

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF FEBRUARY 8, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman Allen Brown, Selectman Scott Gross and Town Administrator Sue Desruisseaux.

**6:00 pm CALL TO ORDER by Chairman Georgantas**

The Board said the Pledge of Allegiance.

**ACCEPTANCE OF MINUTES**

*Vice Chairman Lemay made a motion to approve the minutes to the Board of Selectmen meeting of February 1, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**ANNOUNCEMENTS**

Chairman Georgantas said there is a traffic alert regarding the Presidential Primary. On Tuesday, February 9, 2016, the Presidential Primary Election will be taking place at Bartlett School in Pinardville and at Goffstown High School. Due to an expected high volume of voter participation, traffic is expected to be heavy along Mast Road/Route 114. In order to ease the flow of traffic, the Goffstown Police Department asks motorists to seek alternate routes through town. Voters at the High School are asked that, if at all possible, use Shirley Hill Road to Wallace Road to get to the voting location. Commuters driving to points north and west of Goffstown Village on Route 114/Mast Road are urged to take Henry Bridge Road to Elm Street to Main Street. The use of these alternate routes will ease the backup of traffic at the roundabout near Wallace Road and reduce delays in getting to the polls. Police officers and CERT members will be in place at the High School to assist with parking and traffic flow and a shuttle bus will be circling the high school campus to assist voters who need to park in the rear parking lot in getting to the entrance. If you have any questions, please contact the Goffstown Police Department at (603) 497 - 4858. Thank you, in advance, for your cooperation and patience.

Selectman Gross said it is his understanding the rear door of the High School will not be open or accessible. Selectman Adams said it has to be opened for the handicap parking. Town Administrator Desruisseaux said there are handicapped spots back there. Chairman Georgantas said there is the bus for those who need it.

**TOWN ADMINISTRATOR'S REPORT**

**Selectmen 2 Week Meeting Schedule**

Town Administrator Desruisseaux said you have a two week schedule because we are not meeting on Presidents' Day. The EDC meets on Wednesday, February 10<sup>th</sup>, at 6:30 pm. Vice Chairman Lemay said he would attend the EDC meeting. The Planning Board meets on Thursday, February 11<sup>th</sup>, at 7 pm. Selectman Adams said he would attend the Planning Board meeting. Monday, February 15<sup>th</sup>, is Presidents' Day and Town Hall is closed. On Wednesday, February 17<sup>th</sup>, the Library Trustees meet at 7:30 pm. Parks & Recreation meets at 7 pm on that same day. Chairman Georgantas said on President's Day Town Hall is closed.

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**Consensus Folder**

Town Administrator Desruisseaux said there is an employee status report of a dispatcher hire. There is an event permit application from Out of the Woods Antique Center, 465 Mast Road, for an antique show on August 7, 2016. We also have two proclamations.

*Selectman Gross made a motion to approve the Consensus folder. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**Assessor's Recommendations**

Town Administrator Desruisseaux said we have recommended elderly exemptions for Map 6, Lot 22-26, Map 3, Lot 37C12-107 and Map 43, Lot 29. We have recommended solar energy exemptions for Map 2, Lot 62-6, Map 21, Lot 111 and Map 27 Lot 21.

*Vice Chairman Lemay made a motion to approve the Assessor's recommendations. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**2016 Voters Guide (Draft of Town portion)**

Town Administrator Desruisseaux said, based on Selectmen discussions and presentations at the Deliberative Session, enclosed in the Selectmen's packets is a draft Voters Guide explaining articles which will be on the official ballot. If you have any changes, please email her before Monday night so she can assemble the comments for the full Board's consideration. We plan to go to print by the end of next week. She hasn't received comments thus far. If you do have any please let her know. The zoning articles have nothing written after them because we are between Planners right now. She asked the Chairman of the Planning Board if she could do it and is waiting to hear back from her. If we don't, we'll just print the article so people will know what they are.

