become available throughout the budget process.

Finance Director Fitzgerald explained that, to assist staff in preparing the FY2028 Operating Budget, Town Administration is seeking the Board's comments and direction on the following topics:

1. Preliminary Budget Growth Target

Establishing a preliminary operating budget target provides departments with a practical framework for preparing budget requests that are consistent with the Board's fiscal objectives

while recognizing that certain cost increases may be unavoidable. A target range helps focus departmental requests while maintaining sufficient flexibility to address inflationary pressures, personnel costs, healthcare premiums, contractual obligations, and other operating expenses identified throughout the budget process. The Town's adopted operating budget has increased by an average of approximately 4.5% over the past six fiscal years, although annual increases have varied based on changing economic conditions and operational needs. Staff recommends establishing a preliminary FY2028 operating budget target in the range of 3.5%-4.0% to guide departmental budget development, with the understanding that the final recommended budget may require adjustment as updated financial information becomes available throughout the budget process.

2. Cost of Living Adjustment (COLA) Methodology

To improve consistency, transparency, and predictability in future budget development, staff recommends establishing a standard methodology for determining annual Cost of Living Adjustments (COLAs). Historically, COLAs have been determined during each budget cycle and have often changed as updated inflation data became available, resulting in budget adjustments throughout the development process. Establishing both the inflation indices and the measurement period in advance will provide an objective basis for future salary recommendations while allowing staff to prepare budgets using consistent economic assumptions. Potential methodologies include:

- CPI-U Northeast Region;
- CPI-U Boston-Cambridge-Newton;
- Social Security (SSI) COLA; and
- Employment Cost Index (ECI).

Staff recommends indexing future annual COLAs to the average of the following three measures:

- CPI-U Northeast Region;
- CPI-U Boston-Cambridge-Newton; and
- Social Security (SSI) COLA.

Staff further recommends utilizing the September-to-September reporting period each year. This approach balances localized, regional, and national measures of inflation while providing sufficient time to incorporate the final COLA recommendation into the proposed operating budget without requiring significant revisions later in the budget process.

3. FY2028 Budget Development Timeline

To promote an organized, transparent, and predictable budget process, staff has prepared a proposed FY2028 Budget Development Timeline identifying the major milestones for departmental budget submissions, internal staff review, capital budget development, Board budget work sessions, public presentations, and final budget adoption.

Selectman D'Angelo stated that last year he recommended 3.5% for the COLA amount by using the September-December reporting period. The Board instead decided to use 3%. He believes the Board shortchange the employees $\frac{1}{2}$ of 1%. The mechanistic approach proposed to average these items would not allow the Board to make up for past poor decisions, either high or low. He

supports the idea of using September-September data. These are reasonable guidelines. Finance Director Fitzgerald explained that this is not a definite mechanism and will allow for Board adjustments.

Selectman D'Angelo stated that the Board typically heads Strategic Plan presentations from each department and then gives feedback on if the proposed initiatives seem appropriate or not for this year's budget. The departments then use that feedback to develop a detailed budget. The timeframe seems to show the strategic plan presentations lumped together, with not much time between the last presentation and the draft budget discussion. Town Administrator Daley explained that staff has some challenges in the process and would like to have some front-loading to determine a range that the Board finds to be acceptable. Selectman D'Angelo stated that it is unclear how useful guidance will be without knowing the proposed initiatives or their potentials costs.

Selectman D'Angelo noted that the timeframe seems to show the strategic plan presentations on a Tuesday and Wednesday evening, whereas these have typically been done in conjunction with Board meetings. Town Administrator Daley stated that this is only to spread out the meetings and make them shorter. Selectman D'Angelo expressed some concern regarding the timeframe allowed between the meetings and discussion amongst the Board.

Selectman Dokmo stated that she agrees with the proposed 3.5%-4% and how to calculate the COLA. In terms of the schedule, having the meetings earlier in the process should be a determination of the administration.

Chairman Pray stated that she would like to see a survey of local towns in terms of what they do for a COLA. Last year, other towns were also at 3%. She will be scrutinizing the 3.5%-4% amount throughout the process.

Selectman D'Angelo stated that he believes the 3.5%-4% is low, especially if the Board is going to try to make up for the amount it shortchanged employees last year. Chairman Pray stated that all other local towns were at 3%. The Board was on the money with this number. Selectman D'Angelo stated that the January-December CPI was 3.5% last year. September-September was also 3.5%. Chairman Pray stated that Selectman D'Angelo is only one vote and can vote the way he wants.

9. Staff Reports

9.2. Town Treasurer Interview Committee

Finance Director Fitzgerald stated that the Town is currently recruiting for the position of Treasurer and Deputy Treasurer. Following the application review process, qualified candidates will be invited to participate in interviews. To facilitate the interviews and provide Board representation during the selection process, staff recommends that the Board appoint two of its members to serve on the interview committee. The interview committee will conduct candidate interviews, evaluate qualifications, and provide feedback to the full Board. Any recommendation regarding appointment of the Treasurer will be brought back to the full Board for consideration at a public meeting. There are currently two potential candidates for the Treasurer position.

