



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room, 2 Main Street
MONDAY, AUGUST 10, 2026 5:45 PM

The Public Session is anticipated to begin at 6:30pm

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Non-Public Session**
 - 3.1. 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.
- 4. Citizens' Forum**
- 5. Public Hearing**
 - 5.1. Community Development and Fire Department Fee Schedules - Public Hearing
- 6. Board Appointment**
 - 6.1. Appointment of Member to Baboosic Lake Community Septic Committee
- 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.
- 8. Administration**
 - 8.1. Administrative Updates
 - 8.2. Building Access Control Policy and Procedures
 - 8.3. Town Road Acceptance Policy

- 8.4. American Town Corporation - Long Term Lease Agreement to Construct New Communications Tower
- 8.5. Town Clerk: Hire of Deputy Town Clerk
- 8.6. Police Chief Employee Agreement
- 8.7. PFAS Contamination Legal Settlement (Docket No. 226-2023-CV-00002)

- 8.8. Proposed FY28 Budget Preparation Schedule

9. Staff Reports

- 9.1. Fire and EMS Department — Approval for Grant Application Submittal
- 9.2. Town Treasurer Interview Committee
- 9.3. Police Department — Promotion of Sgt. Justin Gerome
- 9.4. Police Department — Rate Adjustment, Captain Mahoney
- 9.5. Police Department — Award of Cruiser Bid
- 9.6. DPW New Hire - FT Transfer Station Attendant

10. Consent Agenda

- 10.1. Finance Manifests
- 10.2. 2026 Revaluation Utility Values

11. Other Approvals

- 11.1. Minutes

12. New Action Items

13. Old/New Business

14. Non-Public Session

- 14.1. Pursuant to RSA 9-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.

Adjournment

Next Meeting: August 10,2026

Please be advised that technical difficulties may occur during this Zoom meeting due to factors beyond our control. If you experience issues with video or audio, please try refreshing your connection or checking your Internet connection. We appreciate your understanding.

Zoom webinar: BOS Meeting

When: Aug 10, 2026 06:30 PM Eastern Time

<https://us02web.zoom.us/j/88692623019>

Join via audio: 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 (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.

Department: Administration

Meeting Date: August 10, 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: Community Development and Fire
Department Fee Schedules - Public
Hearing

Department: Community Development
Office

Meeting Date: August 10, 2026

Staff Contact:

BACKGROUND INFORMATION:

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.

Community Development Department

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 to 80 percent 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.

Fire Department

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.

BUDGET IMPACT:

(Include general ledger account numbers)

Adoption of the proposed Community Development fee schedule is projected to increase annual permit and application fee revenue by approximately \$47,995 (21.9%) based on representative FY2026 permit activity. The proposed fees are intended to improve cost recovery and reduce the subsidy currently borne by the Town's general tax base. Actual revenue will vary depending on permit activity and development levels.

POLICY IMPLICATIONS:

Updates the Community Development and Fire Department fee schedules to improve cost recovery and better align user fees with the cost of providing services. No changes to Town regulations or operational policies are proposed.

DEPARTMENT HEAD RECOMMENDATION:

Recommend that the Board of Selectmen hold the required public hearing, receive public comment, and approve the proposed Community Development and Fire Department Fee Schedules, with an effective date of August 10, 2026.

SUGGESTED MOTION:

I move to adopt the proposed Community Development and Fire Department Fee Schedules, as presented, effective immediately upon adoption on August 10, 2026.

TOWN ADMINISTRATOR RECOMMENDATION:

Pending any additional questions from the Board of Selectmen and the public, Town Administration recommends adopting the proposed Community Development and Fire and EMS Department updated fee schedule as presented.

ATTACHMENTS:

1. Public Hearing Notice- Fee Schedules
2. Proposed Amherst FD Fee schedule ver2.1
3. Proposed CommDev Fees 2026
4. Community Development Dept. Fee Study & Cost Recovery Analysis 2026 Final

PUBLIC HEARING NOTICE

Notice is hereby given that the **Amherst Board of Selectmen** will hold a Public Hearing on **Monday, August 10, 2026, at 6:30 p.m.** in the Barbara Landry Meeting Room, 2nd Floor, Amherst Town Hall, 2 Main Street, Amherst, New Hampshire.

The purpose of the public hearing is to receive public comment on proposed amendments to the Town's fee schedules for the Community Development Department, including Building, Planning, Zoning, Code Enforcement, and related Land Use application fees, as well as proposed amendments to the Fire Department fee schedule.

The proposed fee schedules are intended to update and revise existing fees to better reflect the cost of providing municipal services and administering permits, inspections, applications, and related regulatory reviews.

Copies of the proposed fee schedules are available for public review at the Community Development Department during normal business hours and on the Town's website prior to the hearing.

AMHERST FIRE and EMS

PERMIT FEE SCHEDULE

FIRE SUPPRESSION SYSTEMS PERMIT (NEW):	PERMIT FEES:	PROPOSED FEES:
Suppression system plan review (under 4000sf)	New	\$50.00
Suppression system plan review (over 4000sf)	New	\$100.00
NFPA 13D System (Per Riser)	\$27.00	\$50.00
NFPA 13R System (Per Riser)	\$50.00	\$75.00
NFPA 13 System (Per Riser)		
Up to 10,000 SF of protected area	\$110.00	\$150.00
10,001 SF to 25,000 SF	\$225.00	\$275.00
25001 SF to 52,000 SF	\$300.00	\$350.00
Partial Sprinkler System (not total building protection)		
Up to 6 Sprinkler Heads	\$15.00	\$45.00
7 to 20 Sprinkler Heads	\$55.00	\$85.00
Standpipe systems (not part of combined sprinkler/standpipe systems)		
Up to three (3) floors (Per Riser)	\$55.00	\$75.00
Add per floor beyond three (3)	\$27.00	\$50.00
Fire Pump Installation	\$55.00	\$75.00
MODIFICATION TO EXISTING SUPPRESSION SYSTEM		
Suppression system plan review	\$0.00	\$35.00
Water and/or foam systems (all types)		
1-6 heads (additional)	\$15.00	\$50.00
7-20 heads (additional)	\$55.00	\$75.00
21-100 heads (additional)	\$110.00	\$125.00
Each head over 100	\$1.00	\$1.00
Change in head location (10 heads per floor max)	\$15.00	\$35.00
Standpipe systems up to three (3) floors	\$27.00	\$50.00
Add for each floor beyond three (3)	\$12.00	\$25.00
Other systems	\$27.00	\$45.00
FIRE ALARM SYSTEMS PERMITS		
New alarm system plan review	New	\$50.00
Automatic fire detection systems (per FACP)		
Up to 50 devices	\$55.00	\$85.00
51-100 devices	\$110.00	\$145.00
Add for each device over 100	\$1.00	\$1.00
Household warning smoke/CO detector system	\$27.00	\$45.00
Modification to Automatic Detection Systems		
Alarm system modification plan review	\$35.00	New
FACP change out/upgrade (over 20% of devices)	\$17.00	\$45.00
Add/relocate 1-10 devices	\$27.00	\$45.00
Add/relocate 11-50 devices	\$55.00	\$75.00
Add for each device over 50	\$1.00	
LIFE SAFETY PERMIT FEES		
Building plan review (up to 4000sf)	\$50.00	\$1.00
Building plan review (over 4000sf)	New	\$100.00
Certificate of Occupancy	\$17.00	\$45.00
Place of Assembly (annual)	\$25.00	\$25.00
Non-Permissible Fireworks Display	\$75.00	\$75.00
Explosives/Blasting (per site)		
Up to 7 days	\$50.00	\$75.00
Add for each day beyond 7	\$5.00	\$5.00
Oil/gas/solid fuel burner permit	\$25.00	\$45.00
Gas piping	\$27.00	\$45.00
Gas appliances (including generators)	Was previously \$25 under Gas burner permit	\$25.00
Wholesale/retail sale of fireworks	\$500.00	\$500.00

STORAGE TANK PERMIT FEES		
Underground storage tank 60-1000 gal water capacity		
Removal only	\$30.00	\$45.00
Installation only	\$25.00	\$45.00
Removal and Reinstallation	\$65.00	\$85.00
Above storage tank 60-1000 gal water capacity		
Removal only	\$30.00	\$45.00
Installation + gas piping	\$27.00	\$45.00
Removal and reinstallation	\$75.00	\$85.00
HAZARDOUS MATERIALS STORAGE PERMIT (3 YEARS)		
Liquid petroleum (LPG) Liquid Natural Gas (LNG)		
Retail cylinder exchange	\$75.00	\$75.00
1001-3000 gallon systems	\$100.00	\$100.00
3001-10,000 gallon systems	\$300.00	\$300.00
>10,000 gallon systems	\$450.00	\$450.00
Explosives/dangerous when wet/pyrophoric		
1-25 pounds	\$150.00	\$150.00
26-100 pounds	\$300.00	\$300.00
>100 pounds	\$450.00	\$450.00
Flammable liquids (class I liquids)		
61-600 gallons	\$150.00	\$150.00
661-2500 gallons	\$300.00	\$300.00
>2500 gallons	\$450.00	\$450.00
Flammable combustible liquids (class II & III liquids)		
661-1000 gallons	\$150.00	\$150.00
1000-25000 gallons	\$300.00	\$300.00
Cryogenic liquids		
Non-flammable >500 gallons	\$75.00	\$75.00
Flammable >10 gallons	\$150.00	\$150.00
Poison by inhalation gases		
60-660 gallons (water capacity)	\$150.00	\$150.00
661-2500 gallons	\$300.00	\$300.00
>2500 gallons	\$450.00	\$450.00
Caustics		
<2000 pounds or 1000 gallons	\$150.00	\$150.00
<4000 pounds or 2000 gallons	\$300.00	\$300.00
>4000 pounds or 2000 gallons	\$450.00	\$450.00
INSPECTION FEES (UPON REQUEST PER INSPECTION)		
Family day care homes (up to 12 children)	\$17.00	\$35.00
Day care centers and/or nurseries (more than 12 children or more than 4 children under the age of 2)	\$50.00	\$75.00
Foster care (up to 3 children/adults)	\$17.00	\$45.00
Home health care life safety	\$17.00	\$45.00
MISCELLANEOUS FEES		
Re-inspection fee	\$17.00	\$50.00
Environmental searches	\$37.00	\$75.00
Incident reports	\$10.00	\$20.00
Investigation report	\$25.00	\$25.00
FINES		
Penalty for work/operation without permits	150% of permit fee	200% of permit fee(s) minimum of \$150
Resetting fire alarm system prior to fire department arrival	\$100.00	\$100
False fire alarm (except single family dwellings) - 2nd false event	\$150.00	\$150 (changed 1st false alarm to 2nd false alarm)
Additional false fire alarms - add \$150.00 (within 12 month period)		Added "within 12 month period"
False fire alarm (single family dwellings) - 3rd event	\$25.00	\$25 (changed 1st false alarm to 3rd false alarm)
Additional false fire alarms - add \$25.00 (within 12 month period)		Added "within 12 month period"
Credit card processing convenience fee	No published rate	Current bank processing fee
DETAILS		
Outside Firefighter/EMS Provider detail rate (4 hour min.)	No published rate	\$65/hour
Outside Ambulance detail rate (+ personnel charges)	No published rate	\$150/hour
Outside Fire apparatus (+ personnel charges)	No published rate	\$150/hour
Administrative charge	No published rate	\$15/hour

Building Fee Schedule

Approved by Board of Selectmen April 8, 2013

Proposed Fees August 10, 2026

		Current Fee	Proposed Fee
Residential Permits			
	Administrative Fee/Misc/CO *	\$30	\$50
	Construction/Alteration	\$30 + \$0.35/sf	\$50 + \$0.40/sf; \$75 minimum
	Non-heated structure	\$30 + \$0.15/sf	\$50+ \$0.25/sf; \$75 minimum
Commercial / Industrial Permits			
	Administrative Fee/Misc/CO *	\$100	\$150
	Construction/Alteration	\$100 + \$0.30/sf	\$150 + \$0.40/sf
	Non-heated structure	\$100 + \$0.15/sf	\$150 + \$0.30/sf affected area
	Tenant Fit-Up	\$100	\$150
Other Permits			
	Plumbing	\$30 or \$100 + \$45	\$75/\$150
	Electrical	\$30 or \$100 + \$45	\$75/\$150
	Mechanical	\$30 or \$100 + \$45	\$75/\$150
	Other Mechanical (gas piping, storage tanks, fuel burning equipment)	See Fire Department Fee Schedule	See Fire Department Fee Schedule
	Swimming Pools: Inground	\$100	\$125
	Above ground	\$70	\$75
	Signs: 1-15 sf	\$60	\$85
	16-30 sf	\$75	\$105
	30+ sf	\$100	\$140
	Home Occupation Permit	\$100	\$150
	Septic System (new or replacement)	\$100	\$250/\$350 Res/Comm
	Septic Tank only	\$65	\$100
	Additional Septic Consultant Review		Actual Cost
	Building Permit Renewal		1st Renewal 25% of original fee, 2nd Renewal 50%
Refunds & Penalties			
	Refunds	Total fee less 20%	Before Review Commences less 20%, After Review less 50%
	Penalty for work without permits	+50%	Double the normal permit fee; \$150 minimum
	Reinspection Fee	\$50	\$75
Copy & Scan Fees			
	Plan Copies (24"x36")	\$10 first page, \$4 for additional pages	\$15 first page, \$5 for additional pages
	Scan Copies of Plans	\$3	\$5
	8" x11" Copies	\$1	\$1.50
	11"x17" Copies	\$1	\$1.50
	Scans via email	free	Free
* No fees will be charged for applications with * if the applicant has applied for a Building Permit as well. Fees apply only for independent applications.			