Selectman Gross said the only thing he wanted to add to Article 13, the Fire Station renovation, is the fact that it was built in 1950-something and there have been no major renovations at all. It is important for folks to know they are looking at a 60 year old building that hasn't had major renovations. Town Administrator Desruisseaux said if it needs something to fill space they can add a pie graph for the budget article.

**PUBLIC COMMENT**

Chairman Georgantas said someone is here to speak to Article 24. Town Administrator Desruisseaux said that was left open because they were going to take something from the minutes as to what the petitioner said. She has a prepared statement and that is even better.

Barbara Shult said she is unfamiliar with the process. She sent a letter with an explanation of Article 24. She would appreciate it if this was included rather than to leave the article with no explanation. The statement is two sentences: "The purpose of this article, submitted by petition, is to provide an opportunity for a publicly recorded vote for Goffstown residents to indicate their concern over the impact of Citizen's United decision on our electoral system. The six parts of the We the People pledge noted in the article address the different areas where it is felt reform is needed."

The Board's consensus was to go ahead with that language.

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**PUBLIC WORKS DIRECTOR ADAM JACOBS**

**Right of Way Encumbrance - #34 College Road**

DPW Director Jacobs said College Road is part of the Road Plan for 2016. It goes from Mast Road to St. Anselm's Drive. As part of that we had a pre-project survey done to verify right-of-way distances so we know what kind of real estate we have to work with for sidewalks, and road width for drainage repairs that will be part of the project. We had an idea there would be some right-of-way issues and the survey confirmed that. #34 is the one we are going to talk about tonight.

In his power point presentation he showed a vintage sewer plan from the 1950's. It shows the house, front porch and edge of pavement. There was a retaining wall set back a few feet from the road. There was an 8-9 foot distance to a retaining wall in the 1950's. In speaking with the residents and family at that address, they seem to recall sometime in the 2000's having DPW give them a rough idea where the right-of-way is so they could put in a retaining wall. We've narrowed down that time frame and think it was done in about 2002.

IT had some photography that was done as part of a flyover. The 2001 photo of the property shows no retaining wall. He showed a copy of a record of a phone call from the property owner requesting DPW come out because they wanted to put up a retaining wall. DPW gets called from time to time to give an idea where the line is. It's not a legal survey. In this case, we had a right-of-way book that just had the widths of a right-of-ways on the various sections of road in town. It is not a legal survey but is a best guess. College Road was listed as 40 feet wide. Chances are the employee went out and marked 20 feet from the center of the road, and gave them a rough idea on the lawn. 2006 is the first year the aerial photography shows the retaining wall. He showed a photo with an overlay of the Town tax map from the GIS system.

Town Administrator Desruisseaux said it is important to note it is not surveyed. DPW Director Jacobs said it is based on historical mapping and on a best guesses based on rights-of-way width. It's usually fairly close but he's seen it off as much as 5-10 feet. In this case it is fairly close to what the legal survey showed. We got those results back from the surveyor. Town Administrator Desruisseaux said it went in sometime between 2002 and 2006.

DPW Director Jacobs displayed a picture of a current survey. The right-of-way at #34 takes a 90 degree turn and goes up Holly Street. This, from the surveyor, confirmed what we had seen. This puts the wall at various distances within the right-of-way. Anything above the line is into the highway right-of-way. In most cases it's about 8 feet from the center of the wall to the right-of-way line. This shows it is in the right-of-way, and more importantly, it is directly in the middle of where a sidewalk would go. We looked at whether or not we could constrict the road to make these encumbrances less of a burden. It's already down to an 11 foot lane.

Across the street from the property there isn't a lot of real estate as well, and the property slopes up onto the lawn of the neighbor. We didn't have a lot of options so it's an encumbrance we will have to deal with. They took some pictures and did some temporary marking of where the legal right-of-way line is so the homeowner could know worst case scenario what we are talking about. The arrow in the picture shows how far back the right-of-way is from the street. It is about half of what is now behind the retaining wall.

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Showing a picture of the Holly Street side, he said on the Holly Street side it's not as big an encumbrance, but it does encroach a little bit. He displayed a picture that shows the location of the original retaining wall and what they think it looked like. He said the slope that is there went around the property.