Chairman Pray and Selectman Dokmo volunteered.

9.1. Fire and EMS Department — Approval for Grant Application Submittal

Chief Waldron explained that the Governor's Office of New Opportunities and Rural Transformational Health (GO-NORTH), through the U.S. Department of Health and Human Services, has announced a federal grant opportunity to support rural emergency medical services. The Fire and EMS Department intends to apply for funding of up to \$25,000 to purchase equipment and services that will enhance the delivery of EMS services to the community. The application deadline is July 31, 2026. Based on the grant guidance, no local matching funds are required.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to authorize the Fire Chief to apply for the "GO-NORTH" federal grant for up to \$25,000 to support the provision of EMS in the Town of Amherst.
Vote: 4-0-0; motion carried unanimously.

9.3. Police Department — Promotion of Sgt. Justin Gerome

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to accept the promotion of Sergeant Justin Gerome to Captain of the Support Division effective 8/1/26 at a rate of \$53.54 Grade 18/Step 5 in addition to the benefits outlined in the finalized offer letter.
Vote: 4-0-0; motion carried unanimously.

9.4. Police Department — Rate Adjustment, Captain Mahoney

Chief Ciampoli stated that the Police Department is currently in the process of aligning our non-union personnel benefits with that of the Town benefits package. With these changes, salary adjustments were needed to offset the financial loss to certain benefits. Additionally, the promotion of Justin Gerome created a compression issue within the Captain rank that needed further adjustment. Accordingly, he proposed that Captain Derek Mahoney be adjusted to grade 18/step 7 to rectify these issues.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo that Captain Mahoney's current rate of Grade 18/Step 4 be increased to Grade 18/Step 7 at a rate of \$55.70 effective August 1, 2026
Vote: 4-0-0; motion carried unanimously.

9.5. Police Department — Award of Cruiser Bid

Chief Ciampoli stated that the Amherst Police Department recently put out a bid for two new police cruisers for FY27. Northwest Hills Automotive in CT, Central Chrysler Jeep Dodge in MA, and Hillsboro Chrysler Dodge Jeep Ram all supplied bids for a 2027 Dodge Durango PPV. Each company was asked to provide a bid inclusive of key additional options for the patrol fleet. Hillsboro CDJR, the recipient of the award last year, has once again supplied the lowest bid.

Hillsboro CDJR pricing is competitive enough that they were also the recipient of the State bid for FY26 last year (FY27 bid has yet to occur). Furthermore, one of the fastest delivery times the Department has seen in years was experienced and their contract sales team is second to none.

A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to award the FY27 police cruiser bid to Hillsboro CDJR in the total amount of \$86,130 (\$43,065 per vehicle) which is inclusive of the base price plus required additional options.

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

9.6. Public Works Department — DPW New Hire - FT Transfer Station Attendant

Craig Durrett, Assistant DPW Director, stated that, following completion of the interview process, the DPW is pleased to recommend the appointment of Alan Webster to the newly created full-time Transfer Station Attendant position.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve the appointment of Alan Webster to the full-time Transfer Station Attendant position at Grade 3, Step 1, at an hourly rate of \$23.43, equivalent to \$48,734.40 annually, effective August 11, 2026.

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

10. Consent Agenda

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

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

10.1. Finance Manifests

June 25, 2026 - \$294,280.76

July 9, 2026 - \$376,530.70

July 16, 2026 - \$197,466.15

July 16, 2026 - \$100,871.66

July 16, 2026 - \$1,466,393.89

July 21, 2026 - \$18,174.57

July 23, 2026 - \$324,791.23

July 30, 2026 - \$92,985.09

July 30, 2026 - \$320,738.32

August 3, 2026 - \$3,890,008.00

August 6, 2026 - \$332,711.61

10.2. 2026 Revaluation Utility Values

Item C. The annual list of utility properties is attached for the Board's review. The list shows a breakdown of all properties that will be reflected in the 2026 Revaluation. If there are any questions, the Assessing Department can provide further information.

To approve the 2026 list of utility values as submitted by the contracted Utility Assessor, Scott Bartlett, CNHA.

11. Other Approvals

11.1. Minutes

A MOTION was made by Chairman Pray and SECONDED by Selectman D'Angelo to approve the meeting minutes of July 13, 2026, as amended.

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

12. New Action Items

The Board reviewed its new action items, such as researching COLAs for surrounding communities.

13. Old/New Business

Chairman Pray asked that the Town Administrator send a document to the Board regarding a question from the Cemetery Trustees in terms of who receives funding, the Town or the Trustees. An MOU was signed in 2013 by the Board and Trustees which currently addresses this.

