

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman David Pierce, and Town Administrator Sue Desruisseaux.

Committee and Board members in attendance were Assistant Town Administrator Derek Horne, Budget Committee Vice Chairman Scott Gross, Superintendent of Schools Brian Balke, Economic Development Committee Chairman Charles Tentas, DPW Director Adam Jacobs, Library Trustees Vice Chairman Cathy Coughlin, Fire Chief Richard O'Brien, Police Chief Robert Browne, Rail Trail Member Warren Denby, School Board Vice Chairman Steve Dutton, Parks & Recreation Director Rick Wilhelmi, Planning Board Chairman Barbara Griffin, Cemetery Trustees Chairman Jean Walker, Conservation Commission Vice Chairman Susan Tucker, and HDC member Lionel Coulon. Also in attendance was Dave Suitor—GTV audio/video technician and Gail Labrecque—Recording Secretary.

ALL BOARDS MEETING

Chairman Georgantas called the meeting to order at 6:07 pm. He led the Boards in the Pledge of Allegiance.

He said this meeting is designed to go over the department heads' and committees' goals for the year. He reviewed the goals for the Board of Selectmen.

In Human Resources, they are working on the DPW Collective Bargaining Agreement, the Human Resources Ad Hoc Committee and to continue performance evaluations of department heads. In the area of Communications with the public, they want to identify topics deserving additional communication with the public; have the annual All Boards meeting; do community surveys; have interactive web based forms and to evaluate the effectiveness of the Business Occupancy Project.

In Project Management, there are a few large projects that require Board of Selectmen oversight and involvement including, Road Plan updates, implementation of new Finance Software and the Barnard Land Redevelopment. Regarding budgets, the Selectmen will provide 2016 Budget oversight, 2017 Budget preparation, and increase consolidation, streamlining, and efficiency of service of delivery. In Economic Development their goal is to develop a plan to retain, expand and attract commercial and industrial development to lessen the burden on residential taxpayers while considering the town's natural and historical resources. The steps to that goal include identifying and meeting with entities to explore challenges for economic development; determining any entities that have identified specific areas for progressive development, infrastructure needs, funding resources for extending existing infrastructure; and developing a timeline for extending the infrastructure; reviewing the EDSAT results and establish a committee to develop an Economic Development Plan for the Town now that the US Commerce has approved the CEDS application, we will watch for available grants to implement approved CEDS projects; developing a marketing strategy and meeting with the Economic Development Council as needed.

Steve Dutton, Vice Chairman of the School Board, said they will be formally setting their goals in June when they have their annual retreat. Fundamentally their focus remains to continue to

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

provide the best education for students that they can at the lowest cost possible. We are a fiscally conservative district and are committed to getting a high return on our investment. They want a low cost per pupil with a high student achievement. They will evaluate space needs, especially in the elementary facilities. They have some capital projects in the works including drainage mitigation at the middle school and the high school. They will have a new fire pump and generator at the middle school. All the schools in the SAU will be connected by dark fiber, which will result in significant cost savings moving forward. They have received an \$86,000 grant for a new phone system. They have negotiated a new contract and will have new principals starting next year. This coming year will be the first year that Hooksett students can choose to attend Goffstown High School. We have new robotics at the high school and middle school, and a new science series starting at the high school.

Rick Wilhelmi asked about when the floor at the gym of the middle school would be done. Brian Balke said that floor will be done. They have an open insurance claim on it now. We have to deal with the water coming of the roof and that is the next phase. Neville Construction will start after school gets out. Then they will take care of the floor. The floor will be sanded, repainted and refinished. Our insurance went up about \$50,000 per year due to the flooding we've had at the schools. The floor will probably be done in the fall, and hopefully before winter. Selectman Pierce asked about declining enrollments. Brian Balke said many towns in NH have seen a reduction in enrollment. That would be a welcome addition for them because they are currently are very crowded. They do anticipate enrollment to go down, but it's not going down fast. New Boston's middle school and high school is increasing. We have bucked the trend that the majority of NH has seen.

Police Chief Browne said they reassess their goals every year. This year they want to conduct another citizen's police academy. That is due to start August 9th. They want to fill all their vacancies in patrol, dispatch and administrative ranks. By the end of the month that should happen. The other part is to maintain staffing through the end of the year. We've not been able to do that the last couple of years. They want to cut the amount of founded internal affairs complaints by 50%, with which their body cameras will help. They want to decrease crashes with enforcement of the hands free law. We have had about 100 citations and warnings year to date. Although distracted driving crashes have not seen the 5% decreases they hoped for. They want to increase community awareness of the opiate crisis. They have been involved with the school. They plan to roll out a collaboration with Phoenix House, and the Bedford Police Department. We will complete a bi-annual community survey this year which will provide input as to what people want to see from the Police Department.