Zoning & Planning Fee Schedule

Approved by Board of Selectmen April 8, 2013

Proposed Fees August 10, 2026

Current Fees		Proposed Fees
Historic District Commission		
Application Fee	\$60	\$100
Abutter Notification	\$7	\$12
Planning Board		
Subdivision Applications		
Discussion	\$75	\$100
Design Review	\$100	200 + Abutter Fees
Final	\$210 + \$95/lot or unit	Minor-200 + abutters fee/Major-\$500 + \$150 per new lot
Lot Line Adjustment	\$100	\$200 + \$50 per affected lot
Abutter Notification	\$7	\$12
Minor Amendment of Approved Plan	\$100	\$250
Waiver Request	\$0	\$0
NRSP Applications		
Discussion	\$75	\$100
Design Review	\$100	\$200
Final	\$140 + \$0.15/sf building (max \$10K)	Minor-200 + abutters fee/Major-\$500 + \$150 per new lot
WRMP*	\$200	\$300
Sign Master Plan*	\$200	\$300
Compliance Hearing	\$0	\$200 + Abutter Fees If Required
Conditional Use Permit	\$200	\$250 standalone; \$100 with another application
Scenic Road Hearing	\$ 50 + Legal Notice	\$75 + legal notice
Affordable Housing Suitability	\$200	\$300
Change of Use (without Site Plan Review)	\$200	\$200
Minor Amendment of Approved Plan	\$100	\$250
Waiver Request	\$0	\$0
Abutter Notification	\$7	\$12
Zoning Board Applications		
Variance	\$150	\$250 +100 per additional variance + actual notice costs
Special Exception	\$150	\$250 +100 per additional variance + actual notice costs
Administrative Appeal	\$150	\$250 +100 per additional variance + actual notice costs
Equitable Waiver of Dimensional Requirement	\$150	\$250 +100 per additional variance + actual notice costs
Abutter Notification	\$7	\$12
Waiver Request*	\$0	\$0
Other Fees		
Certified Mailing	\$7	\$12
Outside Consultant Review	Cost of Review	Actual Cost
Earth Materials Removal Permit	\$1,250	\$50 +Noticing Costs + Bond TBD by BOS
Public and Legal Notice	Cost of notice in local newspaper of Town's choice	Cost of notice in local newspaper of Town's choice
Recording of Plans, Deeds and Easements	same	Actual Cost+ Postage
Voluntary Lot Merger	same	Actual Cost
Zoning Verification Letter		\$25
* No fees will be charged for applications with * if the applicant is going through full NRSP review process as well. Fees apply only for independent applications.		

Community Development Department Fee Study & Cost Recovery Analysis

Town of Amherst, New Hampshire

2026

Prepared for the Amherst Board of Selectmen



Prepared by: Kristy Jobin, Director of Community Development

Report at a Glance

Key Findings

- Comprehensive fee schedule last updated in 2013.
- Approximately 40% cumulative inflation since the last update.
- Fourteen comparable New Hampshire municipalities were reviewed.
- Many Amherst fees fall below regional averages.
- Recommended fees generally recover 60-80% of direct costs.
- Full cost recovery is not recommended because permitting provides both public and private benefits.
- Projected annual revenue increase: \$47,995 (21.9%).
- Recommended future review cycle: every 3-5 years.

The recommended fees were not developed using a single cost recovery percentage. Instead, each permit and application type was evaluated individually based on several considerations, including:

- Estimated staff time and complexity of review;
- Frequency of inspections or Board involvement;
- Administrative processing requirements;
- Comparison with peer municipalities;
- Historical fee levels;
- Inflation since the last comprehensive fee update; and
- The Town's objective of maintaining reasonable and predictable fees.

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Executive Summary

The Town of Amherst's Community Development Department last completed a comprehensive review of its application and permit fees in 2013. Since that time, inflation, personnel costs, regulatory requirements, and the complexity of development review have increased substantially, while many of the Town's fees have remained unchanged. As a result, the existing fee schedule no longer reflects the actual cost of providing services and has resulted in an increasing reliance on the Town's general tax base to subsidize development review activities.

This Community Development Department Fee Study and Cost Recovery Analysis was conducted to evaluate the Town's existing fee schedule, compare Amherst's fees with those of peer New Hampshire municipalities, analyze the cost of providing permitting and development review services, and develop recommendations that improve cost recovery while remaining fair, competitive, and transparent.

The study included:

- A comprehensive review of the Town's current fee schedule;
- Benchmarking against comparable New Hampshire municipalities;
- Analysis of staff labor costs and application processing times;
- Evaluation of historical permit revenue;
- Cost recovery analysis for major permit and application types; and
- Revenue projections based on the proposed fee schedule.

The analysis found that many of Amherst's current fees are below those charged by comparable communities and, in many cases, recover only a portion of the Town's actual administrative costs. Several fees have not been adjusted since 2013 despite approximately 40 percent cumulative inflation during that period. While some application types currently recover a reasonable percentage of costs, others require a significant subsidy from local taxpayers.

The recommended fee schedule is intended to improve cost recovery while maintaining reasonable and predictable fees for applicants. The recommendations generally recover between 60 and 80 percent of the Town's direct costs, recognizing that development review provides both private benefits to applicants and broader public benefits to the community. The study does not recommend full cost recovery in most cases, balancing fiscal responsibility with the Town's goal of encouraging appropriate development.

Key recommendations include:

- Updating permit and application fees that have remained unchanged since 2013;
- Adjusting fees to better reflect the staff time and resources required to process applications;

- Retaining fee structures that appropriately scale with project size, such as building permits and sign permits;
- Standardizing several fees to simplify administration and improve consistency; and
- Conducting periodic fee reviews every three to five years to prevent future fee schedules from becoming outdated.

Implementation of the proposed fee schedule is projected to increase annual Community Development revenue while maintaining fees that are generally consistent with those charged by comparable New Hampshire municipalities. The recommendations improve the Town's long-term financial sustainability, reduce reliance on taxpayer subsidies for development-related services, and establish a transparent, equitable, and defensible fee structure for future permitting activities.

Purpose of the Fee Study

The purpose of this study is to evaluate Amherst's Community Development fee schedule and recommend updates that better reflect the cost of providing services. The Town's last comprehensive fee review occurred in 2013. Since then, inflation, staffing costs, regulatory requirements, and development complexity have increased substantially while many fees have remained unchanged. This study evaluates current fees, staff processing costs, historical revenues, regional benchmarking, and cost recovery to develop a fair, transparent, and financially sustainable fee schedule.

Existing Fee Schedule & History

The Amherst Community Development Department administers building, land use, zoning, septic, sign, and other regulatory permits and applications. Permit fees are intended to recover a portion of the costs associated with application review, inspections, public notices, recordkeeping, and regulatory compliance.

The Town's fee schedule was last comprehensively updated in 2013. While a limited number of individual fees have been adjusted since then, the overall structure has remained largely unchanged despite significant increases in operating costs, inflation, regulatory requirements, technology, and the complexity of development review.

As a result, many existing fees no longer reflect the actual cost of providing services. The review also identified inconsistencies in fee methodologies, with some permit categories recovering substantially less than the cost of processing and others differing from common practices used by comparable New Hampshire municipalities.

Recognizing these issues, the Town undertook this fee study to evaluate the current fee schedule, compare Amherst's fees with peer communities, analyze the cost of providing Community Development services, and develop recommendations that improve cost recovery while maintaining a fair, transparent, and competitive fee structure.

Methodology

- Reviewed existing fees
- Compared 14 peer municipalities
- Calculated staff labor costs
- Estimated cost recovery
- Reviewed historical revenue
- Considered inflation
- Developed recommendations

Benchmark Analysis

As part of this study, the Town of Amherst's Community Development Department fee schedule was compared with those of comparable New Hampshire municipalities to evaluate regional permitting practices and determine whether Amherst's fees remain consistent with current municipal standards. Benchmarking provides an important point of reference by illustrating how Amherst's existing fees compare to those charged by neighboring communities that provide similar services.

The benchmark analysis included a review of fee schedules from the following municipalities:

- Bedford
- Brookline
- Goffstown
- Hollis
- Hooksett
- Litchfield
- Merrimack
- Milford
- Mont Vernon
- New Boston
- Pelham
- Raymond
- Weare
- Windham

The comparison included a broad range of Community Development fees, including building permits, trade permits, planning applications, zoning applications, septic permits, sign permits, demolition permits, and various administrative fees. Where applicable, consultant review fees, legal notice costs, and abutter notification fees were also reviewed.

Because municipalities utilize a variety of fee structures—including flat fees, square-footage rates, per-lot charges, minimum fees, valuation-based fees, and consultant reimbursement requirements—the benchmark analysis was conducted as a qualitative comparison rather than relying solely on mathematical averages. The focus of the analysis was to identify regional trends, common fee methodologies, and Amherst's relative position within the peer group.

The benchmark review found that Amherst's existing fees are generally below those charged by comparable municipalities for many permit and application types. While some fees remain consistent with regional practices, many have not been adjusted since 2013 and no longer reflect current permitting costs or the level of service provided by the Community Development Department. Several neighboring municipalities have updated their fee schedules periodically to account for inflation, increased staffing costs, and evolving regulatory requirements, resulting in higher levels of cost recovery than Amherst currently achieves.

The analysis also demonstrated that there is no single standard fee schedule among New Hampshire municipalities. Communities employ a wide variety of fee methodologies depending on the type and complexity of the application. As a result, the recommendations contained in this study were not developed solely to match neighboring communities. Instead, benchmarking was used in conjunction with cost recovery analysis, staff time estimates, historical permit activity, and administrative considerations to develop recommendations that are both reasonable and defensible.

Overall, the benchmark analysis supports the conclusion that updating Amherst's fee schedule is appropriate and necessary. The proposed fees generally align with the range of charges assessed by comparable municipalities while reflecting the Town's goal of improving cost recovery without imposing unreasonable costs on applicants.

Cost Recovery Analysis

A primary objective of this fee study was to evaluate the extent to which the Town's current permit and application fees recover the cost of providing Community Development services. Cost recovery is an important component of municipal financial management because it helps ensure that the cost of reviewing private development projects is shared appropriately between the applicant receiving the direct benefit and the community as a whole.

Community Development services require substantial staff resources beyond the initial receipt of an application. Depending on the application type, processing may include completeness reviews, coordination with other municipal departments, technical review, preparation of staff reports, public notices, certified abutter mailings, legal advertisements, field inspections, attendance at evening board meetings, preparation of notices of decision, permit issuance, records management, and ongoing compliance monitoring. These activities require professional, administrative, and technical staff and represent the direct cost of administering the Town's land use regulations.

To evaluate these costs, the study estimated the average staff time required for each permit and application type and applied current employee compensation and benefit costs to calculate an estimated labor cost. Direct administrative expenses associated with processing applications were also considered where appropriate. The resulting estimates provide a reasonable approximation of the Town's cost to deliver each service.

The analysis determined that many existing fees recover only a portion of the actual cost of processing permits and applications. While this has historically reduced the financial burden on applicants, it has also resulted in an increasing subsidy from the Town's general tax base. As operating costs have increased over the past decade, the gap between fee revenue and the cost of providing services has continued to widen.

The purpose of this study is not to recommend full cost recovery for every permit or application. Community Development activities provide both **private benefits** and **public benefits**. Applicants receive direct value through permits, approvals, inspections, and regulatory certainty

that enable development projects to proceed. At the same time, the Town and its residents benefit from professional plan review, code enforcement, environmental protection, public safety oversight, infrastructure planning, and orderly community development.

Recognizing these shared benefits, the recommended fee schedule generally targets recovery of approximately **60 to 80 percent of the Town's estimated direct costs** for most permit and application types. This approach reflects accepted municipal cost recovery practices by requiring applicants to pay a substantial share of the cost associated with services that primarily benefit their projects, while acknowledging that taxpayers also receive value through responsible administration of land use regulations.