14. Non-Public Session – none at this time.

Adjournment

A MOTION was made by Selectman Dokmo and SECONDED by Selectmen Grella to adjourn the meeting at 8:09pm.

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

NEXT MEETING: August 24, 2026

Selectman Pamela D. Coughlin

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
MONDAY, AUGUST 24, 2026, 6:30PM

Attendees: Chairman Danielle Pray; Selectman John D'Angelo, Selectman Tom Grella,
Selectman Pamela Coughlin
Staff present: Town Administrator Lincoln Daley; EA/HRC Jennifer Stover; Eric Slosek, DPW
Director; Finance Director Fitzgerald

1. Call to Order

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

2. Pledge of Allegiance – led by Arene Berry, Recreation Director

3. Public Hearing

3.1. Public Hearing: No Through Trucking — Christian Hill Road

The Board opened the public hearing at 6:31pm.

Town Administrator Daley stated that the purpose of this agenda item is to conduct a final public hearing, pursuant to the authority granted to the Board of Selectmen under RSA 41:11 and RSA 47:17, to receive public input regarding the proposed addition of Christian Hill Road to the Town of Amherst's No Through Trucking Ordinance. This represents the second of two required public hearings. This proposal builds upon prior discussions held by the Board of Selectmen during the consideration of adding Lyndeborough Road to the ordinance. During those public hearings, residents raised concerns that restricting truck traffic on Lyndeborough Road could divert commercial truck traffic onto Christian Hill Road. The Board, Police Chief, Public Works Director, and members of the Traffic Safety Advisory Committee acknowledged these concerns and discussed the potential need to evaluate Christian Hill Road as part of the Town's broader truck routing strategy. The intent of this public hearing is to provide residents, property owners, and other interested parties an opportunity to comment on the proposed amendment before the Board considers whether the addition of Christian Hill Road is appropriate to promote public safety, preserve the roadway infrastructure, and maintain a safe and efficient local transportation network while continuing to allow deliveries and local commercial access as provided by the ordinance. Barring the need for additional information or further deliberation, the Board should be in a position to vote on whether to adopt the proposed amendment to the Town's No Through Trucking Ordinance to include Christian Hill Road.

Eric Doucette, 24 Bloody Brook Road, stated that he has a friend who lives near an area of construction and he hears a lot of noise from it every day. The noise is disruptive and has torn up the road near his home. There could be a similar possibility if this does not get passed.

Doug Chabinsky, 89 Boston Post Road, stated that the No Through Trucking ordinance was started due to safety concerns in the Village. The original discussion was around Lyndeborough

Road, Boston Post Road, and Christian Hill Road and the Police Chief recommended all three be included at that time. The Board decided to start with Boston Post Road and consider the others in the future as needed. The Board then added Lyndeborough Road and is now considering Christian Hill Road. Many people walk and ride their bikes on this road, and it is narrow. There is no reason for 20-ton dump trucks to be using this road as a shortcut. In keeping with the spirit of public safety, Christian Hill Road should be added for specific vehicles.

There was no additional public comment at this time.

DPW Director Slosek stated that coming from the Village toward Route 13 on Christian Hill Road includes some very narrow sections which are not suitable for this kind of truck traffic.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to close the public hearing.

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

Chairman Pray noted that a memo was received from the DPW Director which provides some concerning data for anyone living along Christian Hill Road. It does not appear that the road was built for trucks to constantly be going over it.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the amendment to the Town's No Through Trucking Ordinance to include Christian Hill Road and authorize Town staff to prepare the final amended ordinance for execution by the Board at its next regularly scheduled meeting.

Vote: 3-1-0; motion carried with J. D'Angelo against.

4. Citizens' Forum

Will Ludt, 3 School Street, asked if the Bicycle & Pedestrian Advisory Committee is currently defunct. Chairman Pray stated that it was previously voted to disband the Committee. Mr. Ludt stated that Amherst's NRPC representatives advocate for Town projects and many of the projects in the 10-Year Plan were submitted by that Committee. He asked how these projects should now be advocated for. Town Administrator Daley stated that the Town is supporting two existing projects, the North-03 and the Village Streets projects. The Board still supports projects for pedestrian improvements overall, though additional analysis may be needed. Selectman D'Angelo stated that he believes all of the projects brought forward by the Committee were supported by the Board to bring to NRPC. Mr. Ludt asked if the Board would continue to support this path going forward. Selectman D'Angelo stated that the Board is not withdrawing any of its support for those projects.

Mr. Ludt asked about funds allocated by the Town for bike ped projects in the past. Chairman Pray stated that there were multiple year requests for a match for the High School path project. The Town was awarded a TAP grant for this, though the current status is unclear. DPW Director Slosek explained that the Governor vetoed the 10-Year Plan and the House and Senate overturned this. It appears that the project will be funded and the Town needs to come up with the match. Chairman Pray stated that more funding may need to be obtained for this match.

