

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF AUGUST 22, 2016

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

**6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS**

The Board said the Pledge of Allegiance.

**APPROVAL/CORRECTION OF MINUTES**

Town Administrator Desruisseaux said at the bottom of page 6, under Old Business/Action Matrix, it should specify that they got approval from DES for the septic system.

*Selectman Pierce made a motion to approve the minutes to the Board of Selectmen's meeting of August 8, 2016 as corrected. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**ANNOUNCEMENTS**

Chairman Georgantas said there is a letter from Amy Begnoche referencing the Roads Scholar Program. The UNH Tech2 Center announces that Mike Kos from DPW has attained Safety Champion level for achieving 20 safety hours in the educational program. It is a side award for achieving 20 safety hours, demonstrating extra effort and commitment to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

**TOWN ADMINISTRATOR'S REPORT**

**Selectmen's Meeting Schedule**

Town Administrator Desruisseaux said it is three weeks until the next Board of Selectmen meeting. Thursday, August 25, the Sewer Commission meets at 6 pm. Selectman Adams said he would attend. Town Administrator Desruisseaux said on Wednesday, September 7, the EDC meets at 6:30 pm. Vice Chairman Lemay said he would attend. Town Administrator Desruisseaux said the Planning Board meets at 7 pm on September 8. Selectman Pierce said he would attend.

Town Administrator Desruisseaux said the Selectmen meet on Monday, September 12 at 6 pm. The State primaries are on September 13 from 7 am to 7 pm at Bartlett Elementary and Goffstown High School. Chairman Georgantas said he would be gone that whole week. There is a new RSA or ruling that the Board of Selectmen can designate someone to stand in their stead. Selectman Pierce said he is on the ballot and won't be there.

**Consensus Folder**

Town Administrator Desruisseaux said they have Employee Status Forms: 3 Patrolmen successfully completed their probationary period. They have promotions from Firefighter to Fire Lt. and Call Firefighter to Firefighter. They also have a call firefighter's step increase. They have appointment papers for Barbara Griffin to SNHPC and for the new Patrolman that will be sworn in tonight. They have the MS-535 Financial Report of the Town of Goffstown for 2015 Budget Year. There are Event Permits for Cercle National Club Pig Roast & Live Band 9/17/16; Saint Anselm College Football Games; Goffstown Volleyball Servers Car Wash Fundraiser at St.

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Lawrence Church 10/1/16; Wedding Ceremony on Town Common 10/1/16 and Uncanoonuc Mountaineers Snowmobile and Mini-Bike Show & Swap Meet 10/22/16 at Cemetery Field. There is a form to correct the lot consolidation of the three lots for the Fire Station. There is a Discharge of Lien for Map 19, Lot 34A. And there are On-Call Engineering Contracts with Stantec, McFarland Johnson, and CLD, which the Board voted on at the August 8, 2016 meeting. *Selectman Brown made a motion to approve the Consensus folder. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries. Vice Chairman Lemay noted that he is in favor of the Consensus Folder with exception of the Call Firefighter step increases.*

**ASSESSOR'S RECOMMENDATIONS**

Town Administrator Desruisseaux said there is a recommended Current Use Land Use Change Tax Release for Map 8, Lots 30-1 and 30-2.

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

**Correspondence**

Town Administrator Desruisseaux said there is a letter of resignation from the Conservation Commission by Kimberly Peace.

*Selectman Adams made a motion to accept the resignation of Kimberly Peace with regrets, and to send a letter to her thanking her for her service. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**Vote on Vehicle and Traffic Ordinances codification including amendments, repeal of outdated ordinances, and adoption of new ordinances**

Town Administrator Desruisseaux said the Board held the two required public hearings on these ordinances. There were no public comments at the first public hearing but a recognition by Selectman Adams that the no parking on Elm Street from Upton Lane to Big Jane's Lane was missing in the codification. This was added and reposted before the second public hearing. There were two selectmen's changes to be added. One was to specify that no parking at Big Jane's Lane is at the westerly entrance. The other was to include the Henry Bridge Road pedestrian crossing because it is not a state road. It would be up to us to enforce that one.