The recommended fees were not developed using a single cost recovery percentage. Instead, each permit and application type was evaluated individually based on several considerations, including:

- Estimated staff time and complexity of review;
- Frequency of inspections or Board involvement;
- Administrative processing requirements;
- Comparison with peer municipalities;
- Historical fee levels;
- Inflation since the last comprehensive fee update; and
- The Town's objective of maintaining reasonable and predictable fees.

As a result, some fees recover a higher percentage of costs than others, depending on the nature of the service provided. Simple administrative permits generally recover a larger share of direct costs, while more complex planning and regulatory applications continue to receive a greater public subsidy in recognition of their broader community benefit.

Overall, the recommended fee schedule significantly improves cost recovery compared to the existing fee structure while remaining competitive with comparable New Hampshire municipalities. The recommendations reduce the financial burden placed on the general taxpayer, establish a more equitable allocation of costs between applicants and the public, and provide a sustainable framework for future fee adjustments.

Recommended Fee Schedule

The recommended fee schedule reflects the findings of the benchmark analysis, cost recovery evaluation, historical permit activity, and review of the Town's existing fee structure. The recommendations are intended to establish a fee schedule that is equitable, transparent, and financially sustainable while remaining competitive with comparable New Hampshire municipalities.

Rather than applying a uniform percentage increase across all permit types, each fee was evaluated individually based on the level of staff effort required, the complexity of the review process, inspection requirements, administrative costs, historical fee levels, and regional

permitting practices. As a result, some fees are recommended to increase substantially where they have remained unchanged for more than a decade, while others require only modest adjustments or no change at all.

The proposed fee schedule is guided by the following principles:

- Recover a reasonable share of direct costs.
- Maintain fair and predictable fees.
- Align with regional practices where appropriate.
- Simplify fee administration.

Several permit categories retain their existing fee methodology while updating the fee amount to better reflect current costs. Examples include building permits based on square footage and sign permits using size-based fee tiers. Other application types have been converted to flat fees where the staff effort required is relatively consistent regardless of project size. This approach improves administrative efficiency while providing applicants with greater certainty regarding application costs.

The recommendations also incorporate administrative fees intended to recover direct processing expenses, including legal advertisements, recording costs, and certified abutter notifications. Where actual expenses vary significantly from application to application, the fee schedule continues to utilize reimbursement of actual costs to ensure applicants pay only those expenses directly attributable to their projects.

Overall, the recommended fee schedule is expected to improve cost recovery, reduce the subsidy currently borne by Amherst taxpayers, and provide a modernized fee structure that better reflects the services provided by the Community Development Department. The proposed fees remain generally consistent with regional municipal practices while supporting the Town's continued commitment to efficient, professional, and customer-focused service.

The complete recommended fee schedule is presented in the following section.

Financial Impact

The proposed fee schedule is expected to improve the financial sustainability of the Community Development Department by increasing the percentage of direct service costs recovered through permit and application fees. While the recommendations are not intended to achieve full cost recovery, they significantly reduce the gap between the cost of providing Community Development services and the revenue generated through permitting activities.

Revenue projections were developed using representative FY2026 permit activity and the recommended fee schedule. Based on this analysis, implementation of the proposed fees is projected to increase annual Community Development revenue from approximately **\$219,080** under the current fee schedule to approximately **\$267,075**, representing an estimated increase of **\$47,995**, or approximately **21.9 percent**. While actual revenues will vary from year to year

depending on development activity, these projections provide a reasonable estimate of the fiscal impact of the recommended fee schedule.

The projected increase in revenue will help offset rising personnel and administrative costs associated with permit review, inspections, application processing, public hearings, records management, and regulatory compliance. The recommendations improve cost recovery while maintaining fees that are generally consistent with those charged by comparable New Hampshire municipalities.

It is important to recognize that permit revenue is directly influenced by development activity and should not be considered a guaranteed or stable source of municipal revenue. Building permit volume, land development applications, and construction trends fluctuate from year to year based on market conditions and other external factors. Consequently, the recommended fee schedule is intended to improve cost recovery on individual applications rather than generate a fixed annual revenue target.

The financial benefit of the proposed fee schedule extends beyond increased revenue. By requiring applicants to bear a more appropriate share of the direct costs associated with development review, the recommendations reduce the portion of those costs that must otherwise be supported through the Town's general tax base. This results in a more equitable allocation of municipal resources by aligning user fees more closely with the services provided.

The proposed fee schedule also positions the Town to better manage future operating costs. Periodic fee reviews and adjustments will help ensure that fees continue to reflect changes in personnel costs, inflation, technology, and regulatory requirements, reducing the need for large, infrequent fee increases.

Overall, the recommended fee schedule provides a balanced approach to improving cost recovery while preserving Amherst's competitiveness with neighboring communities. The projected **21.9 percent increase in annual fee revenue** reflects a measured adjustment that strengthens the long-term financial sustainability of the Community Development Department without shifting the full cost of service delivery to applicants.

Implementation Recommendations

The recommended fee schedule represents a comprehensive update to the Town of Amherst's Community Development Department fees and is intended to provide a sustainable framework for recovering a reasonable portion of the costs associated with permit review, inspections, and land use administration. To maximize the effectiveness of the revised fee schedule, the following implementation measures are recommended.

- Adopt the fee schedule as a comprehensive update.
- Establish an effective date.
- Update forms and administrative procedures.
- Monitor revenues and cost recovery.

- Review the fee schedule every 3 to 5 years.
- Continue benchmarking and evaluating processing costs.

Conclusion

This study demonstrates that Amherst's current fee schedule no longer reflects the cost of providing Community Development services. Following a comprehensive review of the existing fee schedule, benchmarking against comparable New Hampshire municipalities, and an analysis of staff time, operating costs, and historical permit activity, the Town has developed recommendations that improve cost recovery while maintaining fairness, transparency, and regional competitiveness.

The proposed fee schedule is projected to increase annual Community Development revenue by approximately \$47,995, or 21.9 percent, based on representative permit activity. The recommendations improve cost recovery without seeking full cost recovery, recognizing that development review provides both private benefits to applicants and broader public benefits to the community.

The updated fee schedule modernizes a system that has remained largely unchanged since 2013, simplifies several fee categories, and better aligns fees with the actual cost of providing services. To maintain an equitable and sustainable fee structure, the Town should review its fee schedule every three to five years to account for changes in operating costs, inflation, and development practices.

Adoption of the recommended fee schedule will strengthen the long-term financial sustainability of the Community Development Department, reduce reliance on taxpayer subsidies, and establish a modern, defensible fee structure that supports efficient service delivery and responsible development.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Appointment of Member to Baboosic Lake Community Septic Committee **Department:** Public Works

Meeting Date: August 10, 2026 **Staff Contact:** Eric Slosek

BACKGROUND INFORMATION:

Baboosic Lake Community member Richard Fallon submitted an application for membership after a notice of vacancy was posted.

The Baboosic Lake Community Septic Committee met on July 20th and voted to recommend membership to the Board of Selectmen. This membership has a term of three years. See attached memo for Assistant Public Works Director, Craig Durrett.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the appointment of Richard Fallon to the Baboosic Lake Community Septic Committee with a term ending in March of 2029.

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend the appointment of Richard Fallon to the Baboosic Lake Community Septic Committee as presented.

ATTACHMENTS:

1. Recommendation for membership to BLCSC, Richard Fallon_Redacted



TOWN OF AMHERST, NH

To: Board of Selectmen

From: Craig Durrett 

Date: July 20, 2026

Re: Appointment of Member to Baboosic Lake Community Septic Committee

At its July 20, 2026 meeting, the voting members approved a request that the Board of Selectmen appoint Richard Fallon as BLCS Committee Member, with a term expiring in March 2029.

Respectfully,

Craig Durrett, Assistant Director of Public Works-Environmental

Name

Title

To whom it may concern,

My name is Richard Fallon and I live at 9 Clark Avenue in Amherst, NH.

I am very interested in becoming a member of the board for the Baboosic Lake Community septic system. I have lived in Amherst my whole life, and at the lake for past 30 years. I care about the lake quality and want to help in any way I can to make sure that it continues to get better. My family and I have a waterfront home, and the water quality is very important to me. I have two children that use the lake all summer for swimming, water skiing, and boating and I want to make sure it is safe for them and others. We have helped in numerous lake projects over the years, the Soak Up the Rain project where we helped spread gravel, and clean up leaves to help control the lake runoff. My wife served on the Board of Directors of the Baboosic Lake Association for 14 years. Please consider me, as I would be very happy to serve. Thank you.

Richard Fallon

603-320-6399



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Babine Lake Community Septic

Applicant Name: Richard Fallon

Residence Address: 9 Clark Avenue, Amherst, NH

Mailing Address: 9 Clark Avenue, Amherst, NH

Best Telephone: 

E-mail Address: 

Time Available - Estimated number of hours per month: 16

Other Boards/Committee/Commission you have served on (may include other cities/towns):

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.


Signature

4-19-26
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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

Meeting Date: August 10, 2026 **Staff Contact:**

BACKGROUND INFORMATION:

John Bement, of the Amherst Historical Society, is requesting 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.

Involved Town Departments include Recreation, Fire and EMS, Community Development and Administration.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the request of the Historical Society for Use of Town Commons for Old Home Day on Saturday, September 12, from 8am–5pm.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Use of Town Common request- Old Home Day, Saturday Sept 12, 2026- 250th Celebration



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: Historical Society of Amherst
- Is this a Non-Profit Organization? Yes
- Contact Person: John Bement
- Contact Phone Number: 207 641 5364
- Contact e-mail: johnbement@gmail.com

EVENT DETAILS

- Event Name: OLD HOME DAY
- Date and Time of Event and requested Common: 9/12/26 - 9AM-5PM
- Requested Time (including setup and breakdown): 8
- Estimated Number of Attendees 200
- Describe the event and any major physical activities: Rec Dept Games on the Green
Family Picnic + ^{Historical} House tours + Colonial encampment
- Will food or drinks be served/sold/given to the public? No (If YES, a Certificate of Insurance naming the Town of Amherst as an additional insured is required) Amherst Fair & CMS - Grilling
- Will food be prepared at the event by the organizers or another vendor? ~~No~~ TBD (A Hawkers and Vendors permit and an inspection by the Fire Dept. may be needed) maybe popcorn - Amherst Lions
- Will anything be placed onto the Common? If so, what? Pop up tents,
- Will you need to drive anything onto the Common? No
- Will Port-a-potties be provided? (Port-a-potties must be placed along on the far-right gravel parking lot to the right of Town Hall) Yes working with How Many? Am Rec (One unit for every 50 attendees is typical)
- Request road closures? (Please identify intersections) _____
- Will electricity be needed? No (Electric power availability and cost must be arranged through the Department of Public Works. Electric power is not guaranteed.)
- Will the event be advertised? (If so, how and where?) Yes, Amherst Bear

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

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

ADDITIONAL REQUIREMENTS

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

ACKNOWLEDGEMENT AND SIGNATURE

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

Signature: _____

Date: 6/4/26

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: 07/14/26

Fire/ Rescue Chief Approval: Signature [Signature] Date: 07/14/20

Public Works Director Approval: Signature Eric Slosek Date: 07/20/26

BOS Approval: Chair's Signature _____ Date: _____

Use of Town Common Request- Septenber 12, 2026 Old Home Day, revised

Final Audit Report

2026-07-20

Created:	2026-07-14
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWVC8SRGAp9WtSAc4XYhyxyZ7xuhObMv

"Use of Town Common Request- Septenber 12, 2026 Old Home Day, revised" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2026-07-14 - 7:29:35 PM GMT
-  Document emailed to Donald Waldron (dwaldron@amherstnh.gov) for signature
2026-07-14 - 7:29:40 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature
2026-07-14 - 7:29:40 PM GMT
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature
2026-07-14 - 7:29:40 PM GMT
-  Email viewed by Donald Waldron (dwaldron@amherstnh.gov)
2026-07-14 - 7:46:04 PM GMT
-  Document e-signed by Donald Waldron (dwaldron@amherstnh.gov)
Signature Date: 2026-07-14 - 7:47:24 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)
2026-07-14 - 11:09:30 PM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)
Signature Date: 2026-07-14 - 11:10:48 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)
2026-07-20 - 1:54:12 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)
Signature Date: 2026-07-20 - 1:55:01 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

✔ Agreement completed.
2026-07-20 - 1:55:01 PM GMT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative Updates

Department: Administration

Meeting Date: August 10, 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:

Department: Administration

Building Access Control Policy and
Procedures

Meeting Date: August 10, 2026

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

Creation of new policy.