87
88 **5. Board Discussion**

89 **5.1. Public Hearing - Town Road Acceptance Policy**
90

91 Town Administrator Daley explained that the purpose of this agenda item is to conduct a public
92 hearing on the proposed Board of Selectmen Town Road Acceptance Policy and receive public
93 input prior to the Board's consideration of the policy. The proposed policy is intended to
94 establish a consistent, transparent, and comprehensive process for evaluating and accepting
95 subdivision, private, and development roads into the Town's public roadway system. The policy
96 is designed to ensure that roads proposed for acceptance have been properly constructed, meet
97 applicable engineering and regulatory standards, and are suitable for long-term public ownership
98 and maintenance. To accomplish this, the policy establishes requirements for the application,
99 inspection, certification, and review of proposed roads. It identifies the respective responsibilities
100 of applicants, Town departments, consultants, and the Board of Selectmen, and provides for
101 appropriate technical, administrative, and legal review. The policy also addresses maintenance
102 guarantees and establishes a formal public hearing process as part of the road acceptance
103 procedure. The policy further preserves the Board of Selectmen's discretion to approve,
104 conditionally approve, continue, or deny a road acceptance request based on the public interest,
105 compliance with applicable standards, and the Board's statutory authority. The public hearing
106 will provide residents and other interested parties with an opportunity to review the proposed
107 policy and provide comments. Public input received during the hearing will be considered by the
108 Board as it determines whether to adopt the policy.
109

110 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to*
111 *approve the Town Road Acceptance Policy as proposed and authorize the Town Administrator to*
112 *take the necessary steps to finalize and implement the policy.*

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

115 **5.2. Public Hearing - Building Access Control Policy and Procedures**
116

117 Town Administrator Daley stated that the purpose of this agenda item is to conduct a public
118 hearing on the proposed Board of Selectmen Building Access Control Policy and Procedures and
119 receive public input prior to the Board's adoption of the policy. The proposed policy establishes
120 uniform standards for the issuance, management, accountability, and recovery of physical keys,
121 electronic access devices, and other building access credentials for all Town facilities. The policy
122 is intended to enhance the security of Town employees, facilities, and municipal assets while
123 ensuring that access is granted only to individuals whose duties require it. The proposed policy
124 assigns administrative responsibility to the Town Administrator and the Department of Public
125 Works for the management of the Town's locking systems and access control program. It
126 establishes procedures for requesting and approving access, limits access to the minimum
127 necessary for an individual's responsibilities, requires the tracking and annual inventory of
128 issued keys and electronic credentials, and provides for the prompt recovery and deactivation of
129 access upon an employee's transfer, extended leave, or separation from service. The policy also
130 prohibits the unauthorized duplication or transfer of keys and access devices and provides for
131 enforcement through the Town's personnel policies. The public hearing will provide residents
132 and other interested parties with an opportunity to review the proposed policy and provide

comments. Public input received during the hearing will be considered by the Board as it determines whether to adopt the policy.

Chairman Pray stated that new employees should sign the policy. Town Administrator Daley agreed.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the Building Access Control Policy and Procedures as presented and authorize the Town Administrator to take the necessary steps to finalize and implement the policy.
Vote: 4-0-0; motion carried unanimously.

5.3. Proposed FY28 Budget Preparation Schedule, Amended

Town Administrator Daley reviewed the following items:

1. Preliminary Budget Growth Target

The Board approved Staff's recommendation to establish a preliminary FY2028 operating budget growth target of 3.5% to 4.0% to guide departmental budget development. The Board recognized that the final recommended budget may require adjustment as updated financial information becomes available throughout the budget process.

2. Cost of Living Adjustment (COLA) Methodology

The Board approved Staff's recommendation to establish a consistent and standardized methodology for determining annual employee COLAs. Under the approved methodology, the annual COLA will be calculated using the average of three recognized economic indicators: the CPI-U Northeast Region, CPI-U Boston- Cambridge-Newton, and Social Security COLA, based on a September-to-September reporting period. This methodology is intended to provide the Town with a consistent, transparent, and predictable framework for developing annual salary recommendations while ensuring that the applicable COLA can be incorporated into the annual operating budget process in a timely manner. As part of its review, the Board also requested information regarding COLAs provided by other New Hampshire municipalities. The Town of New London's 2026 COLA analysis provides a useful municipal benchmark. Based on responses from 22 New Hampshire communities, the study identified an average COLA of approximately 3%, with a substantial number of responding municipalities at or near that level.

3. FY2028 Budget Development Timeline

Staff has revised the FY2028 Budget Development Timeline to outline the major milestones for departmental budget submissions, internal review, capital budget development, Board budget work sessions, public presentations, and final budget adoption. The revised timeline is provided for the Board's review and consideration for adoption.

A MOTION was made by Selectman Coughlin and SECONDED by Selectman Grella to approve the FY28 budget calendar, as presented.
Vote: 4-0-0; motion carried unanimously.

