

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 8, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman Allen Brown, Selectman David Pierce and Assistant Town Administrator Derek Horne. Also in attendance was Gail Labrecque—Recording Secretary.

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

The Board said the Pledge of Allegiance.

ACCEPTANCE/CORRECTION OF MINUTES

Vice Chairman Lemay made a motion to approve the public and non-public minutes to the Board of Selectmen's meeting of July 25, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

Chairman Georgantas said on January 18, 2016 the Board of Selectmen approved a plan for an Eagle Scout project by Hunter Aldenberg of Troop 99. Selectman Pierce and the Friends of the Goffstown Rail Trail gave oversight. It is located at the granite abutment for the former covered railroad bridge over the Piscataquog River which is the western terminus of the Goffstown Rail Trail. The project was authorized as a donation to the Town by Selectmen action on January 18, 2016. Material specifications were reviewed and approved by Director, DPW. The NH Division of Historical Resources found the project acceptable. The metal and wood fencing was purchased from American Fencing, Inc. in Hooksett. The metal fencing was installed by professional mason John Wight (Pinardville) who donated his services. Trail gravel was donated by Mt. Williams, Inc. in Weare. The sections of wood fencing and the gravel trail surface were installed by scouts. On July 25, Selectman Pierce reported to the Troop 99 Eagle Scout review board that Scout Aldenberg completed the project to his satisfaction. Scout Aldenberg spent a total of \$1,890 for materials which was covered by donations to his project. Considering the worth of donated material and services, the project might have cost about \$3,500 had it been accomplished by a town contract. Congratulations to Hunter Aldenberg.

TOWN ADMINISTRATOR'S REPORT

Selectmen Meeting Schedule

Assistant Town Administrator Horne said the Sewer Commission meets on Tuesday, August 9 at 7:30 pm. The Conservation Commission meets on Wednesday, August 10 at 7 pm. The Planning Board meets on Thursday, August 11 at 7 pm. And Parks & Recreation meets on Wednesday, August 17 at 7 pm. Selectman Adams said he will be at the Sewer Commission meeting and the Conservation Commission meeting, as well as the Parks & Rec meeting the following week. Selectman Pierce said he will attend the Planning Board meeting.

Consensus Folder

Assistant Town Administrator Horne said the Employee Status Reports include Step Increases for Call Fire Fighter I, Call Fire Fighter II, Call Fire Fighter/EMT, Call Fire Fighter I/EMT, and 2 Call Fire Fighter II/EMT. Discharges include 1 Call in-Active and 1 AEMT. There is a Discharge of a Lien: Map 37, Lot 17A (resubmitted from a previous meeting with corrected information). There is also an acceptance of a Drainage Easement on Map 35, Lot 49 (135 Elm Street). Chairman Georgantas asked about the step increases or the Call Firefighter. We are

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discussing a reassignment of wages. Assistant Town Administrator Horne said non-union employees are not be affected by this.

Selectman Brown made a motion to accept the Consensus folder. Selectman Adams seconded the motion. VOTE: 4-1-0. Vice Chairman Lemay voted against. Motion carries.

ASSESSOR'S RECOMMENDATIONS

Assistant Town Administrator Horne said there are recommended Intents to Cut for Map 23, Lot 11 and Map 23, Lot 13.

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

Correspondence

Mill Street Property

Chairman Georgantas read the letter from Dick Ludders, Chair of Piscataquog River Local Advisory Committee (PRLAC), addressed to the Board of Selectmen. *"It is the understanding of the Piscataquog River Local Advisory Committee (PRLAC) that the Town of Goffstown has decided not to convey the property located on Mill Street (Map 34-124-1) to a third party. Public access to the Piscataquog River is one of the priorities of the PRLAC. The PRLAC would like to thank the Goffstown Select Board and the Town of Goffstown for reconsidering the sale of this property. If at a later date, the Town would like to explore potential public uses of this parcel and/or would like assistance in seeking potential funding sources to support a public use of this parcel, the PRLAC would be more than happy to assist."*

Taggart Shed at Church Street Fire Station

Assistant Town Administrator Horne said Eric Fletcher has requested the Town allow him to purchase the Taggart Shed behind Station 18 and allow him to relocate it to his property on 9 Church Street. The Shed was scheduled for demolition as part of the Fire Station Improvement Project. The Board's packet includes the Town's Purchasing Policy, which provides for Disposal of Surplus Property. A map showing where the shed is and where Eric Fletcher's property is was also provided to the Board. Planning & Zoning would require site plan approval for non-residential use. Building size would require a foundation in new location. There is a Relocation agreement in your signature folder.