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

At the conclusion of the discussion, and barring any additional questions, concerns, or requested revisions, the Board should be in a position to provide direction regarding any modifications to the draft policy. If the Board determines the policy is acceptable, the Town Administrator will incorporate the Board's revisions and return the final policy for formal consideration and adoption at a subsequent public meeting.

ATTACHMENTS:

1. TOA Town Building Access Policy 2026.07.08

Amherst Board of Selectmen



Building Access Control Policy and Procedures

SECTION I. PURPOSE

This policy establishes standards for authorized entry to Town of Amherst facilities and defines the proper use, management, and control of physical keys, electronic access devices, or other electronic building access methods. Effective control of locking systems is essential to the security of Town employees, facilities, and property. Keys and other electronic building access methods shall be issued only to employees and board, commission, or committee members whose responsibilities require access to particular areas. All keys and electronic access devices issued under this policy remain the property of the Town of Amherst.

SECTION II. SCOPE

This policy applies to all Town facilities and all Town employees, elected officials, commission/committee members, interns, and contractors granted physical access to Town property. Keys to personal storage (desks, cabinets, lockers, drawers) are managed by each Department and are not covered by this policy.

SECTION III. DEFINITIONS

- A. Locking System:** All mechanical and electronic locking devices at Town facilities, including exterior and interior door locks, padlocks, combination devices, and electronic/programmable access systems.
- B. Keys and Electronic Access Devices:** Any physical or electronic credential that permits entry to Town facilities or spaces. (Includes cards, fobs, and access codes)

SECTION IV. ADMINISTRATION

- A.** The Town Administrator and the Public Works Department are responsible for establishing, managing, and enforcing policies pertaining to building access and physical security, including distribution, maintenance, repair, inventory, and control of the Town's locking systems.
- B.** Only Public Works Department Facilities staff ("Facilities") may install, alter, or remove locks or access control equipment on Town property as assigned by the Public Works Director.

SECTION V. CONTROL OF LOCKING DEVICES

- A.** Facilities shall issue, track, and maintain all physical keys and electronic access devices.
- B.** Individual door keys shall be issued whenever possible rather than sub-master or master keys.
- C.** All keys and electronic access devices remain Town property and may be withdrawn at any time.
- D.** Every employee is responsible for maintaining the security of Town facilities and property.
- E.** Duplication of keys, electronic devices, or locking systems by anyone other than Facilities is prohibited.

- F. Unauthorized use or violation of this policy may result in disciplinary action, up to and including termination.

SECTION VI. PROCEDURES

A. Key and Electronic Access Device Requests

1. Only Department Heads or designated officials shall request key and electronic access device changes for their departments, elected officials, and volunteers.
2. Access shall be limited to the minimum necessary to perform assigned duties; requests made for convenience or status shall be denied.
3. A Key and Electronic Access Device Request Form must be completed and submitted to Facilities for each request.
4. The Town Administrator and Department Heads approve access levels. Facilities administer access and enforce security standards and protocols. Facilities verify requestor authorization and programs and issues keys and access devices, modifying requests as needed to comply with security protocols.
5. Employees must sign for issued key and electronic access device. Original signed forms are retained by Facilities; departments keep copies.
6. No individual shall be issued multiple keys/electronic access devices to the same area.
7. Denied requests may be appealed to the Town Administrator.
8. Contractors may be issued temporary keys/cards under special circumstances. Background checks, if required, shall be conducted by the Department Head or Human Resources prior to issuance. Department Heads or Facilities are solely responsible for issuance and retrieval and shall notify the Town Administrator when access is granted or terminated.

B. Keys and Electronic Access Devices: Responsibilities

1. Employees shall not loan or transfer Town keys and electronic access devices or codes to any other individual.
2. Employees shall not duplicate or cause duplication of Town keys and electronic access devices or codes.
3. Keys and electronic access devices must be safeguarded at all times and shall not be left unattended.

C. Replacements

1. Lost, stolen, misplaced, or damaged keys and electronic access devices or codes must be reported immediately to the Department Head, who shall notify Facilities. A new Key and Electronic Access Devices Request Form must be submitted indicating the nature of the replacement.
2. Damaged keys or cards/fobs must be presented at the time of replacement.

D. Recovery of Keys and Electronic Access Devices:

1. All keys and electronic access devices must be surrendered to the Department Head upon transfer, extended leave, or separation from employment.
2. Department Heads shall collect the surrendered keys and electronic access devices and turn them over to Facilities for proper deactivation, storage, or reassignment.
3. Department Heads must maintain a key and electronic access device inventory to assist retrieval.
4. In urgent situations, the Department Head should contact Facilities immediately.
5. If first-line recovery is not possible, the Department Head should notify Human Resources to assist during the exit process.
6. Human Resources shall notify the Town Administrator and Facilities of transfers, extended leave, or separations.
7. Upon notification, Facilities shall immediately deactivate electronic access devices and complete the recovery process for physical keys.

SECTION VII. INVENTORY AND AUDIT

- A. Facilities shall conduct an annual inventory of all issued keys and electronic access devices. Each March, Department Heads shall receive a list of employees and assigned credentials to verify accuracy and continued need. Department Heads shall report any changes or discrepancies to Facilities for inventory adjustments.
- B. Facilities shall maintain the official inventory, and the Town Administrator's Office shall retain an oversight copy.

SECTION VIII. ENFORCEMENT

Unauthorized use, duplication, or failure to safeguard Town keys or access cards/fobs may result in disciplinary action, up to and including termination.

SECTION IX. AUTHORITY

This policy is issued under the authority of the Board of Selectmen and administered by the Town Administrator and the Public Works Department.

SECTION X. REVIEW AND AMENDMENT

The Town Administrator and the Public Works Department shall review this policy periodically and recommend amendments to the Board of Selectmen as needed.

SECTION XI. EFFECTIVE DATE

This policy becomes effective on the date of adoption by the Board of Selectmen.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Road Acceptance Policy
Meeting Date: August 10, 2026

Department: Administration
Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

Creation of new policy.

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

The Board is encouraged to review the proposed Road Acceptance Policy and provide comments, questions, and recommendations regarding its provisions. Board members may wish to offer input on the proposed application process, technical review procedures, inspection requirements, maintenance guarantee provisions, and the

respective roles and responsibilities of Town staff and the Board to ensure the policy provides a clear, efficient, and legally defensible framework for future roadway acceptance requests.

At the conclusion of the discussion, and barring any additional questions, concerns, or requested revisions, the Board should be in a position to provide direction regarding any modifications to the draft policy. If the Board determines the policy is acceptable, the Town Administrator will incorporate the Board's revisions and return the final policy for formal consideration and adoption at a subsequent public meeting.

ATTACHMENTS:

1. Town_of_Amherst_Road_Acceptance_Procedure - Draft 07.09.26

Town of Amherst, New Hampshire

Road Acceptance Policy

1. Purpose

The purpose of this Policy is to establish a consistent and transparent process for the acceptance of public roads by the Town of Amherst. The Policy identifies the legal, engineering, administrative, and procedural requirements necessary to ensure that roads accepted into the Town's highway system are constructed in accordance with Town standards and are suitable for long-term public ownership and maintenance.

2. Applicability:

- a. This policy and procedure applies to all subdivision roads, private roads, and development roads proposed for acceptance by the Town of Amherst, including associated roadway rights-of-way, drainage, easements, utilities, and related infrastructure intended for public ownership or maintenance.
- b. A roadway may be accepted by the Town only through one of the following methods:
 1. Dedication as a public right-of-way through a formal Planning Board subdivision process pursuant to the Town of Amherst Subdivision Regulations, and with a majority vote of acceptance by the Selectboard pursuant to the authority granted by vote of the (*Insert Town Vote date*).
 2. The layout of an existing Class VI or private road by the Selectboard in a manner prescribed under RSA 231.
 3. By an affirmative Town Meeting vote by the legislative body pursuant to RSA 674:40 to accept a road, or portion of a road, as a public way.
- c. The Selectboard will only consider applications for road acceptance between April 1st and November 1st.
- d. The Town may require that the roadway be subjected to at least one winter season of use prior to acceptance to evaluate frost heaves, drainage performance, settlement, and identify snow removal issues.
- e. Nothing herein shall be construed to limit any statutory authority of the Town Meeting or Selectboard under RSA 231, RSA 674, or other applicable New Hampshire law.

3. Pre-Application Coordination

Applicants shall meet with the Community Development Office, Department of Public Works, Town Engineer, Fire Department, and other appropriate Town staff before formally requesting road acceptance. During this coordination process, Town staff may review the status of roadway construction, discuss required inspections and legal documents, and outline any maintenance bond or financial guarantee requirements that may apply prior to acceptance.

4. Completion of Roadway Construction:

- a. Before a roadway may be considered for acceptance by the Town, all roadway construction and associated infrastructure improvements shall be fully completed and constructed in accordance with:
 - i. Approved Subdivision and Site plans and related conditions of approval;

- ii. The Town of Amherst Land Use Regulations and Zoning Ordinance;
 - iii. The Town of Amherst Road Construction Specifications;
 - iv. The New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition;
 - v. A Policy on Geometric Design of Streets and Highways (AASHTO), latest edition, where applicable;
 - vi. Other applicable federal, state, and local laws, regulations, permits, and accepted engineering standards in effect at the time of construction.
- b. Required improvements may include pavement, shoulders, drainage and stormwater systems, utilities, signage, sidewalks, guardrails, and fire protection infrastructure where applicable.

5. Initial Inspection:

- a. Once roadway construction is substantially complete, the applicant shall request an initial inspection by the Town Engineer, Department of Public Works, and other appropriate Town representatives through the Community Development Office.
- b. Following the inspection, Town staff may issue a punch list identifying incomplete work, deficiencies, repairs, or corrective measures that must be completed prior to roadway acceptance consideration.
- c. The applicant shall be responsible for completing all punch list items in a timely manner.
- d. Once punch list items have been completed, the owner or authorized agent shall arrange a follow-up inspection with representatives from the Department of Public Works, Town Engineer, and any other applicable department. If the punch list items have been satisfactorily addressed, the applicant shall submit a roadway layout plan for review.

6. Application Requirements

An applicant seeking Town acceptance of a roadway shall submit a completed Road Acceptance Application to the Community Development Office, together with all required plans, reports, certifications, legal documents, and supporting materials required by this Policy.

a. Application Completeness:

The Community Development Director shall determine whether the application is complete before initiating departmental review. An application shall not be accepted for review until:

- 1. All required Planning Board, Zoning Board of Adjustment, or other Land Use Board approvals have been obtained;
- 2. All applicable conditions of approval, compliance hearing requirements, recording requirements, and other outstanding development obligations have been satisfied;
- 3. All required application materials identified in this Policy have been submitted.

If the application is determined to be incomplete, the Community Development Office shall notify the applicant in writing of the additional information or documentation required before the application may proceed.

Upon determining that the application is complete, the Community Development Office shall distribute the application to the appropriate Town departments, consultants, and reviewing authorities for technical and legal review in accordance with Section 7.

b. Required Submission Materials:

Prior to roadway acceptance, the applicant shall provide the following:

1. A deed conveying the roadway right-of-way to the Town, subject to review and approval by Town Counsel.
2. All required easements and supporting legal documents, including drainage, utility, maintenance, and other easements necessary for public ownership and maintenance.
3. Certification that the roadway and all associated infrastructure improvements have been completed in accordance with the approved plans, Town Road Construction Specifications, and applicable permits.
4. A complete set of certified As-Built plans prepared and stamped by a licensed professional engineer or land surveyor, including roadway layout plans, stormwater infrastructure, utilities, signage, easements, bridge information (where applicable), field modifications, and other information required by the Town.
5. Electronic copies of all final plans and GIS-compatible mapping data in formats acceptable to the Town.
6. Certification from a New Hampshire licensed land surveyor verifying that all roadway right-of-way and property monuments have been set in accordance with the approved plans.
7. Certification from an attorney or qualified title company confirming that the roadway and all property interests proposed for conveyance are free of liens, encumbrances, or title defects.
8. A maintenance bond, letter of credit, or other financial security meeting the requirements of Section 9.
9. Payment of all outstanding engineering, inspection, legal, recording, permit, and other project-related fees.

c. Required Inspections and Certifications:

Before the application may be forwarded to the Selectboard, the following shall be completed:

1. A final site inspection conducted without snow cover by representatives of the Community Development Office, Department of Public Works, Town Engineer, Fire and EMS Department, and other appropriate Town representatives.
2. Written confirmation from the Community Development Director that all development approvals and conditions have been satisfied.
3. Written recommendations from the Town Engineer, Public Works Director, Fire and EMS Department, and other reviewing authorities confirming that the roadway and associated infrastructure comply with applicable Town standards and are suitable for public acceptance.

7. Technical Review:

a. Technical and Legal Review

Upon acceptance of a complete application pursuant to Section 6, the Community Development Office shall distribute the application to the appropriate Town departments, consultants, and reviewing authorities for concurrent technical and legal review.