6. Scheduled Appointments

None at this time.

7. Administration

7.1. Town Administrator Updates

Town Administrator Daley gave the following updates:

1. American Tower Corporation Communications Tower – Stakeholder Input Session

The Town, in coordination with American Tower Corporation, anticipates hosting a stakeholder input session in late September regarding the proposed communications tower project at the Police and Fire Department campus. The session will provide residents, abutters, and other interested stakeholders with an overview of the anticipated project, including the proposed scope and preliminary design considerations. The session will also provide an opportunity for attendees to ask questions and provide comments and input regarding the project. Feedback received during the session will be considered as the project design is further developed and prior to advancing through the applicable permitting and review processes.

2. PFAS Settlement – Question and Answer Information

The Town has developed a PFAS Settlement Question and Answer information page on the Town website to provide residents with clear and accurate information regarding the recent legal settlement involving the historic use of aqueous film-forming foam (AFFF) by the Amherst Fire Department and PFAS detected in properties near the Amherst Fire Station. The page provides information regarding the background of the litigation, terms and funding of the \$1.7 million settlement, the Town's continuing financial obligations, individuals covered by the agreement, and access to official settlement documents. The resource is intended to provide residents and taxpayers with a centralized source of information and address common questions regarding the settlement and its impact on the Town. For more information and access to the Question and Answer information page, please click here www.amherstnh.gov/pfas-nh-and-amherst.

3. Amherst Historical Society Dinner on the Green – 9/11/26

The Amherst Historical Society will host its annual Dinner on the Green on Friday, September 11, 2026, from 5:30 to 8:00 p.m. on the Amherst Town Green. The event provides an opportunity for residents and community members to gather for an evening of food, fellowship, and appreciation of Amherst's local history and heritage. All proceeds from the event will support the preservation and restoration of the Amherst Historical Society's Wigwam and Chapel museums, helping to ensure these important community landmarks remain available for future generations. Additional information regarding the event, including ticket availability and purchasing details, can be found on the Amherst Historical Society's Facebook page. Community members interested in attending are encouraged to visit the Society's page for further information and to purchase tickets.

4. Old Home Day – 9/12/26

The Amherst Heritage Commission will host Old Home Day on Saturday, September 12th, from 10:00 a.m. to 3:00 p.m. on the Amherst Village Green. The community event is intended to bring residents and families together for a day celebrating Amherst and its heritage. The event will

feature a variety of activities throughout the day, including food, games, local vendors, tours, demonstrations, and other family-friendly activities.

8. Staff Reports

8.1. Fire and EMS Department - Approval to purchase a new ambulance

Town Administrator Daley explained that more information is needed on this item and it will be back before the Board at a future date.

8.2. Fire and EMS Department - Knox Box Project Approval

Town Administrator Daley explained that the purpose of this agenda item is to request that the Board of Selectmen approve the reallocation of identified budgetary funds from the Fire and EMS, Public Works, and Police Department FY27 budgets to fund the completion of Phase 2 of the Town's Knox Box security system upgrade, totaling \$95,000. The Town of Amherst maintains a secure key box system to facilitate rapid access to all buildings with a fire alarm system. This system is called "Knox Box". The system was initially implemented in the 1980s. The Fire and EMS Department is the only agency in town that has keys to open these Knox boxes. Inside the boxes are keys to open the building and access all areas. Upon conducting a control audit of the keys issued to our Department, it was determined that several master keys are unaccounted for. It is likely these keys were simply lost or issued to individual officers and then not recovered when those officers retired. After identifying this issue, staff consulted with the Knox Company for advice. Their representatives advised that the best practice would include a two-prong approach to addressing this issue. First, the Department has installed key retention devices in all apparatus. Second, all Knox keys have been recalled from individual officers. These steps are soon to be completed. This phase was funded from unspent funds resulting from departmental vacancies.

The final phase of this project includes replacing or retrofitting all Knox Boxes throughout the community. The Department has records of 177 boxes installed in Amherst. Some of these boxes will only need the keyway to be replaced; others will need the entire box replaced. The Department will also take this opportunity to upgrade all boxes to Knox's new "E-Key" system, which uses an electronic FOB instead of a mechanical key to open the boxes. The advantage is that if the FOB is out of the key retention device for more than 30 minutes, it will deactivate and become useless. This will eliminate the risk of this ever happening again. Further, the E-Key system will provide full audit records showing every time a Knox Box in town has been accessed and by whom.

The Fire and EMS Department is requesting \$95,000 to implement the final phase of this system upgrade. This price reflects the purchase of the required Knox boxes or keyways, as well as installation costs for hiring personnel to perform the installations. Pricing reflects an 8% discount negotiated with the Knox company for all required equipment. This also includes a small contingency amount.

The Department continues to have a vacancy in the Fire Captain position. The roles and responsibilities of this vacant position have been addressed on a temporary, band-aid approach.