Selectman Adams asked if this property is the only one. DPW Director Jacobs said this is the only one that is out of the ordinary. A minor encumbrance is one thing and we work it out. It's not a huge deal. Between the age and the size, and that it had been discussed publicly before, we knew we would have to deal with this one differently. The homeowners have said the base of the retaining wall is back further than what was there originally. It's also higher because it is flat rather than sloped. It may have improved sight distances because of the growth that may have been coming out from it is no longer there. It's also taller so, depending on the vehicle, some will have a better time and some will have a worse time getting around the wall.

His questions are if the Board wants DPW to treat this as other, minor encumbrances they encounter—to take care of it, and work with the neighbor to get an end result? It's tough in this case because the end result will need to have some kind of retaining wall. Town Administrator Desruisseaux asked about the final cost on that. DPW Director Jacobs said he doesn't know. It will depend on what the final line is. These get engineered by the pre-casting companies. It's probably \$10,000-12,000 range. It's a cost we will have to pay one way or another. Do we want to push the retaining wall back to the legal right-of-way line so it is no longer an encumbrance? Then future boards and departments don't have this issue to come back to. Town Administrator Desruisseaux said that is what we do with new roads.

Selectman Brown asked, because the Town went out and marked the right-of-way, does it put us in the limelight to change it. You have a signed piece of paper that they went out and marked the right-of-way as best as they knew it was. DPW Director Jacobs said it's tough to recreate what might have been said or done. Usually we tell folks it is our best guess and not a legal survey. Anything done near or in the right-of-way is at the owner's expense. We did try to recreate what might have been done. We measured 40 feet to see where it would place us. We measured from three different places—from the phone pole across the street, from the top of the hill across the street, and from the center of the road. All of them put the right-of-way in about the location that it is actually in. When the retaining wall was put in, the information may have been lost or something they didn't want to go with.

Selectman Adams said a concern is what kind of liability we are opening the Town up to. We have a situation that we know exists. It is clear and is fairly significant. In the future if there is an accident there, we know about it. Town Administrator Desruisseaux said it has been brought to your attention. Chairman Georgantas said now that we are talking about putting a sidewalk in, that is going to move.

He asked the homeowners if they had information to add. The property owner, Robert Kohler, said he has some pictures but didn't bring them. His son said he built the wall. We built it almost immediately after my father made the call and had the surveyor come out. Town Administrator Desruisseaux asked if they had an actually had a surveyor come out, or if he was

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talking about the Town employee who came out. The property owner's son said he came out and gave us marks to where it was. The original wall was right on the road. It was just stones and we removed them. We backed it up about 3-4 feet from the original spot of where it was.

Chairman Georgantas said he went through this with a property of his. They had stuff on the Town's property. It's not unusual. How do you handle this? DPW Director Jacobs said the only reason they are here is because he had seen it was discussed at previous Board meetings. He knew they would have to get together and talk about it.

If this was the original stone wall, we would have knocked on the door and told them about the project and what the surveyor says. We would talk with them about what to do. We'd be talking about either a retaining wall or a significant slope from their front door. Normally that would be done at Town expense if it's an older encumbrance. Being newer, and the size of it, he doesn't know. The fact that the Board had discussed it is the reason he brought it forward. He might not have otherwise.

Selectman Brown said we have documentation that they were given the okay to build it. It's not a stone wall and it is a little bigger. We should have to bite the bullet and move the wall back. Chairman Georgantas said he doesn't know where he (Selectman Brown) got that information. That paper given to them says it was a 40 foot right-of-way. A private contractor went in and built the wall in the Town's right-of-way. That piece of paper only says it's a 40 foot right-of-way. Selectman Gross said the DPW crew tried to recreate what 40 feet would have been. In each instance it would have been staked much closer to the home than where the wall ended up. Now it is a he said/she said as to where it was staked. DPW Director Jacobs said drawing the 20 feet from the center of the road was one of the methods they used to determine the right-of-way. Each of the methods were within about 2 feet of each other. This project is planned for this summer as soon as they are out of school. Chairman Georgantas said we should get a price on it and then sit down and go over it. He doesn't feel we can burden the taxpayers with something that was done improperly.