Chairman Georgantas said his question is timing and the permitting process. How long will it take and it will be in Chief O'Brien's way? Selectman Adams asked where it is in the construction sequencing. Chief O'Brien said in the construction sequence, the plan was to clear that lot next week some time. We could put it off a week. Assistant Town Administrator Derek Horne said the intentions are to raise it up, build a trailer under it, and move it to his property, then seek the needed Planning Board and Building Department approvals. Selectman Adams said if he can't get the permits he would have to demolish it.

Assistant Town Manager Horne said the agreement is written that he has to comply with all building and zoning requirements. If he can't he would tear it down. He's ready to move it this Wednesday or Thursday if approved and weather allows. Chairman Georgantas asked what is accomplished if he moves it and unloads it off his trailer. Selectman Pierce said he would

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oppose this. He finds no structural value in the building. Portions are a hazard the way it's been constructed. He'd rather see it razed and disposed of.

Selectman Adams said structural value is a subjective matter. We have someone who wants to do this and is willing to comply with all the zoning and building regulations. He's willing to do it within a specific time period. We have someone willing to do it, and he's made reasonable argument that it has special meaning. Tearing it down for the sake of tearing it down is spiteful.

Selectman Brown said it is a win situation for us. We'd have to tear it down anyway. He's willing to pick it up and move it across the street. It will cost us nothing. If he can't get it done, the removal is on him. Vice Chairman Lemay said it is time sensitive, but there are a number of cables to move—fire alarm cables and electricity. That takes time to arrange. He'd like to hear from Eric Fletcher to hear about this to know everyone is on the same page. Selectman Adams said that would be handled by the building inspector.

Chairman Georgantas said Eric Fletcher's father was Fire Chief and this has historical value to the family. Personally we ought to extend the opportunity to move the building within a reasonable time and doing it safely. Selectman Brown said the company moving the building is very reputable and you'll never know it has been moved. Selectman Adams said he won't get a certificate of occupancy until it is ready. Assistant Town Administrator Horne said we could meet with him on August 22nd. Chief O'Brien said there is time to be had. They are still working to finalize the contract with the builders. For disposal of this shed, it would cost us from \$60-\$70 per ton, and there are about 3 tons there. There would also be 4-5 hours of site work and man-hours. The total could be about \$2,500-\$3,000.

Selectman Adams made a motion to allow the relocation of the Taggart Shed to the property on 9 Church Street, as requested, as long as he abides by Zoning Ordinances and Building codes, and it's done in a timely manner that works with the Fire Station Improvement Program, with the Town Administrator to work out details. Selectman Brown seconded the motion. VOTE: 3-2-0. Vice Chairman Lemay and Selectman Pierce voted against. Motion carries.

PUBLIC COMMENT—at 6:10 pm: There was no public comment.

AUTHORIZATION TO REQUEST LOT MERGER--Map 38, Lot 13 and Map 34, Lots 96 and 99

Assistant Town Administrator Horne said this request is to merge the Fire Station lots. In your packet is a map showing the three lots to be merged and a copy of the deeds. The lot merger and Development Review Application are in the signature folder. Development Review application is scheduled for the Thursday, August 11th Planning Board meeting. Selectman Brown asked if we got all the deeds. Chief O'Brien said he, the Town Administrator, and Scott Bartlett (Assessor) were able to get the deeds. The survey should be completed this week. He has about 90% completed already.