Fire Chief and Emergency Management Director Richard O'Brien said this week is National Emergency Medical Services Week. They provide emergency medical services to Goffstown and he appreciates the sacrifice and courage of the EMT's and paramedics. They are truly the heroes that save lives every day. He thanked the EMTs and paramedics. They are starting their fire station renovation project. They meet with the architect on Wednesday morning. They hope to break ground in July. It will take us to the end of the year, and maybe beyond, depending on the weather. They will move their administrative offices at some point in time. Their bigger projects include replacing their air packs by the June 1st, new Jaws of Life will be in soon. A lot

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

of things go on in the background in emergency management. We assist people in town to prepare. There are facilities considered high risk, for example, the nursing homes in town. They want to make sure their disaster plans are up to date and functional. They are working with the Police Department to make sure their rescue task force is effective. We are the only Fire Department in the state who has one. Our EMS personnel are trained to get into a warm zone (as compared to a hot zone), with police protection, to treat the victims sooner than later. Goffstown is the model. We'll be working with other departments statewide to expand this program. We'll keep you posted on the progress.

EDC Chairman Charles Tentas said they are an appointed board, appointed by the Planning Board. The goal is to encourage establishment and growth of industries in Goffstown. In 2015 they installed the "Welcome to Goffstown" sign located on Route 114 at the Bedford line. They adopted the "Certified Sites Program" in collaboration with the Planning Board. It gives property owners the ability to market their property with partial approval from the Planning Board. The Planning Board has the option of extending the time for properties in the program. They went through the Economic Development Assessment Tool, a/k/a EDSAT. It is a self-assessment to assess Goffstown's strengths and weakness. Answers were completed by EDC and staff, and reviewed by the Board of Selectmen in 2015. Results were presented in April 2016. The goals are to explore and implement those recommendations; to create an Economic Development Plan; to create simple tools for businesses looking to open; to streamline approvals; to advance development of their website; promote economic opportunities in Goffstown; to provide information crucial to the developers and business owners and to inform residents about services and the community needs.

Derek Horne spoke on behalf of the HDC. They are a land use board, but haven't had public hearings related to their statutory duties. They've been focusing on the restoration of the Grasmere Town Hall. They are getting it to a place where it will satisfy the Fire Department's requirements to allow more than 49 people for events. This spring they did work to restore the second floor and work towards making the fire escape safe. They will be doing structural modifications this spring/summer. Then they will be working to finish a few checklist items. After that the space will be available for community events or for people to rent out the space.

Chairman Georgantas recognized Warren Denby, who has taken over as President of the Friends of the Rail Trail.

Cathy Coughlin, Library Trustees Vice Chairman, said the library serves many roles. We are educational partners with the schools. We have programs for children, teens and adults. The staff makes use of all three floors of the building. We are part of a library consortium that increases our ability to borrow. We have a program called Hoopla, which is a streaming program. We keep trying to find ways to incorporate technology. We see increased use of the Library. We are instituting something called Pay Down Your Fines. It is designed for teens who might not be allowed to borrow books to read at the library to get a dollar amount to pay down their fines so they can take out books.

Parks & Recreation Director Wilhelmi said in 2010 the Parks & Recreation Commissioners created 6 main goals and have maintained those throughout. Those areas are the Barnard Sports

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

Complex, the Rail Trail, access to natural resources, upgrading existing parks, special events, and programs. Every year these categories are reviewed and implemented into goals. For the Barnard Sports Complex, we have \$65,000 in impact fees for the alteration of terrain permit, peer review of the drawings, drainage, and such. We are waiting for the actual permit to be approved by the State of NH and then we can move on it. That is being done by DPW crews as they have time to do it.

We haven't done much on access to our natural resources. It is a challenge. Mt. Uncanoonuc and Namaske Lake are surrounded by a lot of private homes. They look for homes the Town might come to own that they might be able to purchase to create an access. In park upgrades, Roy Park will be the big one this year. It will have a new playground by mid/end of August. The playground equipment has been ordered. He thanked DPW, the Fire Department, and the Police Department for helping in the needs of Parks & Recreation. They have redone the walkways at Roy Park and will hopefully put on new metal roofs on each of the pavilions at Barnard Park and Roy Park. They will repaint the tennis courts at Barnard Park. They are doing a collaboration at the Library, with an Adults 55+ program. They will have a story walk down the rail trail. They want to have a youth summer pick-up basketball games at Roy Park. They want to get a hiking team going. It's developing a network of people. They are always reviewing, developing, and allocating budgets. Chairman Georgantas asked if they were working on developing a website. Director Wilhelmi said they are looking to have online registration where they can opt to pay online or mail it in.

Adam Jacobs said it is National Public Works Week. Their goals for the year includes projects and processes. The big one is the Road Plan. Asphalt prices are down 15% and they can get more for their money. They have a lot of outreach to do for the 2017 Road Plan. They are wrapping up their LED street light conversion. It is 65-70% savings to the town, roughly \$40,000. We have been helping out at Roy Park and the athletic fields. The Barnard Park complex is in its second phase. We have a project for Westlawn Cemetery to extend the fencing. On the process side, they have the 10 year plan that is almost complete. They are trying to get the word out so other departments can make their plans. They got DPW on Facebook. They have held neighborhood meetings for neighborhood projects and he sends out weekly updates. They are initiating mobile data asset management. We have the data at our fingertips now. Budget wise, we were able to reduce our operating budget by 2%. We will continue to try to level out the annual expenditure by purchasing used equipment when possible.