Town Administrator Desruisseaux said the question is if you want to go to the edge of the right-of-way. What is the other option? DPW Director Jacobs said the sidewalk needs are not all the way to the right-of-way. Do we do only what we need for the project? Chairman Georgantas said he would go to the right-of-way so there is no question. Town Administrator Desruisseaux said that would be in case anything happens in the future. DPW Director Jacobs said, from his point of view, the construction portion is on the Town. The question is if you would prefer to let the homeowner deconstruct the wall, or let DPW come in with a backhoe? We won't be reusing any of the material.

Chairman Georgantas said first we need a price for the wall. Town Administrator Desruisseaux said the blocks belong to the homeowner. If they want them, they should have them. We will have to work with them on that. Selectman Adams said we have to work with them. It sounds like they went with what they thought was good information from the Town. Chairman Georgantas said we can do the deconstruction because we are going to be putting in the sidewalk anyway. Selectman Gross said he disagrees. If it didn't exist in the first place, we'd just be building a wall. The question is if the Town is going to contribute man hours and equipment to

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take the wall down? If it is in the Town's right-of-way, the deconstruction should be the property owner's responsibility and the new construction part is our responsibility. Chairman Georgantas said he disagrees with that. Town Administrator Desruisseaux said she agrees with the logic. It is their stone wall in the right-of-way. Selectman Gross said any liability that comes of it is their responsibility.

DPW Director Jacobs asked the property owners if they wanted to keep the blocks when the wall is deconstructed. Robert Kohler said there is nothing that they would do with them. DPW Director Jacobs said it's a lot more labor intensive if the blocks are going to be saved. It's not much for us to deconstruct the wall if they are not being saved. For safety and expediency it is better for us to do it. Selectman Gross said the cost of the wall is a moot issue. If DPW wants to take the wall down, that's fine with him. But we need a legal agreement because we would be working on private property, then everyone is protected legally. If that stone wall did not exist, as part of this project for the sidewalk, we would have had to build that wall anyway. Chairman Georgantas said you don't know what the slope would have been. Now there is an 8 foot wall. If we had built it, would it have been that big?

Selectman Gross said there are really two costs. One is the retaining wall. It will be high because you are trying to keep the levelness of the yard. The other one might be half as high. DPW Director Jacobs said he could do a direct slope for zero cost. That would be too steep. They are moving the wall back quite a bit. Selectman Brown said, for the 80 feet of wall, the blocks—3 high--will cost about \$6500. DPW Director Jacobs said if it were Ready Rock they would build it themselves. Selectman Adams said he'd like to see a couple of options. That's a 4 block high wall with a cat walk on it. What about going 3 high and having a little bit of a slope? DPW Director Jacobs said they will also need a temporary construction easement from the property owner because they will go beyond the easement to do their work. That will be the coverage we need to take the wall down and replace the existing. We would probably start work in late June.

Town Administrator Desruisseaux asked if employees would be sent out if a case like that came in. DPW Director Jacobs said it is case dependent. We don't make it a practice. Town Administrator Desruisseaux suggested if they are marking it they should take a picture of where they marked it and have the property owner sign off, with the understanding that it is not a survey.

### **CMAQ Update**

DPW Director Adam Jacobs said Town Administrator Desruisseaux provided you with some accounting information. Town Administrator Desruisseaux said you have the accounting sheet, and a memo from Don Borrer, In 2013 the Town passed Article 16 which was for the two intersections of Elm/High/Main Street and Pleasant/Main Street. It was to be funded from the CMAQ grant, impact fees, and unassigned fund balance. At this point we've basically paid for the design fees. We spent \$145,463.66. We have received a CMAQ grant for just under \$80,000. We used impact fees of \$62,448. That left about \$3,220 from the Unassigned Fund Balance. When DPW Director Jacobs presented last time, the Board seemed interested in the alternative proposal. He talked to DOT and they would want their grant money back, but as he showed in his proposal, he'll get more done for less money even without the grant. We would