But this approach is reaching its limits and affecting other town departments and builders' timelines. The demand has partially been met by hiring an On-Call Inspector, but he is currently working beyond the scope of the On-Call position. The intention is to have this position filled by November 1, 2026. Due to this vacancy, some funds could be transferred from salary and benefit line items to department equipment line items to partially cover the expenses. Additionally, working with the Finance Director, several other sources have been identified to fund the balance of this project

Fire-Rescue Full-time Salaries and Consolidated Benefits Line Item

This position will be vacant from July 1 to November 1, 2026. There is a strong need to fill this position, as several important inspection services have been affected by the vacancy. This position should not remain vacant any longer than needed. The funds from this salary line item, along with the associated employee costs, would provide approximately \$70,000 toward addressing the Knox box project.

Reallocation of Funds From Other Departments

The Town Administrator, in collaboration with the Public Works Director and Police Chief, reviewed the FY27 budget to identify underutilized or unspent operating and salary-related line items that could be reallocated to address the project funding shortfall of \$24,062.36, as detailed below. Town Administration and the Fire and EMS Department respectfully request that the Board of Selectmen approve the reallocation of the identified funds to support this project.

From line item	Description	Amount
01-4220-10-1111	Fire Rescue: FT Wages	\$39,319.20
01-4220-20-1220	Social Security	\$2,437.79
01-4220-20-1225	Medicare	\$570.13
01-4220-20-1235	NHRS	\$11,461.55
01-4155-20-1210	Health Insurance	\$16,306.92
01-4155-20-1211	Dental Insurance	\$842.05
01-4210-10-1112	Supervisory Full-Time Wages	\$9,062.36
01-4312-10-1110	Highway Full-Time Wages	\$15,000.00

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the identified FY27 budgetary line transfers within the Fire and EMS, Public Works Department, and Police Department to the Fire and EMS Department, Tools & Equipment FY27 budget line item (01-4220-60-2653) to fund the Knox Box upgrade project as presented. Vote: 4-0-0; motion carried unanimously.

8.3. Fire and EMS Department - Appointment of Steven Dube as Deputy Forest Fire Warden

Town Administrator Daley stated that the Fire and EMS Department is requesting approval from the Board of Selectmen for the appointment of Steven Dube as Deputy Forest Fire Warden for the Town of Amherst. Inspector Dube was hired in July 2026 as an On-Call Fire Inspector. In this role, he will be responsible for inspecting fire permit requests, issuing permits, investigating complaints, and issuing warnings when necessary. The appointment as Deputy Forest Fire

Warden will provide him with the authority necessary to carry out these responsibilities on behalf of the Town. As Deputy Forest Fire Warden, Inspector Dube will report to Amherst Fire Warden Donald Waldron.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the appointment of Steven Dube as Deputy Forest Fire Warden for the Town of Amherst as presented.

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

8.4. Fire and EMS - Acceptance of Donation

Town Administrator Daley explained that the Fire and EMS Department seeks approval to accept a donation from Lowe's Store 2526 located in Amherst. Lowe's is donating a new Frigidaire electric range to help update the appliances in our administrative area kitchen

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the donation of a Frigidaire electric stove valued at \$629.99 from Lowe's Store 2526.

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

8.5. Public Works Department — Fleet Mechanic Job Description & Wage Approval

DPW Director Slosek explained that the Department of Public Works has undertaken a comprehensive review of the Fleet Mechanic position following the vacancy created by the departure of the Town's former Master Fleet Mechanic. During this review, the Department evaluated the existing job description, compared it with similar positions in other municipalities, and assessed the responsibilities necessary to support current DPW and Town operations. The existing Master Fleet Mechanic job description included numerous management-level responsibilities, including supervision of personnel, fleet administration, procurement, budgeting, and strategic fleet management. These responsibilities significantly exceeded those typically associated with a working fleet mechanic and were not well aligned with the current compensation offered for the position.

The attached revised "Fleet Mechanic" job description has been updated to reflect the Town's immediate operational needs. The position is now focused primarily on skilled diagnostics, maintenance, repair, preventative maintenance, computerized work order documentation, and mentoring of employees performing similar work. As compared to the Master Fleet Mechanic position, the Fleet Mechanic position continues to require a high level of technical expertise, independent judgment, emergency response capability, and advanced diagnostic skills, while removing formal supervisory and administrative responsibilities.

Position Reclassification

The current Fleet Mechanic position is classified as Grade 9 on the Town's wage scale. Based upon a review of other municipal fleet mechanic positions and an evaluation of the qualifications, certifications, technical expertise, and independent decision-making required for the revised position, the Department recommends reclassifying the position to Grade 11. The proposed Grade 11 classification more appropriately reflects these technical requirements while

remaining comparable to other municipal employers. Grade 11 currently ranges from \$30.12 to \$35.30 per hour, compared with the current Grade 9 range of \$29.26 to \$34.29 per hour. The increase represents an approximate annual increase for the position of \$2000.