Selectman Adams made a motion to authorize the Chairman to sign the lot merger and Development Review Application. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

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FIRE CHIEF RICHARD O'BRIEN re: Staffing Report

Chief O'Brien gave a slide presentation to the Board. He said about two weeks ago he presented a self-assessment of their current situation and staffing. It is a lengthy report with a lot of data in there. With Budget season approaching, he thought it would be best to give an overview of the report and offer comments. The purpose of the assessment is due to an increased demand for services, decreased staff, and increased occurrence of non-response, delayed response, and substandard response. When we have a call come in, we don't have anyone to respond, or there is a substandard response with only 1 or 2 instead of more able to respond. In 2006 the Local Government Center did a study and assessment. We also want to look at our benchmarks. We have a lot of data and are looking at comparisons to like communities, such as labor union contracts and salaries. We look at options to improve our services.

There were 6 core recommendations. We were able to accomplish all but three. We were able to establish a staff recruitment and retention program, to utilize the call force to fill full-time vacancies and to change from only EMS night coverage to Fire/EMS trained night coverage. When we look at benchmarks, we look at NFPA. They give us technical guidance and they are the godfather of fire codes. NIST actually does the studies for us. They are the National Institute of Standards and Technology. They determine what is most efficient. ISO regulates how much we pay for our insurance premiums for property. We were just evaluated by them and we scored 4-4-B. An area that has a poor rating could pay more insurance over the year. The ICMA—the International City/County Management Association—sets standards on fire staffing. OSHA comes down with the fines. NH isn't an OSHA state but the Department of Labor looks to them for public safety and job related hazards.

Chief O'Brien said they looked at towns that have an economic and geographic resemblance, full & part time staffed fire protection services, and fire-based, ALS level ambulance services. He reviewed the current GFD staffing. They have no on duty staff at the Mast Road station from 6 pm to 6 am. Tirrell Hill Road is staffed only by on-call fire fighters. He showed a graph that reflects the number of calls in comparison with the population. As population grows, our demands grow. Our calls are typically EMS and service calls. Thursday seems to be the busiest day of the week. He showed the incident activity over 5 years. We are seeing growing activity on the Goffstown Back Road area. We don't see much activity on Back Mountain area. Time does matter for EMS calls. Time affects mortality rates for anyone with cardiac issues, stroke victims, and sepsis patients.

Regarding fire, flashover can occur within 5 minutes. Our goal is to get there before it occurs. We can most affect the area of dispatch, response to the fire, and setup time to make a difference. We are able to measure our response times by the second. Our busy time is right after lunch. The quietest time is between 1 am and 5 am. From 6 am to 6 pm our response times are the best. Even though we are busy, our response time is within that 4-5 minute range. When staffing went away, response time started creeping up. We averaged 10.5 minutes for response time. Why does the ambulance response time climb if they are on duty? They are covering for all stations. They may be returning from another call. He showed a graph of the hour by hour breakdown of incidents.

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He addressed the community comparison of Fire Department Cost per thousand. We protect everything, whether they pay taxes or not. Our cost per call is in the middle range. Full time staffing, of all communities we are the only who does not provide staffing 24/7. We only offer 6 am to 6 pm. The solution is to get more call-fire fighters. That's always a struggle, and not just for Goffstown. Training and certification demands are one of the reasons, as well as continuing education to maintain those certifications. The pool willing to commit to the requirements are in the 20-43 year old range. We are targeting the younger pool because they want to do this for a career. We're lucky to get 2 or 3 per year to commit to these demands but it doesn't help us get out of this hole. The recommendation was to increase full and part-time staffing to allow for 24-hour staffing coverage, to maintain minimal on-duty staffing levels of 6 FF/EMTs whenever possible, and to apply for the SAFER grant to help fund some of the positions. To make this work for full-time staffing, we would have to hire four full-time FF/AEMTs or FF/Paramedics. Because of the burden to the taxpayers it could cause, we want to phase it in. We want to have four full-time fire fighters by July 2017 and use 6 part-time fire-fighters.