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have to pay back that \$80,000 plus the \$3,220. At this point in time the auditors do the entry for the Unassigned Fund Balance. They committed that \$252,682 back in 2013 and it is there for us to draw on. If we stop at this point in the process, we would ask them to release \$169,666.34 back to the Unassigned Fund Balance. So it's really reclassifying it from Reserved Fund Balance to Unassigned Fund Balance. Since the scope of the plan has changed, she and DPW Director Jacobs talked. We could do it as part of the Road Plan or a special article. But it's a 2017 project and there is time to discuss it. Selectman Gross said he thinks it's a very clean way of doing it. It's black and white.

DPW Director Jacobs said the major discussions they had as a group for the decision to let DOT know formally whether we wanted to back out of or stop the grant process was the accounting end of it. We also had questions about underground utilities and streetscape things, and whether or not it would be leaps and bounds above. We had some discussion with Eversource, the city of Concord, and Portsmouth and got a rough idea of numbers. Basically to do underground utilities in that section will be about \$1 million. We would pay for the design and the installation. If we wanted to take on some of that as town work, the good news is we would save some money. The bad news is it is already going to be gangbusters to get the job done in 2017. To underground the wires would add to the time, and probably turn it back into a two-year project. The whole stretch of the project would be from the urban contract line on North Mast all the way to Mountain Road.

Town Administrator Desruisseaux asked about the cost from Sully's to the bridge. DPW director Jacobs said that is the stretch they talked about to underground the project. Eversource can get us a better number if we give them the exact poles and what lines come off from them. You may have to do underground on the 1<sup>st</sup> block of the lines going off of Main Street. They would need actual pole numbers and other information from us to make a determination. They could do a little bit of the design work. And they could give us a number as to what the design work would cost. We can go that extra step if the Board wants to, but it is going to be about \$750,000-\$1 million.

Town Administrator Desruisseaux asked about moving them behind the buildings on Main Street. DPW director Jacobs said they did get into that. That would be very cost specific and they would need pole numbers. Selectman Gross asked about the streetscape. He said that could include lamps and sidewalks. In comparison to burying the utilities, what would that cost be considering we are already ripping up the road? DPW Director Jacobs said the initial calculations included sidewalk construction. DPW's choice would be to shift to an asphalt sidewalk, but a decision isn't needed now. Streetscape is more the decorative poles, benches, trash cans and that sort of thing. You are probably talking \$6,000 to \$7,000 range for a decorative lamp post. It won't double the cost like undergrounding the utilities would.

Town Administrator Desruisseaux said we also wanted to work in business signs for those off of Main Street. Selectman Gross said he thinks this is a good opportunity to redefine the Village area. Maybe we can partner with Main Street and private groups, etc. to make a statement. Sidewalk reconstruction was in CIP about 15 years ago. We were going to get federal funding and it never materialized. He thinks the sidewalks could be a whole lot better. Asphalt, or

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stamped asphalt, will be better. Town Administrator Desruisseaux is right. A lot of business owners have asked for a pole for signs. It helps folks.

Chairman Georgantas said the first issue is if we are going to give the money back. DPW Director Jacobs said the other is if the Board wants him to go to Eversource to get hard numbers.

***Selectman Gross made a motion to return the money. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

Selectman Gross said he was on the Board when we approved all this. It was all good intentions. The cost was substantially less than what it has evolved into. DPW Director Jacobs' proposal is the right way to go.

DPW Director Jacobs said if we give Eversource all that they need, the number they give us will not be a budgetary number. Selectman Adams said we have to have a number to work with. It may be an opportunity we don't want to pass up. Chairman Georgantas said we would go from Sully's to the bridge.

**Ten Year Plan Utility/Stakeholder Meeting**

Chairman Georgantas said David Pierce would like to be added to the list. DPW Director Jacobs said the Ten Year Plan Utility/Stakeholder meeting is scheduled for February 25<sup>th</sup> at 3 pm in Town Hall, Room 106. He said there is a list of invitees and he asked if there was anything to add. We want to get on record a fluid 10 year plan of what we want to do. If anyone has any hot or safety related items they want to take care of in the interim, they can let him know.