Future Fleet Organization

The Department continues to believe that the Town ultimately requires two distinct fleet maintenance positions. The immediate operational priority is filling the revised Fleet Mechanic position to restore the Department's ability to perform timely maintenance and repairs to the Town's fleet and equipment. Looking ahead, the Department intends to retain the Master Fleet Mechanic position as a separate position with greater administrative, supervisory, and fleet management responsibilities.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the revised Fleet Mechanic job description as presented and reclassify the Fleet Mechanic position from Grade 9 to Grade 11 on the Town wage scale, effective immediately. The Master Fleet Mechanic position will remain unfilled until future approval by the Board.
Vote: 4-0-0; motion carried unanimously.

8.6. Public Works Department — Mack Hill Culvert Installations

DPW Director Slosek explained that the DPW was notified by CSSI, the contractor performing the Mack Hill/Pennichuck water main replacement, that two Town-owned culverts exposed during excavation were in poor condition. A subsequent DPW inspection confirmed a hole in the top of one pipe and significant corrosion in both. CSSI offered to replace the culverts while the project was underway. DPW consulted the Town Administrator and received authorization to proceed with the unplanned replacements. DPW is now informing the Board of Selectmen and requesting retroactive approval. The original estimate was \$37,790, with a reduced cost of \$6,500 (\$31,290 total) if the road could be closed. Following completion, CSSI verbally advised that the anticipated cost was approximately \$25,000 due to savings generated by DPW assistance. The final cost will be known once paving is complete.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to ratify the Town Administrator's authorization and approve the replacement of two Town-owned culverts identified during the Mack Hill/Pennichuck water main replacement project, with the final expenditure anticipated to be approximately \$23,500.
Vote: 4-0-0; motion carried unanimously.

8.7. Public Works Department — Large Common Tree Removal

DWP Director Slosek explained that the DPW was notified by ACC that an elm tree located on the large common is infected with Dutch Elm Disease. The recommendation from ACC is to remove the tree as soon as practicable to prevent further spread of the disease to other elm trees on the green. Typically, a replacement tree will be considered in the future.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to authorize the Department of Public Works to remove the diseased elm tree located on the Large Common.

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

8.8. Public Works Department — Town Hall Security Improvements

DPW Director Slosek stated that staff has reviewed existing Town Hall security infrastructure and identified several areas where improvements are recommended to enhance building security, employee safety, and facility access management. The proposed upgrades include replacement of traditional keyed door locks with an electronic FOB-based access control system. The proposed project includes Replacement of existing keyed access points with a Paxton Net2 electronic FOB access control system allowing staff-specific credentials, audit tracking, and centralized management of building access permissions. These locations include the interior front entrance door, the exterior rear door, and the 2nd floor meeting room access door.

Selectman D'Angelo asked what problem this is trying to solve. Town Administrator Daley stated that this is about the security of the Town's buildings. Selectman D'Angelo stated that there is already key access to the building. He asked how many problems there have been based on the few keys that seem to be floating around. DPW Director Slosek stated that there have been no problems with the keys that are missing. Selectman D'Angelo stated that this is a solution in search of a problem. DPW Director Slosek stated that, as a person responsible for facilities in Town, this is a way to improve security for staff and residents using the buildings.

Selectman D'Angelo asked about using \$9,500 to rekey the three exterior doors to the building, even though there has never been a problem and none are expected. This is on top of the Town trying to gather \$68,000 to finish paying for a PFAS settlement. DPW Director Slosek stated that there are many safety measures that were previously taken in Town, not because there was a significant issue, but to make the staff more secure. Selectman D'Angelo asked how the FOB-system will make the staff more secure. DPW Director Slosek stated that this will make it so that people will only have access that are granted access. Selectman D'Angelo asked if the building will be locked during open office hours. DPW Director Slosek stated that this is up to the Board and Town Administrator. Selectman D'Angelo stated that this is not in the budget and he considers it to be unnecessary. Also, it is unwise to spend money at this point on a project that does not seem to have a useful purpose. This should be placed in the budget next year or considered later in the year when funding for the PFAS settlement has been determined. Chairman Pray stated that this funding is in the budget currently and will be an appropriate security enhancement. The Board needs to be proactive to make sure nothing happens to staff. This will modernize security for those who use the building. Selectman D'Angelo stated that, if the cost was nominal, he would agree, but this cost is excessive. Chairman Pray stated that it is worth it.

DPW Director Slosek stated that there is funding in the DPW facilities budget line for outside hires which could be used for this item.

In response to a question from Selectman Grella, Town Administrator Daley stated that the Police Chief is supportive of this proposal.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the proposed security enhancements and associated proposal from American Security in the amount up to \$9,450.00.

Vote: 3-1-0; motion carried with J. D'Angelo against.