Chairman Georgantas said he'd be increasing his budget by \$1.4 million in 2019. Chief O'Brien said that is without any allocations or budgets that could be adjusted, or grants. The SAFER grant folks went with a 2 year fully funded program with no obligation beyond two years. In 2017 the SAFER grant application period becomes open. We dialed the numbers down to the current pay with health benefits and retirement. By the end of 2018 the minimum desired staffing level will be at 6 for 24/hr per day from 2 fire stations. He's looking for guidance from the Board as we come into Budget season. There were questions about putting it straight into the department budget or on a warrant article.

Chairman Georgantas said we are premature because we've not started our budget process. Chief O'Brien said they have to submit their budget in another week or two. Selectman Pierce asked if they were looking for another SAFER grant. Chief O'Brien said he would like to take advantage of not having the expense for those two years.

Chairman Georgantas said we should make decisions in the budget process. He suggests taking a good look at this and email any questions. He asked about the ISO—Insurance Services Organization. Chief O'Brien said a 4-4-B is a good rating. You want to be as low as you can. We can improve on staffing and call processing. With upgrades in testing and upgrades with the water precinct, we could be close to getting a 3. Selectman Adams said he'd like to see preliminary numbers on the impact to taxpayers. Chairman Georgantas said when you look at the CIP numbers, and you put another \$1.4 million on this. Selectman Adams said it would be important information to have.

SELECTMEN DISCUSSION

Committee Meeting Reports:

Planning Board—July 28, 2016

Selectman Pierce said there was a continued review to convert a barn into a 1 bay auto shop. There was an initial attempt to deny the application due to zoning concerns, but it was withdrawn and continued to September 8th. The Villa Augustina ball fields were also addressed and continued to a future date.

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EDC—August 3, 2016

Chairman Georgantas said they addressed the review of the Master Plan comment and recommendations to the Planning Board. They reviewed it and made recommendations. They had an EDSAT report with a handout checklist. It is for the site plan application process. There is also an application form with an actual process to follow for a conceptual review. They are trying to streamline things so people know what is going on as they walk in the door. They also talked about the open house by DOT at the Manchester Community College on Wednesday August 10th at 6 pm, to discuss the improvement of the I-293 Exits 6 and 7. Selectman Pierce said several conceptual designs will be presented. Vice Chairman Lemay said from 6-7 pm will be an open house and the formal meeting starts at 7 pm.

NEW BUSINESS

Selectman Adams said the Goffstown Junior Baseball has an application before the Planning Board. There needs to be an easement for them to pass over Town owned land. They are meeting this Thursday to discuss it again. We need to consider it and provide recommendations for the Planning Board to move forward. It will provide safety and more parking for baseball and the Rail Trail.

Vice Chairman Lemay asked who would build the parking lots. Selectman Adams said Goffstown Junior Baseball would build and pay for it. Selectman Pierce said as you drive out of town there is a barren, gravel area before the Rail crossing. Closer to the Village end is an exit. The proposed 24 foot wide road is in the middle of that. Selectman Adams said this Board has to take action at some point. Chairman Georgantas said we should do anything we can do to relieve parking.

Selectman Adams said Crispin's House had a fundraiser, and raised over \$7,000. Parking was a big issue there. Chairman Georgantas asked if it would alleviate the parking issue. Selectman Pierce said they propose to accommodate an additional 95 vehicles to the 25 vehicles they already have space for.

OLD BUSINESS

Action Matrix

Chairman Georgantas addressed the Action Matrix. Assistant Town Administrator Horne said the HDC hasn't met since July. They won't meet in August. They have made quite a bit of progress. The painter has the first coat on and will be repairing a portion of the cupola. New copper flashing will be installed. The painting and exterior portion funded through CIP is almost complete. We got approval for construction from DES of a septic system. Cost estimates have been provided but we don't know when it will be done. The plan is good for 4 years. He's working with HDC members on emergency lighting and sprinkler heads. The fire escape is all set.