Unless otherwise extended by mutual agreement of the Town and the applicant, the Town shall have up to sixty (60) calendar days to complete its review.

b. Department Responsibilities:

The reviewing departments and consultants shall evaluate the application within their respective areas of responsibility, including, but not limited to, the following:

1. **Town Engineer** – Verify that the roadway and associated infrastructure have been constructed in accordance with the approved plans, Town Road Construction Specifications, applicable engineering standards, and accepted construction practices. Review drainage systems, stormwater management facilities, bridges, and other public improvements as applicable.
2. **Department of Public Works** – Review the roadway for long-term maintenance, operational suitability, drainage performance, pavement condition, signage, and overall compliance with Town standards.
3. **Fire and EMS Department** – Review roadway geometry, emergency vehicle access, turnaround areas, fire protection infrastructure, and other public safety considerations, where applicable.
4. **Town Counsel** – Review all deeds, easements, title certifications, maintenance agreements, homeowners' association documents, and other legal instruments necessary for roadway acceptance.
5. **Community Development Office** – Verify compliance with all applicable land use approvals, conditions of approval, compliance hearings, recording requirements, and other development obligations.

c. Review Findings

Upon completion of the review, the Community Development Office shall compile all departmental comments and provide the applicant with a written summary of any deficiencies, incomplete items, or non-compliance issues identified during the review.

The applicant shall correct all identified deficiencies and submit any revised plans, certifications, or supporting documentation required by the Town.

d. Final Determination

Following receipt of the applicant's response, the Community Development Director shall determine whether all review comments have been satisfactorily addressed. Revised materials may be redistributed to the appropriate reviewing departments when additional review is necessary.

Once the Community Development Director determines that all technical, engineering, legal, and administrative requirements of this Policy have been satisfied, the application may be forwarded to the Selectboard for consideration in accordance with Section 10.

8. Final Inspection:

- a. Upon completion of the departmental review required under Section 7, the Town Engineer, Public Works Director or designee, Community Development Director, Fire and EMS Department, and other appropriate Town representatives may conduct a final site inspection of the roadway and all associated public improvements.
- b. Prior to the final inspection, the applicant shall ensure that the roadway is swept clean of sand, gravel, and debris, roadway shoulders are properly restored and graded, and all previously identified deficiencies have been corrected. Any damaged, incomplete, or deficient work identified during the final inspection shall be repaired or corrected by the applicant prior to roadway acceptance.
- c. The purpose of the final inspection is to verify that the roadway and all associated improvements have been completed in accordance with the approved plans and Town standards, are safe and fully functional, and are suitable for long-term public ownership and maintenance.
- d. Prior to roadway acceptance, the roadway shall be in a safe and functional condition, and all roadway rights-of-way, drainage easements, and property monumentation shall be set and certified by a licensed New Hampshire land surveyor.

9. Maintenance Guarantee:

- a. As a condition of roadway acceptance, the applicant shall provide a maintenance guarantee in the form of a maintenance bond, irrevocable letter of credit, or other financial security acceptable to the Town. The maintenance guarantee shall be approved by the Selectboard prior to roadway acceptance.
- b. The purpose of the maintenance guarantee is to protect the Town against defects in workmanship, pavement settlement, drainage failures, utility deficiencies, or other construction-related defects that may become evident following roadway acceptance.
- c. Unless otherwise approved by the Selectboard, the maintenance guarantee shall be in an amount equal to ten percent (10%) of the accepted construction cost of the public improvements, as determined by the Town Engineer, and shall remain in effect for a period of two (2) years following roadway acceptance.
- d. During the warranty period, the applicant shall promptly correct any deficiencies identified by the Town that are attributable to defective materials, workmanship, or construction. Failure to complete the required corrective work may result in the Town drawing upon the maintenance guarantee to complete the necessary repairs.
- e. The maintenance guarantee shall be released upon expiration of the warranty period, provided the Town Engineer and Public Works Director determine that all required corrective work has been satisfactorily completed and the roadway remains in compliance with Town standards.

10. Select Board Public Hearing and Action:

- a. Upon completion of all requirements set forth in this Policy, the Community Development Director shall forward the Road Acceptance Application, together with the recommendations of the reviewing departments and Town consultants, to the Selectboard for consideration.
- b. The Selectboard shall schedule a duly noticed public hearing in accordance with applicable New Hampshire law. The purpose of the hearing is to:
 1. Review the Road Acceptance Application and supporting documentation;
 2. Receive recommendations from Town staff and consultants;
 3. Receive public comment; and
 4. Determine whether acceptance of the roadway is in the best interest of the Town.
- c. The applicant shall be responsible for all costs associated with the roadway acceptance process, including engineering review, legal review, recording fees, public hearing notices, and other administrative expenses incurred by the Town.
- d. Following the public hearing, the Selectboard may:
 1. Approve the roadway for acceptance;
 2. Approve the roadway subject to specified conditions;
 3. Continue the public hearing pending receipt of additional information or completion of corrective work; or
 4. Deny the Road Acceptance Application.
- e. Approval of a roadway for acceptance shall constitute authorization for the execution and recording of all documents necessary to complete the roadway acceptance process in accordance with Section 12.

11. Reasons for Denial:

- a. The Selectboard may deny a Road Acceptance Application if it determines that acceptance of the roadway is not in the best interest of the Town or if the applicant has failed to satisfy the requirements of this Policy. Reasons for denial may include, but are not limited to:
 1. Incomplete or deficient roadway construction;
 2. Failure to comply with approved plans, permits, Town regulations, or Road Construction Specifications;
 3. Deficient pavement, drainage, stormwater management facilities, utilities, signage, or other public infrastructure;
 4. Safety concerns affecting the traveling public or emergency response;
 5. Unresolved engineering, legal, title, or easement issues;
 6. Failure to provide required deeds, certifications, maintenance guarantees, or other required documentation;
 7. Outstanding fees, costs, or financial obligations owed to the Town; or

8. Any other condition or circumstance that, in the judgment of the Selectboard, would make acceptance contrary to the public interest.
- b. Satisfaction of the technical, engineering, legal, and procedural requirements of this Policy shall not obligate the Selectboard to accept a roadway. The decision to accept or deny a roadway remains within the sole discretion of the Selectboard, consistent with applicable New Hampshire law.

12. Recording and Final Acceptance:

- a. Upon approval by the Selectboard, all required deeds and easements shall be recorded at the Hillsborough County Registry of Deeds.
- b. Following recording, the roadway shall become part of the Town's public highway system and shall thereafter be maintained by the Town in accordance with applicable municipal policies and state law.
- c. Acceptance of a roadway shall not constitute acceptance of open space parcels, stormwater management facilities, utilities, or other improvements unless specifically identified in the acceptance documents.
- d. Copies of final acceptance documents and As-Built plans may be distributed to appropriate Town departments for recordkeeping and future maintenance purposes.

13. Effective Date

This procedure shall become effective upon adoption by the Town of Amherst Selectboard.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: American Town Corporation - Long
Term Lease Agreement to Construct New
Communications Tower

Department: Administration

Meeting Date: August 10, 2026

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

TBD

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Town Administration recommends that 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.

ATTACHMENTS:

1. 213400 Amherst NH ATC OLL (Clean 072026)



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Clerk: Hire of Deputy Town Clerk

Department: Administration

Meeting Date: August 10, 2026

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend approving the hiring of Gail Semuskie as the Deputy Town Clerk as presented.

ATTACHMENTS:

1. Semuskie Hiring Documents



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Chief Employee Agreement

Department: Administration

Meeting Date: August 10, 2026

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Town Administration recommends that the Board of Selectmen approve the Employment Agreement with Police Chief Anthony Ciampoli as presented and authorize its execution. The Agreement formalizes the terms and conditions of the Chief's continued employment, establishes clear expectations for both the Town and

the Chief, and provides an appropriate framework for the continued leadership of the Amherst Police Department.

ATTACHMENTS:

1. Amherst Police Chief Employment Agreement FY27 - FY29



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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

Department: Administration

Meeting Date: August 10, 2026

Staff Contact: Lincoln Daley

BACKGROUND INFORMATION:

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 also 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 \$1.7 million, 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.

BUDGET IMPACT:

(Include general ledger account numbers)

Total settlement payment of \$1.7 million, with \$500,000 due within 30 days of Court approval and the remaining balance payable within 30 days following the March 2027 Town Meeting.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that the Board of Selectmen 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Town Administration recommends that the Board of Selectmen approve the terms and conditions of the Settlement Agreement and authorize the Chair, or the Chair's designee, to execute the Settlement Agreement on behalf of the Town, subject to Court approval.

ATTACHMENTS:

1. Town of Amherst Master PFAS Settlement Agreement (2027.07.22)



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Proposed FY28 Budget Preparation Schedule **Department:** Administration

Meeting Date: August 10, 2026 **Staff Contact:** Lincoln Daley

BACKGROUND INFORMATION:

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.

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 percent over the past six fiscal years, although annual increases have varied based on changing economic conditions and operational needs.

Year	Budget	Increase over FY
FY27	\$ 18,906,185	3.32%
FY26	\$ 18,298,510	4.93%
FY25	\$ 17,438,680	9.75%
FY24	\$ 15,889,910	2.40%
FY23	\$ 15,518,154	2.40%
FY22	\$ 14,877,676	4.30%
	Average	4.52%

Staff Recommendation: Staff recommends establishing a preliminary FY2028 operating budget target in the range of 3.5 percent to 4.0 percent 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 Recommendation: 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. Please see attached.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Proposed FY28 Budget Schedule

TOWN OF AMHERST
FY28 BUDGET TIMELINE
PROPOSED

Monday, July 27, 2026	Dicussion: COLA and Budget Increase Targets	BOS, Administration and Finance
August	Individual Department Budgets and Initiaves Developed	Department Heads
September	Preliminary Budget Meetings	Town Administrator, Finance Director, Individual Department Heads
Tuesday, October 20, 2026	Budget and Strategic Plan Presentations	BOS, Ways & Means, APD, DPW, Fire and EMS
Wednesday, October 21, 2026	Budget and Strategic Plan Presentations	BOS, Ways & Means, ACC, Adminstration/Finance, Library, Recreation, Comm Dev
Monday, November 9, 2026	Draft Budget #1 and Warrant Articles	BOS, Ways & Means, Department Heads
Monday, November 30, 2026	Draft #2 and Warrant Articles	BOS, Ways & Means, Department Heads
Monday, December 7, 2026	Vote on Draft #3 FY28 Budget and Move Warrant Articles to Warrant (OR Draft #4)	BOS, Ways & Means, Department Heads
Monday, December 21, 2026	Final Vote on FY28 Budget, Move Articles to the Warrant (if needed)	BOS, Ways & Means, Department Heads
Monday, January 11, 2027	Public Budget Hearing	Select slides from presentation are used
Wednesday, February 4, 2026	Deliberative Session Souhegan HS 412 Boston Post Road	BOS, Ways & Means, Department Heads, All Amherst Residents
Tuesday, March 10, 2026	Local Election Souhegan HS 412 Boston Post Road	All Amherst Residents



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Fire and EMS Department —
Approval for Grant Application Submittal

Department: Fire Rescue

Meeting Date: August 10, 2026

Staff Contact: Donald Waldron

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

Acceptance of the grant if awarded.

DEPARTMENT HEAD RECOMMENDATION:

Recommend that the Board of Selectmen authorize the Fire and EMS Chief to submit, on behalf of the Town, an application for the GO-NORTH federal grant program. The Department is seeking up to \$25,000 to support equipment and services that will enhance EMS operations. No local match is required.

SUGGESTED MOTION:

I make a motion 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend that the Board of Selectmen authorize the Fire and EMS Chief to submit, on behalf of the Town, an application for the GO-NORTH federal grant program up to \$25,000 for EMS equipment as presented.

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Treasurer Interview Committee **Department:** Finance Department
Meeting Date: August 10, 2026 **Staff Contact:** Jacob Fitzgerald

BACKGROUND INFORMATION:

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.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Appoint two members of the Board of Selectmen to participate in the interview process for Treasurer candidates.

SUGGESTED MOTION:

Motion to appoint two members of the Board of Selectmen to serve on the Treasurer interview committee.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department — Promotion of
Sgt. Justin Gerome

Department: Police Department

Meeting Date: August 10, 2026

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Police Department is pleased to announce the promotion of Sergeant Justin Gerome to the position of Captain of the Support Division.

Captain Gerome has dedicated the past 16 years to serving the Amherst community with professionalism, integrity, and an unwavering commitment to public service. Throughout his career, he has steadily advanced through the ranks, serving as a Patrol Officer, Senior Patrol Officer, Detective, and Sergeant. Each assignment has provided him with a broad range of operational, investigative, and supervisory experience, preparing him for this important leadership role.