Selectman Gross said this is a big plan, which involves money, which involves budgets. It would be good to have someone on the Budget Committee who is informed. And maybe someone from the School District should be on there. Chairman Georgantas said Selectman Gross will be on the Budget Committee next year because you are running unopposed. You could do double duty. Town Administrator Desruisseaux suggested someone from CIP also. DPW Director Jacobs said he will send out the proposal and if people can't attend, they can forward their comments. And he will send the minutes when they are done.

**Joffre Street Turnaround**

DPW Director Jacobs said this was a Highway Safety Committee item. He had a diagram in his power point presentation. It came up a couple of months ago. There is no turn around at the end of Joffre Street. A duplex was built in what used to be a turn around. It used to be a free for all with an open lot and a horse shoe driveway. There is an area that was designated by easement as a turn around. There is a "No Parking" sign there now because people were parking there. We got permission from a homeowner to remove a good sized tree that was there, but even with that gone it is still a 3-6 point turn for a bigger truck, like a trash truck, to turn around.

The easement they would need to get for a proper turnaround is untenable for one of the owners of the duplex. It would be half way into the lawn. We looked for another solution in an area of a small stand of trees and stone wall that is owned by the condo association. Do we want to approach them to establish an easement and create a turn around? We would have to remove the second stone wall and some of the trees. He talked to the property manager who said they have a board meeting coming up and they can put him on the agenda. If we can carve out a space big

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enough for the bigger trucks to come in, and we will still have the easement by the duplex, which is enough to nose in and back up to go back down the street. It's not ideal but will be better than it is.

Selectman Gross asked why we wouldn't try to get an easement all the way through.

Chairman Georgantas recused himself and Vice Chairman Lemay chaired the meeting. Chairman Georgantas said he lives close to that spot, and as a condo owner, he would oppose that. He later returned to the Board.

DPW Director Jacobs said he did have some feedback from residents who thought that would be easier. The street itself is not constructed for that amount of traffic. It's in very rough shape. Chairman Georgantas said a concern of the residents with Plan Pinardville was that they were going to punch through that street and allow traffic up through. That road is not conducive to having regular traffic on it. Selectman Gross said there are some developments that use a crash gate. There is no traffic going through there but it gives more room to turn around. We could buy more space and even put up a hedge row. This is pretty tight to do what you are trying to do.

DPW Director Jacobs said we don't need much. It's just where the stone wall is now. Vice Chairman Lemay said it would make life easier if we could extend the hammerhead down and make it more like a T. DPW Director Jacobs said what the picture doesn't show is a boulder retaining wall near the duplex. It is almost two tiers. Part of it would be on the blue house property and part would be on the condo property. The people with the blue house were on board until we showed them how much we would need for a full hammerhead. They were okay with a minimum easement to back up onto the condominium property.

Chairman Georgantas said when they built the duplex the right-of-way for the turnaround was part of the deal. Town Administrator Desruisseaux said the easement is now where the black car is in the picture. It is not where it used to be. Vice Chairman Lemay asked about swapping easements with the owner of the property. DPW Director Jacobs said that is what we addressed when we first looked at this. The problem is that it is a duplex. One owner would benefit and the other would not. And it would cut deep into the property. The way the property line cuts at an angle, there is still a need for something behind it. We would need about ten feet. Vice Chairman Lemay suggested going to the board meeting and asking for a 10 foot easement.

**Overnight Lodging Request for Employee Development**

DPW Director Jacobs said there is a request from the DPW Director for overnight lodging for the Town Engineer. He had nominated Meghan Theriault for a new program with Primex who will be our new carrier for property liability. She was one of 16 people selected to participate. It is a several month program, meeting sporadically, with online readings. Part of that is that they like people to attend their two day conference in Bretton Woods. Town Administrator Desruisseaux said Primex does a very good job with their training.