At the second public hearing Mr. Cadorette requested reconsideration of the no parking at the Fish and Game property on Elm Street from Upton Lane to Big Jane's Lane so that anglers could access the lake through the Fish & Game property. Selectman Adams said if Fish & Game wants parking, they should develop it on their own property, not on Town streets.

*Selectman Adams made a motion to approve the Ordinances as presented with the two recommended amendments. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

Town Administrator Desruisseaux thanked the Police Department and Public Works for helping her with this ordinance. She also said an email was received in support of the three way stop sign at East Dunbarton and Black Brook Roads. We advertised that the vote would be taken tonight.

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**PUBLIC COMMENT at 6:10 pm**

Todd Littlefield, of 17 Pollard Road, said he was going to comment at a previous public hearing that due to the reconstruction at East Dunbarton Road and Black Brook Road, the three-way stop wasn't needed. But now we have the three-way stop so it's a moot point.

**FRANK BIRON OF MELANSON & HEATH – AUDIT PRESENTATION**

Frank Biron said they performed audits for the Town of Goffstown for the year ending December 31, 2015. He reviewed them with the Board. This includes an independent auditor's report. It received a clean opinion which is the best that can be received from an outside audit. The Management Discussion and Analysis is intended to be a narrative overview of the results. He addressed page 12, the Statement of Net Position. This is the Entity Wide Presentation. It consolidates all of the Town's funds into two columns and presents them in the accrual basis of accounting. One column is Governmental Activities and the other is the Sewer Fund. He pointed out the long term assets and long term liabilities. There is a subtotal of \$59,084,694. The numbers just up from that are capital assets or fixed assets. They are broken into two categories: Land and Construction Progress is \$6,189,911. Those are assets that are not being depreciated. Below that are other capital assets, which would be buildings, equipment, etc. That is \$26,418,654.

Frank Biron said there is a new account for Deferred Outflows of Resources, and there is another new account for Deferred Inflows of Resources. That number is \$2,028,523. Both of those, plus Net Pension Liability, which is \$13,265,646, are all new and all relate to a new accounting standard. That is the Government Accounting Standard Board Statement #68, (GASB68) which is new. This deals with the reporting of the Net Pension Liability. It is all new and is required across the nation. It is your proportionate share of the Net Pension Liability. That number of \$13,265,646 has never been reported before. The number comes from the NH Retirement System. They have an audit done. Their overall liability gets prorated to all of the towns based on payroll information of participating members.

There are several pages of financial disclosures. The overall NH Retirement System is funded at 65%. It is unfunded at 35%, which will have to be funded in future years. As of June 30, 2016 they reduced the discount rate. That is what they anticipate to be earning in their investments. The higher the rate the lower the net pension liability would be. NH Retirement System has reduced the discount rate from 7.75% to 7.5%. That means the liability will likely go up next year due to that change. It is based on the actuaries and what investors anticipate they will actually be earning in the future.

Frank Biron said the other two new accounts are the Deferred Outflow of Resources (\$1.5 million) and Deferred Inflow of Resources (\$2 million). They are new accounts related completely to the Pension liability. Certain gains and losses, instead of being applied in one year, have to be amortized over a 5 year or longer period of time. An example would be if they earned less than their projected income, it would be reflected as a deferred outflow and would be spread over a 5 year time. The Unrestricted Net Position is in parenthesis, meaning it is in a deficit position. Because this had to be reported in your income statements, it went from a positive \$6 million to a negative \$7 million. Just about every municipality in NH has a deficit position in that account.

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Page 14 is the fund accounting. The General Fund numbers are consistent with prior years. The Town is in a strong position, very similar to a year ago. In the Fund Balance section, there is a section for Committed Funds. Those are generally Capital Reserve Funds. There is an Assigned Fund Balance, which are encumbrances. Those are department budgets to be spent in 2016. The Unassigned Fund Balance is available to be used to reduce the tax rate in subsequent years. The Dept. of Revenue recommends that number be between 8% and 17% of your gross budget—Town, School District, and County combined. You are in a good position and have been consistent for the last 5 years. The Dept. of Revenue considers it income once the tax bills go out the door, not when they are received.