As a Sergeant, Captain Gerome has demonstrated exceptional leadership, sound judgment, and a commitment to innovation. He has been instrumental in the implementation of the department's revamped Community Outreach Program, strengthening relationships between the Amherst Police Department and the community through proactive engagement, collaborative partnerships, and increased opportunities for positive interaction between officers and residents. His efforts have helped reinforce the department's commitment to community-oriented policing and have enhanced public trust and communication.

In his new role as Captain of the Support Division, Captain Gerome will oversee the department's support functions and continue to build upon initiatives that improve organizational effectiveness, officer development, and community engagement. His extensive experience, proven leadership, and dedication to excellence make him exceptionally well-qualified to lead the Support Division and help guide the department into the future.

The Amherst Police Department congratulates Captain Justin Gerome on this well-deserved promotion and looks forward to his continued service and leadership on behalf of the Town of Amherst and its residents. We will look to commemorate this occasion with an official “pinning” ceremony in the early fall when we additionally select a new Sergeant.

BUDGET IMPACT:

(Include general ledger account numbers)

This conforms to the approved FY27 budget.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend 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 and incorporated into the finalized offer letter.

SUGGESTED MOTION:

I move 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.

TOWN ADMINISTRATOR RECOMMENDATION:

I recommend 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 and incorporated into the finalized offer letter.

ATTACHMENTS:

1. FY27-Gerome Captain promotion - signed



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department — Rate
Adjustment, Captain Mahoney

Department: Police Department

Meeting Date: August 10, 2026

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

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, I propose that Captain Derek Mahoney be adjusted to grade 18/step 7 to rectify these issues.

BUDGET IMPACT:

(Include general ledger account numbers)

These increases are within the current FY27 budget allotment.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend that Captain Mahoney's current rate of Grade 18/Step 4 (\$52.49) be increased to Grade 18/Step 7 (\$55.70) effective August 1, 2026

SUGGESTED MOTION:

I move 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

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend approval of the Step change and salary increase as presented.

ATTACHMENTS:

1. FY 27-benefit-compression adjustment



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Police Department — Award of
Cruiser Bid

Department: Police Department

Meeting Date: August 10, 2026

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Police Department recently put out a bid for 2 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 our 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, we experienced one of the fastest delivery times the Department has seen in years and their contract sales team is second to none.

BUDGET IMPACT:

(Include general ledger account numbers)

This expense was properly projected last year

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board 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.

SUGGESTED MOTION:

I move that the Board 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.

TOWN ADMINISTRATOR RECOMMENDATION:

Recommend approval of the FY27 Police Cruiser bid to Hillsboro CDJR as presented.

ATTACHMENTS:

1. FY27 Cruiser Bid
2. FY 27 Cruiser bids

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: 7/14/26

Line Item: 01-4210-70-2760

Budget Amount: \$105,000

Bid #: **Item:** 2027 Dodge Durango PPV

Date Bid To Be Awarded: 7/27/26

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
Hillsboro CDJR 75 Antrim Road Hillsborough, NH 03244	\$43,065	\$86,130	-Lowest bid -Local Dealership -Won bid last year
Northwest Hills Automotive 2065 East Main Street Torrington, CT 06790	\$43,705.60	\$87,410.00	
Central CJD 191 New State Highway Raynham, MA 02767	\$43,982.00	\$87,964.00	

Recommend bid be awarded to: **Hillsboro CDJR**

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

Amherst Police Department

07/11/2026

Attn: Chief Ciampoli

Chief,

Here is the information you requested regarding the 2027 Dodge Durango Police. Please review and let me know if you need anything modified. I built this the exact same as the two previous Durangos I delivered last year!

2027 Dodge Durango Pursuit Vehicle AWD:

3.6L V6 24V VVT Engine W/ESS

8 Speed Automatic Transmission

White Knuckle Exterior Clear Coat

Cloth Bucket Seats With Rear Vinyl In Black

Black Left LED Spotlamp

Entire Fleet Alike Key (Frequency 1) Code GXF. Please check to verify

Deactivate Rear Doors/Windows

Skid Plate Group

Police Console

Price Of Vehicle As Described Above:

\$43,065

Please let us know how you make out!

Best Regards

Justin Bagloe
Hillsboro CDJR
603-464-5200

Vehicle Quote

Central Chrysler Jeep Dodge

DATE: July 13, 2026

Debra (Stefanik) Daley

(508) 802 4209 direct line

INVOICE #

191 New State Highway

Raynham, MA 02767

(508) 802-4209

Fax: 508-828-2131

FOR: Chief Anthony Ciampoli

BILL TO: AMHERST NH POLICE DEPT

175 AMHERST STREET

AMHERST NH 03031

2027 NH Regional concession

2027

Tel 603 673-4900

Cell

DESCRIPTION

AMOUNT

2027 DODGE DURANGO PURSUIT VEHICLE AWD

\$ 41,207.00

2BZ -3L V6 24 V VVT Engine

INCLUDED

8- SPD AUTOMATIC TRANSMISSION

STANDARD

PW7 - WHITE KNUCKLE CLEAR COAT

C5 X9 BLACK CLOTH BUCKET SEATS

STANDARD EQUIPMENT: (MAY BE REPLACED BY OPTIONS)

PLUS OPTIONS:

ADL - SKID PLATE GROUP

\$ 370.00

GXF - ENTIRE FLEET ALIKE KEY (FREQ 1)

\$ 600.00

CW6 - DEACTIVATE REAR DOORS/WINDOWS

\$ 95.00

LNF - BLACK LEFT LED SPOTLAMP

\$ 695.00

CUG - POLICE FLOOR CONSOLE

\$ 370.00

INCLUDES DELIVERY

BASED ON FACTORY ORDER PLEASE ALLOW

90-120 DAYS

ORDER BANKS ARE OPEN FOR 2027

Production starts 8/10/26

Quote does not include reg fees and any other applicable taxes.

TOTAL

\$ 43,982.00

Standard Features - WDEE/5-DURANGO PURSUIT VEHICLE AWD

Code	Description
X9K	1 Yr. Trial (Registration Required)
RHV	10.1" Touchscreen Display
JKP	12 Volt AUX Power Outlet - Front
JJM	12 Volt AUX Power Outlet - Rear
JJ5	130 MPH Maximum Speed Calibration
JCF	140 MPH Primary Cert. Speedometer
WBN	18X8.0 Black Steel Wheels
DJC	195MM Front Axle
DRH	195MM Rear Axle
GXD	2-Door Passive Entry, Frt Door Locks
BAJ	220 Amp Alternator
NF4	24.6 Gallon Fuel Tank
TXQ	255/60R18 BSW On/Off Road Tires
CFN	2nd Row 60/40 Folding Seat
DLK	3.45 Rear Axle Ratio
ERC	3.6L V6 24V VVT Engine Upg I w/ESS
RTQ	4G LTE Wi-Fi Hot Spot
CYD	5 Passenger Seating
NAS	50 State Emissions
RCG	6 Speakers
BCZ	650 Amp AGM Battery
XF2	7 and 4 Pin Wiring Harness
DFT	8-Spd Auto 850RE Trans (Make)
MLX	Accent Color Lower Fascia
RD3	Accent Color Shark Fin Antenna
MRD	Accent Color Wheel Lip Molding
GAK	Acoustic Windshield
CG3	Advanced Multistage Front Air Bags
JMA	Air Filtering
RFP	Apple CarPlay
HAH	ATC w/3 Zone Temp Control
LMG	Automatic Headlamps
BC1	Aux Battery
LH2	Aux Switches
MMT	AWD Badge
CTL	Base Door Trim Panel
MMG	Belt Moldings
MFA	Black Headlamp Bezels
CHE	Black Headliner
CKJ	Black Vinyl Floor Covering
XAN	Blind Spot and Cross Path Detection
XPV	Blind Spot W/Trailer Detection
MNK	Body Color Door Handles

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

Code	Description
MBP	body color upper fascia
MBT	Body Color/Accent Color Rear Fascia
WMH	Bright Hub Caps
XJM	Capless Fuel Fill w/o Discriminator
CKN	Cargo Compartment Carpet
CKT	Cargo Tie Down Loops
NDA	Catalytic Converter
X8S	Center Console Parts Module
CGU	CHILDREN-AV NO ISO NO TT/AR 2ISO+2TT
XFH	Class IV Receiver Hitch
*C5	Cloth Bucket Seats w/ Shift Insert
RTV	Connected Travel & Traffic Services
DS7	Conventional Differential Frt Axle
DS8	Conventional Differential Rear Axle
CLG	Covered Cargo Storage
GEG	Deep Tint Sunscreen Glass
CF9	Delete 3rd Row Seat
RFV	Disassociated Touchscreen Display
X82	Door Parts Module
X8J	Door Trim Panel Module
CGY	Dvr Inflatable Knee-Booster Air Bag
JJB	DUAL NOTE ELECTROMECHANICAL HORNS
MZJ	Durango Bright Badge
AZ1	Durango Pursuit Vehicle
SBL	Electric Power Steering
XAX	Engine Hour Meter
NHA	Engine Oil Cooler
LSE	Enhanced Accident Response System
XFx	Equipment Mounting Bracket
NHJ	Exterior Mirrors w/Heating Element
X72	Exterior Plastics Module
NB2	Federal Bln 30 Emissions
TZF	Firestone Brand Tires
X9E	For Details, Visit DriveUconnect.com
BNR	Four Wheel Traction Control
LBR	Front & Rear Interior LED Lamps
GCB	Front Door Tinted Glass
X83	Front End Parts Module
X8W	Front Fascias Parts Module
MDA	Front License Plate Bracket
LAX	Front Passenger Seat Belt Alert
X89	Front Suspension Damper Parts Module
X84	Front Suspension Parts Module

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

Code	Description
CDW	Frt Pass Forward Fold Flat Seat
WKB	Full Size Matching Spare Wheel
TBW	Full Size Spare Tire w/Matching Whl
X73	Glass Module II
RDG	Global Telematics Box Module (TBM)
LE7	Gloss Black Exterior Mirrors
MAK	Gloss Black Grille W/Granite Inner
LBC	Glove Box Lamp
RF5	Google Android Auto
JLP	GPS Antenna Input
JLN	GPS Navigation
Z6K	GVW Rating - 6500#
X8F	Hard Trim Module
RE8	HD Radio
X8Y	Headliner Parts Module
NMC	Heavy Duty Engine Cooling
BNG	Hill Start Assist
HGA	Hood Insulation
XE2	I/P Mounted Elec Shifter
LAC	Illuminated Entry
JB5	Inst. Panel Platinum Chrome Bezel
JAA	Instrument Panel
X81	Instrument Panel Parts Module
RTF	Integrated Center Stack Radio
XRB	Integrated Voice Command w/Bluetooth
CSV	Interior Assist Handles
X8T	Interior Trim Module
GAP	Laminated Front Door Glass
LMZ	LED Daytime Running Headlamps
LM6	LED Low/High Beam Headlamps
LA3	LED Taillamps w/Red Accents
X8G	Load Floor Parts Module
CXG	Lock On Sync Tire Press Sensor
RSF	Media Hub (2 USB, Aux)
CZX	Mini Console Police
APA	Monotone Paint
XA8	Non Adjustable Pedals
GXQ	Non-Key Alike Fobs
CUN	Overhead Console
XH3	ParkSense Rr Park Assist w/Stop
XAC	ParkView Rear Back-up Camera
CSR	Passenger Assist Handles
SCJ	Perforated Leather Wrapped Strg Whl

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

Code	Description
BR9	Police ABS 4-Wheel Hd Disc Brakes
AYF	Police Group
SDB	Police Tuned Suspension
JPV	Power 4-Way Driver Lumbar Adjust
JPR	Power 8-Way Dvr/Manual Pass Seat
JKY	Power Accessory Delay
GTS	Power Heated Mirrors, Fold-Away
JPB	Power Locks
JAJ	Premium Instrument Cluster w/Tach
HGP	Premium Insulation Group
XPF	Protective Coating and Remover
XJ7	Push-Push Fuel Filler Door
GX4	Pushbutton Start
JP3	Pwr Front Windows, 1-Touch, Up & Down
XFC	R1234YF A/C Refrigerant
BHC	Rain Brake Support
BHD	Ready Alert Braking
HB8	Rear Air Conditioning w/Heater
X8U	Rear Fascias Parts Module
SES	Rear Load Leveling Suspension
X91	Rear Suspension Damper Parts Module
X85	Rear Suspension Parts Module
GNK	Rear View Auto Dim Mirror
GFA	Rear Window Defroster
JHB	Rear Window Wiper/Washer
GXM	Remote Keyless Entry
X8Z	Seat Parts Module
AXR	Secure Park Package
XX7	Selectable Steering Modes
GXX	Sentry Key Theft Deterrent System
MRF	Sill Molding
DHY	Single Speed Transfer Case
RT1	SiriusXM Guardian-Included trial (B)
RTU	SiriusXM with 360L
AHV	Special Service Group
NHM	Speed Control
LNQ	Spot Lamp Wiring Prep.
RDZ	Steering Wheel Mounted Audio Ctrls
XHZ	Stop-Start Dual Battery System
GNV	Sun Visors w/Vanity Mirror
XSV	Super Nova Hydro Interior Accents
CJ5	Supp. Side Curtain All Rows Air Bags
CJ1	Supplemental Frt Seat Side Air Bags

