

**TOWN OF AMHERST PLANNING COMMISSION**  
**Wednesday, March 3, 2021**  
**AGENDA**

**NOTE: CHANGED LOCATION TO COUNTY ADMINISTRATION BUILDING, PUBLIC MEETING ROOM**

1. **Call to Order** – *Mrs. Driskill, Chair*
2. **Determination of Quorum**
3. **Citizen Comment-** *This time is provided for citizens to bring concerns or comments to the Commission that are not scheduled for a public hearing. This is not meant to be a discussion or an exchange, but rather, an opportunity for citizens to have their concerns be heard.*
4. **Approval of January 6, 2021 meeting minutes** – *The minutes of the January 6, 2021 meeting are attached.*
5. **Public Hearing: Capital Improvement Program-** *A public hearing has been set and advertised for March 3, 2021 for the Planning Commission to hear public comments on the proposed Capital Improvement Program. The Commission is requested to make a recommendation on the Program to the Council so that they may hold a public hearing in April.*
6. **Concerns of Commissioners**
7. **Adjournment**

**Town of Amherst  
Planning Commission Minutes  
January 6, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM on January 6, 2021.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
A	Ted Finney	P	Clifford Hart
P	Janice N. Wheaton		

Interim Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

The minutes from the September 2, 2020, Commission meeting were approved on a motion by Mr. Hart, seconded by Ms. Day, and carried 5-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Absent		William Jones	Aye
Janice Wheaton	Aye			

**Capital Improvement Program FY21-22**

Town Manager Carter gave a report on the development of the Town of Amherst FY20-21 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners.

After discussion, Mr. Hart made a motion that was seconded by Ms. Day to hold a public hearing at its meeting on March 3, 2021, on the Town of Amherst FY21-22 Capital Improvement Program proposal, as recommended by staff.

The motion carried 5-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Absent		William Jones	Aye
Janice Wheaton	Aye			

There being no further business, the meeting adjourned at 8:08 PM on motion by Ms. Day seconded by Mr. Hart.

\_\_\_\_\_  
June Driskill, Chairperson

Attest: \_\_\_\_\_  
Secretary

FOR APPROVAL

**TOWN OF AMHERST**  
**CAPITAL IMPROVEMENT PROGRAM FY21-22**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Recommended Sources of Funds
<b>Police</b>									
Generator	20		\$12,500.00	12,500.00					GF/VRSA Grant
Police Tahoe SUV-New	13		46,000.00		46,000.00				General Fund
Police Interceptor-SUV	13		87,000.00	46,845.00			48,000	50,000	General Fund
<b>Community Development</b>									
Park Improvements			60,000.00	60,000.00					General Fund
<b>Maintenance</b>									
New Truck	11		35,000.00	-	35,000.00				General Fund
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Bucket Truck	13		35,000.00		35,000.00				General Fund
Addition to Maintenance Shop	14		50,000.00		50,000.00				General Fund
Backhoe	19		100,000.00	-	100,000.00				General Fund
Maintenance Shop Heat	14		6,000.00	6,000.00					General Fund
Zero Turn Mower	23		7,000.00	7,000.00					IDA Funding
Tractor w/ bucket mower & backhoe	13		30,000.00		30,000.00				General Fund
Replacement of Town Hall roof			48,000	48,000					General Fund
<b>Plants</b>									
AllMax Software Bundle	19		16,041.00	\$ 16,041.00					Water/WW Fund
Roof Replacement-Lab	19		6,800.00	6,800.00					WW Fund
Raw WW Pump & Motor-QTY 3	26		36,409.77	-		36,409.77			WW Fund
Sludge Digester Blower/motor-QTY 2	21		31,050.60		-		31,050.60		WW Fund
Waste Flow Meter	16		6,584.00		6,584.00				WW Fund
<b>Water Line Replacements</b>									
Author Court Replacement			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
Christian Springs Road replacement									Grant and Water
Heff Creek Trail replacement									Grant and Water
<b>TOTAL</b>			4,094,944.37	219,686.00	502,584.00	2,462,264.77	510,338.60	470,416.00	