8.9. Public Works Department - Request for Surplus Designation of Vehicles

As part of the DPW's and Recreation's ongoing fleet management process, staff identified the vehicles listed below as no longer in service and no longer needed for department operations. Declaring the vehicles surplus will allow the DPW to remove them from its fleet inventory and dispose of them through a public auction. Following Board approval, staff will coordinate the auction and complete all necessary title, inventory, and disposal documentation.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to declare the seven (7) vehicles identified in the staff report as surplus property and authorize the DPW Director to facilitate their disposal through public auction.

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

9. Consent Agenda

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the Consent Agenda, as modified [with the removal of 9.3.].

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

9.1. Assessing Department — Elderly/Disabled Exemption Annual Update

Item A. Attached for the Board's review is the annual summary of properties receiving Elderly and Disabled property tax exemptions. Each year, applicants are required to submit financial information to the Assessing Department to verify continued eligibility under the Town's income and asset requirements.

To approve the 2025 list of Elderly and Disabled property exemptions as submitted by the Assessor.

9.2. Certification of Yield Tax Billing

The purpose of this agenda item is to certify the yield tax due on timber harvested from the property identified as Map/Lot 004-116-000. The attached Timber Tax Levy and Certification of Yield Tax reflects a total yield tax of \$451.82 to be collected by the Tax Collector. The tax is calculated using the stumpage values established by the New Hampshire Department of Revenue Administration.

To approve the Timber Tax Levy and Certification of Yield Tax for the cutting of timber on Map/Lot 004-116-000 in the amount of \$451.82 as presented.

9.3. Finance Manifests – *This item was removed from the agenda.*

9.3. NH DMV One Check Remittances July 2026

9.4. Baboosic Lake Septic Warrants Q3

Phase	Amount
Phase I	\$3,701.64
Phase II	\$3,334.70
Phase III	\$4,593.58
Phase IV	\$2,976.23
Total	\$14,606.15

To approve and authorize the Board of Selectmen to sign the Baboosic Lake Community Septic System warrants as presented by the Tax Office.

10. Other Approvals

10.2. Town Treasurer — Resignation and New Appointment of Treasurer – *The Board addressed this item at this time.*

Finance Director Fitzgerald explained that, after years of dedicated service to the community, Debbie Bender will be stepping down from her role as Town Treasurer. The Town is incredibly grateful for Debbie's many years of service and for the commitment and dedication she has brought to the community, both as Town Treasurer and previously as Finance Director. The Town thanks Debbie for her invaluable contributions and wishes her all the best in her next chapter. In anticipation of Debbie Bender's departure, the Town posted the Town Treasurer position and received applications from several well-qualified candidates. Following a thorough review of the applications and interviews with selected candidates, the Board identified David Citarelli as the preferred candidate for the position. Ms. Bender has agreed to remain with the Town in the capacity of Deputy Town Treasurer on a reduced, temporary basis to assist with the transition and provide continuity during the change in leadership.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to appoint David Citarelli as Town Treasurer, with all appointments to be effective August 24, 2026, contingent upon successful completion of a background check.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to accept the resignation of Debbie Bender as Town Treasurer; to reappoint her as Deputy Town Treasurer;

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

10.1. Assessing Abatement Approval

Item B – Map 025, Lot 071-000

The property owner requested an abatement stating that the building was demolished prior to April 1, 2025. The Assessor has since received and verified the demolition permit dated July 16, 2024, as well as dated photographs documenting the demolition. The assessed value will be reduced from \$204,100 to \$100,000, resulting in a recommended abatement of \$104,100 and a refund of \$2,496.00.

Item B-1 – Map 020, Lot 021-000

The property owner requested an abatement based on alleged errors on the property record card. The Assessor reviewed the property record and identified both increases and decreases to the property characteristics. Following the review, the assessed value increased by \$200, from \$486,000 to \$486,200. The property owner was notified of the results and offered an opportunity for an interior inspection but has not responded. The Assessor recommends denial of the abatement request.

Item B-2 – Map 002, Lot 028-013

The property owner requested an abatement following a fire on May 4, 2025, which affected four units. Following an inspection and consultation with the property manager, the Assessor determined that approximately 15% of the building was out of use for 332 days during the tax year. The Assessor recommends an abatement of \$397,300, representing the affected portion of the building for the applicable period, resulting in a refund of \$9,527.00

The Board agreed to table this item for further discussion at an upcoming meeting.

11. New Action Items

None at this time.

12. Old/New Business

Jennifer Stover noted that she will be soft launching the new Town website to the Board.

Adjournment

A MOTION was made by Selectman D'Angelo and SECONDED by Selectmen Coughlin to adjourn the meeting at 7:45pm.

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

NEXT MEETING: September 7, 2026

Selectman Pamela D. Coughlin

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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

Department: Administration

Meeting Date: September 14, 2026

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None