Chairman Georgantas said we need to take action on the Wage Classification Report. Pinardville and 911 is still ongoing, as is the Planning Board matter with Selectman Adams. Selectman Pierce said regarding the Mill Street property, if that is going to be developed into some sort of public setting, it should be surveyed and properly delineated. That should be the next step.

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PUBLIC HEARING: Vehicle and Traffic Ordinances

Chairman Georgantas read the legal notice published in the Union Leader on 7/15/16 and posted at Town Hall and on the town's website: *"In compliance with RSA 41:14-b the Selectmen announce Public Hearings on 7/25/16 and 8/8/16 at 7:00 PM at Town Hall, 16 Main St., Goffstown NH to accept public input on the proposed codification of Vehicle and Traffic ordinances. This codification includes clarifying, amending, rescinding, and adopting new ordinances related to vehicles and traffic. A draft of this codification can be found online at www.goffstown.com or in the Town Clerk's Office. A vote is scheduled on this ordinance on 8/22/16. Any person with a disability who needs a reasonable accommodation, please call the Town Hall (497-8990 ext. 100) at least 72 hours in advance for arrangements."* We have had our first public hearing on July 25, 2016.

Chairman Georgantas opened the public hearing at 7:02 pm.

Andrew Cadorette, member of the PRLAC and resident of Goffstown, distributed some maps for the Board to review. In the Ordinances, Elm Street has no parking between Upton Road and Big Jane's Lane. There is a parcel owned by Fish and Game in there. The way it's laid out, the access point to that parcel is to the west/northwest corner just below the dam. He asks the Board to think about ways to allow the public to access this spot. With no parking up to Big Jane Lane, there is a steep grade east. At the far end is the sharp corner at Dead Man's Curve. The access has no parking signs that leads you to believe you can't park on this parcel. This is public land for people to use—hunt, fish, trap. It's almost like the access is being blocked. He would like to see it modified or spots designated where you allow people to park there. Anglers don't have boats. They walk in. Now you can only park in spaces that have trailers. Chairman Georgantas clarified this could be changed in the future. He never knew that information.

He read an email from Gerry St. Jean and Anne Marie Campbell St. Jean of 99 Black Brook Road: *"Realizing we missed the July 25th meeting at the town hall regarding a three way stop sign at the intersection of Black Brook Road and East Dunbarton Road. Adam Jacobs informs us that there is another meeting to be held tomorrow evening, August 8th. As we are in Maine for the week we thought it best to send our thoughts to you. We are very supportive of seeing this become a reality as we have personally experienced firsthand and also have witnessed many close calls at this intersection, especially involving vehicles heading toward Manchester on East Dunbarton Road and vehicles turning left onto Black Brook from north-bound East Dunbarton Road. If the opportunity arises, please let our support be known for this project."*

Selectman Adams said relative to no parking on both sides of Elm Street, there are two entrance points on Big Jane's Lane. There is a wide gravel shoulder where people can park and gain access. We need to clarify about it being the westerly entrance. Selectman Pierce said there is a paragraph that deals with traffic control signals. The ones recently installed are on a state highway. Are they included? It is a stop light and the ordinance would have to be enforced. Assistant Town Administrator Horne said Rt. 114 at Danis Park and other intersections on state roads are not there. Chairman Georgantas said he doesn't think the Rail Trail lights are considered in this. We can check on that.

Chairman Georgantas closed the public hearing at 7:10 pm

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PUBLIC COMMENT—7:15 PM—there was no public comment.

7:13 pm Vice Chairman Lemay made a motion to enter into non-public session per RSA 91-A:3 II (b) hiring, (e) legal claims pending, (c) adversely affect reputation and (a) compensation. Selectman Adams seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

7:37 pm Selectman Adams made a motion to exit non-public session. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

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

Vice Chairman Lemay made a motion to accept the Fire Chief's recommendation regarding promotion to Lieutenant and the hiring of a full-time firefighter. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:39 pm Selectman Pierce made a motion to adjourn. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Approved by the Board on 8/22/16 with one correction on page 6, under Action Matrix, first paragraph, in the fifth line down add "of a septic system" at the end of the sentence which reads "We got approval for construction from DES."