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
CGS	Supplemental Side Air Bags
JFJ	Temperature & Compass Gauge
SUD	Tilt/Telescope Steering Column
GBB	Tinted Windshield Glass
XBN	Tip Start
X88	Tire & Wheel Parts Module
XGM	Tire Pressure Monitoring Display
BNT	Trailer Sway Damping
NHQ	Transmission Heater
CD4	Tungsten Interior Accent Stitching
UBN	Uconnect 5 Nav w 10.1" Display (USA)
XXS	Upfitter Electronic Module (VSIIM)
RF7	USB Host Flip
JHA	Var Intermittent Windshield Wipers
LAZ	Vehicle Information Center

Sullivan's
NORTHWEST HILLS

Prepared For: AMHERST

Make	Model Year	BASE BID MODEL DESCRIPTION DURANGO PURSUIT AWD	Base Warranty 36Mos 360000 Miles
DODGE	2027		Powertrain Warranty 5yr 100000 miles

Vehicle to include all manufacturers standard and optional equipment as described in the original bid specifications plus the following options:

Option or Model #	Discount %	Upgrades / Factory Options	QTY	MSRP (\$)	Discount (\$)	Net Amount (\$)
ADL	8.00%	SKID PLATE GROUP	1	\$370.00	\$29.60	\$340.40
LNF	8.00%	LEFT HAND SPOT LIGHT	1	\$695.00	\$55.60	\$639.40
GXF	8.00%	KEYED ALIKE	1	\$600.00	\$48.00	\$552.00
CW6	8.00%	DEACTIVATE REAR DOORS/WINDOWS	1	\$95.00	\$7.60	\$87.40
CUG	8.00%	POLICE FLOOR CONSOLE	1	\$1,195.00	\$95.60	\$1,099.40
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
Totals:				\$0.00	\$236.40	\$2,718.60

7/14/2026 12:58 PM

Item #	MFR	Over Cost	Description	After Market Options	QTY	List Price	Over Cost	Net Amount (\$)
1			Labor			\$ -	\$ -	0.00
2			Labor				\$ -	0.00
3			Labor				\$ -	0.00
4			Labor			\$ -	\$ -	0.00
5			Labor				\$ -	0.00
6			Labor				\$ -	0.00
Parts Accessories and Labor								
Connecticut Motor Vehicle Fees								
Total Standard, Optional, and Aftermarket Equipment :						each \$		
Units:						1	Total:	\$ 43,705.60
Name:				QTY	1	Exterior	Interior	
FIN Code:				1	WHITE	BLACK		
VIN:								
								
Signature						Date 07/07/2026		

Warren Ford
Fleet and Municipal Manager



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW New Hire - FT Transfer Station Attendant **Department:** Public Works

Meeting Date: August 10, 2026

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

Following completion of the interview process, we are pleased to recommend the appointment of Alan Webster to the newly created full-time Transfer Station Attendant position.

Alan performed very well during the oral board interview, and we believe his knowledge and experience will be valuable to the department's operations.

We respectfully request approval to appoint Alan at Grade 3, Step 1, with an hourly rate of \$23.43, equivalent to an annual salary of \$48,734.40.

BUDGET IMPACT:

(Include general ledger account numbers)

\$48,734.40 - FY27. This is fully funded.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend approving.

SUGGESTED MOTION:

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.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Webster, Alan_001



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Finance Manifests

Department: Administration

Meeting Date: August 10, 2026

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: 2026 Revaluation Utility Values
Meeting Date: August 10, 2026

Department: Assessing
Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

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.

Suggested Motion: I move to approve the 2026 list of utility values as submitted by the contracted Utility Assessor, Scott Bartlett, CNHA.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2026 Utility Values Memo
2. 2026 Utility Values



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Minutes

Meeting Date: August 10, 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 13, 2026.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2026.07.13_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
MONDAY, JULY 13, 2026, 5:45PM

Attendees: Chairman Danielle Pray; Selectman John D'Angelo, Selectman Cynthia Dokmo, Selectman Tom Grella, Selectman Pamela Coughlin
Staff present: Town Administrator Lincoln Daley; EA/HRC Jennifer Stover; Police Chief Ciampoli

1. Call to Order

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

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 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.

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) and (a) 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 Frank Montesanto, Conservation Commission

6. BOS Proclamation – *The Board took this item at this time*

- 41 **6.1.** In honor of Alma Elizabeth (Korte) Watson celebrating her 100th birthday June
42 23, 2026
43

44 The Board read a proclamation in honor of Alma Elizabeth (Korte) Watson celebrating her 100th
45 birthday June 23, 2026.
46

47 **4. Public Hearing**

- 48 **4.1.** Public Hearing – Proposed Addition of Christian Hill Road to the Town of
49 Amherst No Through Trucking Ordinance (NH RSA 41:11 and RSA
50 47:17)
51

52 The Board opened the public hearing at 6:33pm.
53

54 *Selectman Dokmo recused herself from this item.*
55

56 Chairman Pray stated that the purpose of this agenda item is to conduct a public hearing,
57 pursuant to the authority granted to the Board of Selectmen under RSA 41:11 and RSA 47:17, to
58 receive public input regarding the proposed addition of Christian Hill Road to the Town of
59 Amherst's No Through Trucking Ordinance. This represents the first of two required public
60 hearings. This proposal builds upon prior discussions held by the Board of Selectmen during the
61 consideration of adding Lyndeborough Road to the ordinance. During those public hearings,
62 residents raised concerns that restricting truck traffic on Lyndeborough Road could divert
63 commercial truck traffic onto Christian Hill Road. The Board, Police Chief, Public Works
64 Director, and members of the Traffic Safety Advisory Committee acknowledged these concerns
65 and discussed the potential need to evaluate Christian Hill Road as part of the Town's broader
66 truck routing strategy. The intent of this public hearing is to provide residents, property owners,
67 and other interested parties an opportunity to comment on the proposed amendment before the
68 Board considers whether the addition of Christian Hill Road is appropriate to promote public
69 safety, preserve the roadway infrastructure, and maintain a safe and efficient local transportation
70 network while continuing to allow deliveries and local commercial access as provided by the
71 ordinance.
72

73 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman Grella to open the*
74 *public hearing.*

75 *Vote: 4-0-0; motion carried unanimously.*
76

77 Frank Montesanto, 55 Christian Hill Road, stated that he is in support of the proposal. There has
78 been an uptick in trucking along the road. Based on the slopes, curves, and lack of shoulder,
79 there should not be trucking on Christian Hill Road. He does not see trucking on the road as a
80 benefit for the Town's commerce or the public.
81

82 Tom Quinn, 30 Christian Hill Road, stated that he is in support of the proposal. He is an active
83 user of the road and there are road geometry issues which are a concern. Trucking will be of a
84 greater concern based on the recent approval by the Planning Board of the Jacobson Farm
85 development. Truck traffic for that project will not be covered by this proposal, as it is not
86 through trucking, but going to a specific location along the road. A developer has also purchased

a large lot at the top of Christian Hill Road which may also hold a large subdivision. There will be a lot of extra truck traffic along the road in the upcoming years based on these projects. Anything to help take truck traffic off the road would be appreciated by residents. Foundry and Davis roads are often one-way roads due to school traffic, and it is dangerous and difficult for trucks to access the area during those times. He can hear trucks using their brakes while using the road and minimalization of this would be appreciated.

Eric Doucette, 24 Bloody Brook Road, spoke of safety concerns when pulling from Bloody Brook Road onto Christian Hill Road due to line of sight issues. He expressed concern regarding trucks being able to reasonably stop along the road when accessing the proposed new developments.

Kim Casey, 30 Green Road, stated that she frequents the road often to walk her dog and it is already treacherous on a good day. Adding more traffic could be catastrophic as there are no sidewalks or shoulders. She spoke in support of the proposal. There can be growth in the Town without destroying what makes it special. Safety is paramount. There will be nothing beneficial to the Town or neighbors to allow for through trucking on this road.

Doug Chabinsky, 89 Boston Post Road, stated that he remembers when the original proposal to limit trucking through the Village was introduced and, at that time, Lyndeborough and Christian Hill Roads were proposed to be included. The Board decided that it would wait to see if traffic became more of an issue before including those roads. This occurred on Lyndeborough Road and is now occurring on Christian Hill Road. Christian Hill Road has no shoulders and blind curves. The road is relatively narrow. Allowing huge semi dump trucks to access the road puts everyone at risk. He supports the recommendation to add this road to the no through trucking list. Failure to do so would be negligent on the Board's part.

Barbara Williams, 9 Foundry Street, stated that there is a domino effect down Christian Hill Road because the next roads to see this traffic will be Davis Lane and/or Foundry Street. As residents of Foundry Street, the walking area is limited because the north side of the street was made available for parking for the school and so there is no sidewalk. There is a limited sidewalk from Boston Post Road to the school and there is no further sidewalk. When trucks come down the road, they drive very quickly from Christian Hill Road onto the other roads. This should also be considered by the Board.

Chairman Pray stated that the second public hearing will be held on this item at a future meeting.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to close the public hearing.

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

Selectman Dokmo retook her seat.

5. Citizens Forum

Theresa and Brian Scanlan, 17 Thornton Ferry Road I, stated that they are abutters to the Town-owned property at 7 Thornton Ferry Road I. They own the land directly behind the lot along with the road adjacent to it, formerly known as the Pennichuck Pump House Road. She thanked the Town for its efforts to remove debris from the 7 Thornton Ferry Road I site, along with having an environmental site assessment completed. She asked that the Town keep those directly impacted by this property updated as things move forward. There is concern regarding the risk posed by the deteriorating structure and that this issue could continue to linger without a clear timeline.

Tom Quinn, 30 Christian Hill Road, spoke about the Building and Trail Security Camera Policy proposed later on tonight's agenda. He expressed concern that the proposed policy is incredibly vague, ripe for misuse, and a solution looking for a problem. The policy stated that it is intended to create safe and secure environments. He asked how cameras will do that. Cameras may show who commits crimes, but, if history is a guide, they do not prevent much crime. There are many cameras in schools and those have not been shown to stop determined attackers. The policy states that it is limited to areas where no reasonable expectation of privacy exists. The intention for this seems to be Town buildings, but could also include sidewalks, public roads, the Town Green, playing fields, and the Baboosic Lake town beach. These are all public areas where there is no reasonable expectation of privacy. This policy does not do anything to prevent cameras from going up in any of those locations, based on its current wording. Another reason given for the use of cameras is legitimate municipal purposes. However, this is not defined, and it is unclear who decides what a legitimate municipal purpose is. The policy also does not clarify who will be installing these cameras. Flock cameras are fairly unpopular nowadays, as they are basically mass surveillance. The intention is for these to be Town-owned cameras, but the policy is not clear as to whether the Town can contract with an outside third-party to install them. If an outside third party wants to bring in flock cameras and pay the Town a sizable amount of money to install them, it is unclear if this information could then be sold to third parties. Residents likely would not appreciate this. The policy is not clear as to what happens if the cameras are misused. It would be nice to have some penalties for misuse included in the policy.

Chairman Pray noted that this policy is in a first read for the Board and that Mr. Quinn brought up some good points.

7. Administration

7.1. Administrative Updates

Town Administrator Daley gave the following updates.

1. Town of Amherst, 7 Thornton Ferry Road – Property/Project Update

Town Staff continues to make progress on evaluating the Town-owned property located at 7 Thornton Ferry Road. Staff is currently completing the necessary due diligence to determine the most appropriate approach for demolition of the existing structure while simultaneously evaluating potential future municipal uses for the property. As part of this effort, the Community Development Office is coordinating the removal of the abandoned vehicle, boat, and other discarded materials remaining on the site to improve the property's condition and prepare it for future work. The Town is also working with the Nashua Regional Planning Commission to

complete an environmental site assessment to determine whether asbestos, lead-based paint, or other hazardous building materials are present. The results of this assessment will guide the demolition process and help ensure the project is completed safely and in compliance with all applicable environmental regulations. The assessment is anticipated to be completed later this year. In parallel with these efforts, Town Administration is evaluating available funding sources and grant opportunities to help offset the costs associated with demolition, environmental remediation (if necessary), and site preparation. Once the environmental assessment and funding review are complete, staff will be in a better position to present recommended next steps, a project schedule, and any necessary budget considerations to the Board.