Scott Gross, Vice Chairman Budget Committee, said the Budget Committee officially prepares the budget with guidance from the Selectmen and School Board. Last year the Budget Committee was pleased with the School Board and Department heads because the budgets presented were realistic and made the process go smoothly. They've not met but will resume meeting in September.

Barbara Griffin, Chairman Planning Board said the Planning Board is an elected board that reviews applications for development in the Town. We review subdivisions and site plans and have governing documents as to how we rule. We are driven by the applications that come before us. We need to respond in a timely, responsible, and legal manner so we don't end up in

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

court. This year we will be looking at the Master Plan, which is due for an update. We'll be looking at the Zoning Ordinance and Subdivision Regulations by doing work sessions during our regular meetings. Recently we reviewed a Senate Bill that passed in Concord and determined our Zoning Ordinance already addresses that bill. She was able to sit in on the EDSAT presentation and the Planning Board looks forward to what will be done in the form of an Economic Development Program. The Planning Board is also in charge of the Capital Improvements Plan, which is for projects that are over \$25,000. That process begins this Thursday night. They will go to the Planning Board in September and then it will go to the Board of Selectmen.

Susan Tucker, Vice Chairman of the Conservation Commission, they are a seven member appointed board that meets on the fourth Wednesday of each month. Their mission is to protect and preserve Goffstown's natural resources, including open space, surface waters, and wetlands. They do site walks for a proposed development and provide comment to the Planning Board in respect to the wetlands. We have an Open Space Subcommittee for people who want to put their land in conservation. We help write the grants. Last year we completed the Shost property, the Finke property, and the Black Brook Preserve is in the process of being approved. We work with organizations that work to control the milfoil.

Jean Walker, Cemetery Trustee, said they work closely with DPW. It is their responsibility to see the rules and regulations are carried out in the three cemeteries. Any money paid for the lots or burials are turned back to the Town for the Town budget. In the budget we did receive money for the wrought iron fence and it will look like the 100 year old fence across the street.

David Pierce, Chairman of the Rail Trail Committee, said we are an advisory board to the Selectmen. This is National Bike to Work Week. Along that line, we have seen a dramatic increase in people bicycling to work to Manchester. He provided a handout to the Board, which shows that 48% of the 5.5 miles has been improved. The surface, drainage conditions, and culverts have been improved. That leaves 52% that has not been touched since the tracks were removed in the 1980s. If all were to go well it would take \$340,000 to complete that 52%. The visible sections are seen from Mast Road. Our goal is to complete the rest of the rail trail. There are two sections that the Friends of the Rail Trail have received a conceptual approval to privately contract ¼ of the portion that hasn't been touched. That is ¾ of a mile of trail—the segment from Lynchville Park Road to Mooseclub Park Road. In addition is 500 feet just over the Manchester town line that belongs to the Town of Goffstown. We are submitting for a grant, and if awarded, the work will start in December and finish by May 2017. This would be just over an \$80,000 project. DPW would do a soft match in work on the drainage. The Friends of the Rail Trail would also do soft work in removing shrubs, and also contribute funds to equal the 20% match.

Sue Desruisseaux, Town Administrator, thanked everyone for coming tonight and all those who volunteer their time on committees. Improvements in town are because of those efforts. At Town Hall, they provide support services to the committees and work with all the department heads. And they all work well together. One of our challenges this year has been to take care of the settling of the foundation, and DPW has stepped up to help us with that. When that project is

GOFFSTOWN ALL BOARDS MEETING AND
BOARD OF SELECTMEN MEETING
MINUTES MAY 16, 2016

done there will be new flooring for upstairs. We have to repaint the exterior of Grasmere Town Hall. Most of our goals are reflected in the Selectmen's goals. We have a challenge with the training of five new employees. We are sending notices in tax bills to those residents in Pinardville regarding 911 calls. They have to make sure it is known they are in Goffstown. We also have to do an update on property evaluations which will also be inserted in the tax bill. We will have an update to our website. Town Hall will be entering into social media this summer. After we get through the MRI study, we'll have a better handle on the budget committee for next year. Then we can meet with the budget committee. And we want to work with the EDC for development in Goffstown.

Chairman Georgantas thanked the members for coming.

Selectman Adams made a motion to authorize the Board of Selectman Chairman or his designee to sign the closing documents for the conservation easement for Black Brook Preserve, Map 9, Lot 62A. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

7:10 pm Selectman Adams made a motion to enter into non-public session according to RSA 91-A:3 II (e) legal. Vice Chairman Lemay seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.

7:15 pm Vice Chairman Lemay made a motion to exit non-public session. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to seal the minutes to the non-public session. Selectman Adams seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.

Selectman Adams made a motion to authorize the Town Administrator to enter into an agreement with Stephen Traub of Property Valuation Advisors for a \$6,700 appraisal in relation to a pending legal case, and furthermore to authorize his hourly rate of \$140 if needed as an expert witness. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

7:16 pm Selectman Adams made a motion to adjourn. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Respectfully submitted,
Gail Labrecque
Recording Secretary

Approved by the Board on 5/23/16 with no corrections.