***Vice Chairman Lemay made a motion to authorize the overnight stay for the Town Engineer for the conference in Bretton Woods. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

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**Summer Internships**

DPW Director Jacobs said they are requesting again to post for their summer availabilities for interns. We have two storm water internships and two engineering internships available. All four can do jack-of-all-trades type of work. Chairman Georgantas said these are positions we've had before. Town Administrator Desruisseaux clarified they are under six months. Then we don't have to pay health insurance.

*Selectman Brown made a motion to authorize posting for the summer intern positions. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**RFP for DPW Uniform Rental and Laundering Services**

DPW Director Jacobs said their contract is up and he requests to post a RFP for a Proposal for Uniform Rental and Laundering Services. He had delayed because of contract negotiations. It's basically the same as we are doing now. There is nothing extra. Town Administrator Desruisseaux asked if there is an option to amend it if they want to take something out or put something in. DPW Director Jacobs said the Town could modify, but it would depend on how substantial the modification. Town Administrator Desruisseaux suggested a clause that it could be amended with a 30 day notice in case we get a contract for next year. DPW Director Jacobs said he would normally put it in there to have an annual renewal depending on the contract.

*Selectman Adams made a motion to go forward with the RFP as discussed, with the condition it include a clause that it could be amended with a 30 day notice. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**SELECTMEN'S DISCUSSION**

**Committee Reports:**

**Sewer Commission**

Selectman Adams said it was a short meeting. There was discussion about the Main Street roundabouts as we move forward with the improvements on Mountain Road/Pleasant/Mast Streets and Elm/High/North Mast Streets. A start date has not been set yet pending how it works out here. There was also a discussion on the Sewer Use Ordinance. They will resume that discussion after the Town Meeting in March. Cathy Whooten has decided not to run for re-election for the Sewer Commission.

Selectman Gross asked if there was any discussion about the meeting we had with them. Selectman Adams said they seem okay with the way it's moving forward and that we are at least considering it.

**NEW BUSINESS - No submissions**

Chairman Georgantas said for tomorrow, Selectman Gross, Selectmen Adams, and Selectman Brown will handle the High School. He and Vice Chairman Lemay will handle Bartlett Elementary. He will have shuttle duty first thing in the morning to make sure the workers get to the school. Selectman Lemay asked about just the Selectmen parking in the Family Dollar parking lot. Town Administrator Desruisseaux said it is okay as long as there is nothing to sign. At the High School workers should park close to Wallace Road.

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**OLD BUSINESS**

**Action Matrix**

Town Administrator Desruisseaux said, regarding Grasmere Town Hall, we can do the removal of the crash door on the side door through the regular maintenance line. We are still looking for a date and time that is conducive for all for the EDSTAT meeting. She asked Assistant Town Administrator Derek Horne to check with them to see if they could come in on a Monday night. For the employee study, we are on target to have the report in April. Chairman Georgantas said the USPS is an ongoing public awareness issue. We are still waiting for Selectmen Adams to provide follow up (regarding the questions from private landowners regarding drainage on private property), for the letter to NH DOT, and for the Planning Board to look at the sign ordinance. We are also waiting to sign that easement. Town Administrator Desruisseaux said we are waiting for the document.

*7:25 pm Vice Chairman Lemay made a motion to enter non-public session per RSA 91-A:3 II (b) hiring. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Gross-aye. VOTE: 5-0-0. All in favor. Motion carries.*

*7:35 pm Selectman Adams made a motion to exit non-public session. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

*Selectman Adams made a motion to seal the minutes to the non-public session. Vice Chairman Lemay seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Gross-aye. VOTE: 5-0-0. All in favor. Motion carries.*

*Vice Chairman Lemay made a motion to authorize to Conditional Offers of Employment to fill the 28<sup>th</sup> and 29<sup>th</sup> patrol officer positions. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

*7:36 pm Vice Chairman Lemay made a motion to adjourn. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

Respectfully submitted,

Gail Labrecque  
Recording Secretary

Approved by the Board on 2/22/16 with no corrections.