Several neighboring property owners have expressed concerns regarding the condition of the property and have requested updates on the Town's plans. Staff will continue to communicate with the surrounding neighborhood as the project progresses. Should the Town pursue future development or redevelopment of the property, abutting property owners will be notified and provided the opportunity to review and comment on the proposed plans through the Town's public review process. Town Administration will continue to keep the Board informed as the project advances and will return with recommendations as additional information becomes available.

2. July 2 Fireworks Celebration & Fourth of July Parade

Town Administration would like to recognize and thank the many employees, volunteers, and community organizations whose hard work made Amherst's July 2 Fireworks Celebration and Fourth of July Parade a tremendous success. A special thank you is extended to the Amherst Fourth of July Committee, Recreation Commission, and Recreation Department staff for the months of planning and coordination that brought these events together. We also sincerely appreciate the outstanding support provided by the Police Department, Fire & EMS Department, Department of Public Works, and the Community Emergency Response Team (CERT), whose dedication, professionalism, and volunteer service ensured safe, well-organized, and enjoyable celebrations for residents and visitors alike. These events reflect the strong sense of community and civic pride that makes Amherst such a special place to live. Thank you to everyone who contributed their time, talent, and commitment to another memorable Independence Day celebration.

3. Board of Selectmen Road Acceptance Policy

The purpose of this agenda item is to introduce the proposed Town of Amherst Road Acceptance Policy for the Board of Selectmen's initial review and consideration. The policy is intended to establish a clear, consistent, and transparent process governing the acceptance of privately constructed roadways into the Town's public highway system. It defines application requirements, departmental review procedures, technical and legal standards, and the respective roles and responsibilities of applicants, Town staff, and the Board of Selectmen. Adoption of the policy will promote consistency, protect the Town's long-term infrastructure interests, and ensure that roadways accepted for public ownership comply with all applicable Town regulations, engineering standards, and legal requirements. The Board's review is intended to provide policy direction and identify any revisions prior to formal adoption. Please see attached draft of the Road Acceptance Policy.

4. Building Access Control Policy and Procedures

The purpose of this agenda item is to introduce the proposed Building Access Control Policy and Procedures for the Board of Selectmen's review and consideration. The policy is intended to establish a consistent framework for the authorization, issuance, management, and accountability of physical keys, electronic access credentials, and other building access methods for Town-owned facilities. Its purpose is to strengthen the security of Town employees, municipal facilities, and public assets by ensuring that access is limited to authorized individuals with a legitimate business need. The policy also promotes accountability, safeguards municipal property and critical infrastructure, and helps protect the Town's operational and security interests through standardized access control procedures. The Board's review is intended to provide policy direction and identify any revisions prior to formal adoption. Please see attached draft of the Building Access Control Policy and Procedures.

5. Building and Trail Security Camera Policy

The purpose of this agenda item is to introduce the proposed Building and Trail Security Camera Policy for the Board of Selectmen's review and discussion. The policy is intended to establish clear and consistent guidelines for the use and management of security camera systems at Town-owned buildings, facilities, parks, trails, and other municipal properties. Its goal is to enhance public safety, help protect Town property, and support the investigation of unlawful or unsafe activities while respecting the privacy of Town employees, residents, and visitors. The Board's review is intended to provide policy direction and identify any revisions prior to formal adoption. Please see attached draft of the Building and Trail Security Camera Policy.

Selectman D'Angelo noted that the Board has been discussing the 7 Thornton Ferry Road I property for four years and nothing has happened with it. He hopes that with the current actions being taken, there will be some movement forward, preferably within the next six months. Town Administrator Daley explained that the Town is determining how to fund the cost of razing the current building. Part of the initial assessment is determining what environmental conditions are in play, as the property has lead and asbestos which will require remediation work. Ultimately, the goal is to raze the building soon, if the funds for this can be determined. A full assessment of the environmental conditions is needed first. Selectman Coughlin noted that there are turtles in the area and some kids go fishing in the area. She asked if these items would be considered in the process. Town Administrator Daley explained that the Town is considering more passive uses for the property, but these items will need to be taken into account during the assessment process. Selectman D'Angelo stated that the demolition of the existing structure is a separate issue from what will be done with the property afterwards. The two items should not necessarily be linked if it slows down demolition. Town Administrator Daley stated that the goal is to consider the two items concurrently. The use and design of the property will be considered concurrently with demolition of the building. Selectman D'Angelo suggested decoupling the two things. He demolition of the building could be considered in the short-term, with the final outcome of the property to be determined later. The razing of the building should not be held up simply because the Town has not yet determined what it wants to do with the property. Town Administrator Daley stated that the environmental evaluation will not take place until this fall. Chairman Pray stated that the Town put sale of this property on the ballot last March and the voters approved it. It was unclear at that time what would be done with the property. The Bicycle & Pedestrian Advisory Committee had suggested the land be used for the nearby trail system or to put an

easement on it. Town Administrator Daley stated that there is a plan in place to move forward with a Warrant Article for funding a full design, if needed, on the 2027 ballot. Grant funds and current budget funds are also being sought for potential demolition of the building sooner than that.

Chairman Pray noted that some issues were raised this evening regarding the draft camera policy which should be considered. Town Administrator Daley stated that he would discuss these items with the Policy Chief but overall, the policy was drafted based on review of policies from other towns. The intention is to protect the Town's employees and assets.

8. Staff Reports

8.1. Police Department — Legal Clerk (New Hire)

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to accept the hiring of Victoria Mittell as the Regular Part-Time Legal Clerk effective July 20, 2026 at the rate of \$30.48 (Grade 6/Step 6) with all the prorated benefits as outlined in her offer letter. Vote: 5-0-0; motion carried unanimously.

8.2. Public Works Department - Driver/Laborer (New Hire)

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to hire Keith Unger for the position of Laborer/Driver with the Department of Public Works, starting at Grade 4/Step 5, or a rate of \$26.33 per hour, effective July 20, 2026. Vote: 5-0-0; motion carried unanimously.

8.3. Public Works Department — Bid Award for Crack sealing

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to award the 2026 Crack Sealing Program (DPW 05-26) to Nicom Coating, LLC, as the lowest responsive and responsible bidder, in the amount of \$48,990.00, and authorize the Director of Public Works to execute the contract and all related contract documents on behalf of the Town. Vote: 5-0-0; motion carried unanimously.

8.4. Finance Department - Finance Department Assistant (New Hire)

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to hire Lindsay Hood for the position of Finance Department Assistant, starting at Grade 6/Step 5, or a rate of \$29.89 per hour, effective July 20, 2026. Vote: 5-0-0; motion carried unanimously.

8.5. Finance Department — Town Budget FY26 Q4 Report

Town Administrator Daley reviewed the Q4 report submitted by Finance Director Fitzgerald.

9. Consent Agenda

*A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the consent agenda for items 9.2 and 9.3.
Vote: 5-0-0; motion carried unanimously.*

9.2. Assessing Department - Land Use Change Tax

To accept the Town Assessor's recommendation to release approximately two (2) acres of Map 011, Lot 011-003 from the Current Use Assessment Program pursuant to RSA 79-A:7 and authorize the issuance of a Land Use Change Tax in the amount of \$30,000.00.

9.3. Finance Manifests

June 16, 2026 -- \$297,951.88
June 24, 2026 --\$101,714.82
June 20, 2026 --\$294,280.76
July 1, 2026 --\$3,890,008.00
July 1, 2026 --\$114,652.58
July 2, 2026 --\$647,673.49
July 7, 2026 --\$423,808.04

9.1. Assessing Department - Veteran Tax Credit

Selectman Dokmo recused herself from this item.

Item B.

The attached Veteran Tax Credit Application for Map 005, Lot 109-000 has been reviewed, and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2026 tax year totaling \$500.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the Veteran Tax Credit application for Map 005, Lot 109-000 pursuant to RSA 72:28, granting a Veteran Tax Credit in the amount of \$500 for the 2026 tax year, based on the Town Assessor's determination that the applicant meets the statutory eligibility requirements
Vote: 4-0-0; motion carried unanimously.*

Selectman Dokmo retook her seat.

10. Other Approvals

10.1. Assessing Department – Abatements

A-1. 118 Mack Hill Road (Map 007, Lot 056-000) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to grant the tax abatement application for Map 007, Lot 056-000, located at 118 Mack Hill Road, in the amount of \$3,102.00, based on the Assessor's determination that the property was inadvertently removed from current use taxation and qualified to remain in current use for tax year 2026.

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

A-2. 18 Pinewood Drive (Map 003, Lot 009-000) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to grant the tax abatement application for Map 003, Lot 009-000, located at 18 Pinewood Drive, by reducing the assessed value by \$11,900, resulting in a tax abatement of \$285.36, based on corrections identified during the Assessor's property inspection.

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

A-3. 4 Pine Top Road (Map 007, Lot 051-000) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to grant the tax abatement application for Map 007, Lot 051-000, located at 4 Pine Top Road, by reducing the assessed value by \$70,700, resulting in a tax abatement of \$1,695.00, based on corrections to the property record and recognition of unfinished interior improvements.

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

A-4. 85 Route 101A (Map 002, Lot 066-001) -

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to deny the tax abatement application for Map 002, Lot 066-001, located at 85 Route 101A, based on the Assessor's recommendation that the applicant failed to provide sufficient evidence to support the requested reduction in assessed value.

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

A-5. 27 Greenbrier Lane (Map 010, Lot 005-021) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to grant the tax abatement application for Map 010, Lot 005-021, located at 27 Greenbrier Lane, by reducing the assessed value by \$37,600, resulting in a tax abatement of \$902.00, based on corrections identified during the Assessor's inspection.

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

A-6. 481 Boston Post Road (Map 002, Lot 169-000) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to deny the tax abatement application for Map 002, Lot 169-000, located at 481 Boston Post Road, based on the Assessor's recommendation that the application does not present a valid statutory basis for tax abatement, as it alleges neither a disproportionate assessment nor an inability to pay.

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

A-7. 54 Seaverns Bridge Road (Map 002, Lot 176-001) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to deny the tax abatement application for Map 002, Lot 176-001, located at 54 Seaverns Bridge Road, based

on the Assessor's recommendation that the application does not present a valid statutory basis for tax abatement.

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

A-8. 6 Manchester Road (Map 017, Lot 077-000) –

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to deny the tax abatement application for Map 017, Lot 077-000, located at 6 Manchester Road, based on the Assessor's recommendation that the application does not present a valid statutory basis for tax abatement.

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

A-9. 61 Seaverns Bridge Road (Map 002, Lot 179-000) —

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to deny the tax abatement application for Map 002, Lot 179-000, located at 61 Seaverns Bridge Road, based on the Assessor's recommendation that the application does not present a valid statutory basis for tax abatement.

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

10.2. Use of Town Common, Historical Society Annual Dinner on the Green

A MOTION was made by Selectman Coughlin and SECONDED by Selectman Grella to approve the Use of Town Common request of the Historical Society for their Annual Dinner on the Green for Friday September 11, from 4pm - 9pm.

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

10.3. 2027 Town Employee Holiday Calendar

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to approve the 2027 Holiday Calendar for Town Employees as presented.

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

10.4. Proposed 2027 BOS Meeting Calendar

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the 2027 Board of Selectmen meeting calendar as presented.

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

10.5. Minutes

A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to approve the meeting minutes of June 16, 2026, as presented.

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

*A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to approve the meeting minutes of June 22, 2026, as amended.
Vote: 5-0-0; motion carried unanimously.*

11. New Action Items

The Board reviewed its new action items, including amendments to be considered regarding the draft policies. Selectman D'Angelo stated that the camera policy appears to be too open-ended, allowing the Town to do whatever it wants with cameras for whatever reason. This needs to be tightened up. He agreed with many of the items addressed by Mr. Quinn this evening. He also asked why the policy is needed and what the basis is for being able to install cameras around Town.

12. Old/New Business

Selectman Dokmo stated that the groundwater report is very interesting and should be reviewed by the Board.

Selectman Coughlin stated that the Planning Board will meet Wednesday.

13. Non-Public Session

- 13.1.** 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.
- 13.2.** 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.
- 13.3.** Pursuant to RSA 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 anybody 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 D'Angelo and SECONDED by Selectman Coughlin to enter into Non-Public Session: Pursuant to NH RSA 91-A:3, II (c), (a), and (e) at 7:37pm.
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

Attorney Chris Hawkins per cell phone (7:39 pm to 8:07 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 8:12pm.

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

Adjournment

A MOTION was made by Selectman D'Angelo and SECONDED by Selectmen Dokmo to adjourn the meeting at 8:13pm.

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

NEXT MEETING: July 27, 2026

Selectman Pamela D. Coughlin

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Pursuant to RSA 9-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: August 10, 2026

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None