Page 18 is the Original Budget and Final Budget. The subtotal is \$42,246. That's the amount that revenues beat the budget for the year. It was close to a break even situation. The \$795,179 shown near the bottom is the amount that did not get spent or unencumbered for the year. If you combine that with the \$42,246, it is the amount the Town beat the budget for the year. It was your surplus for the year. At the top of the page, there is a Use of Fund Balance. You did use \$200,000 of the Fund Balance. The goal is to try to recover what you use from that account, and you exceeded that.

Frank Biron said the Sewer Enterprise Fund is also presented on the accrual basis of accounting. It is treated like a business. We have capital assets and long term liabilities. It also has a share of the Net Pension Liabilities based on employees in that department. It is \$316,000. The Net Position is presented. It includes the Net Invested in Capital Assets of \$4.3 million. The rest is what is unrestricted--\$3,424,795. It is a strong position. It has held steady for the last few years.

The Statement of Revenue and Expenses is the income statement. Change in Net Position is a net loss in the amount of \$175,657. If we were to convert this to a cash basis of accounting, it is a break even situation for accounting for the year. You are very consistent from year to year. Bond rating agencies would be very pleased and say you are in a strong position. He pointed out there is no management letter. You have had one in past years, but not for the last few. There were no issues worthy of being called weaknesses. Every year we come up with a few recommendations and management comes up with a corrective action plan. Your town does a good job at maintaining the records.

Town Administrator Desruisseaux said kudos to the Finance Department. The Board was in agreement. Town Administrator Desruisseaux said on page 41 of the Audit is the figure of \$5.937 million (Unassigned Fund Balance), which is the actual number we will use in setting the tax rate.

**POLICE CHIEF BROWNE - Body Worn Cameras**

Chief Browne said this is a couple of years in the making. A couple of years ago the Selectmen asked him to do some research. At the end of 2014 the technology and usability wasn't there. In 2015 we started to demo different styles. We were going to purchase some each year. The problem is recharging time for the batteries because the officer's work 12 hour shifts. Upload speed time is also an issue. We talked with IT about having three storage solutions. One would be archaic and labor intensive, with a server purchase and purging and redaction would be done by the Police Department. The second would be a server committed by us with IT's help. It

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would have a threshold set to delete what is not needed. The cloud option would have all we needed but it was too expensive. We looked at a company called Coban. It would allow us the secondary option. But we were concerned about requirements of the State that allow us to retain these records. Some work is being done by the State where it's favorable for agencies not wearing them. The 91-A issue will not affect body worn cameras. Unless a particular video was an issue, it wouldn't need to be retained.

Since that has come about, the budget line was approved by voters. We have purchased our Taser equipment. Taser International has a new line of body worn cameras. It is probably the best piece of equipment for body worn cameras. It functions for the twelve hours the officers are out there. It allows us to download to a cloud storage. It will have redaction software. We can hide the face of a juvenile and related audio, for example. A 5 year quote from Taser International for 20 body worn cameras is \$4,000, whereas we were getting it for \$8,000. We will also have 4 different charging stations. It will automatically upload the videos to where it needs to go. IT and Taser International will set it up. The total cost for the first year is slightly under \$13,000, which is under the budget request for the year. The hitch is that this is a multi-year contract. There is a non-appropriation clause. Should the town not pass a budget including this in the out years, the Town is off the hook. Each out-year is a shade under \$6,400 per year. They are for licensing fees and cloud storage. Our contract is for five years and the warranties are good for that. At the end of that time, if it works for us, we would probably just re-up for a subscription on cloud storage. He thinks that Taser International is the way to go.

Selectmen Brown said the first year the 20 cameras are \$13,000, with cameras included. Chief Browne said for the next four years it is \$6,400 per year. Chairman Georgantas said if we need to make a cut in the budget, it is in the contract that we can walk away. Chief Browne said we've worn the body camera in a demo fashion and it's been very helpful even though we've only had one. Having 20 of them will make his job easier. The ability to have access to that when someone says something happened will be invaluable. It's also becoming a Best Business Practice for transparency purposes in trying to get over the hurdle police are currently trying to get over. Goffstown has been proactive and this is another way to do what we need to do.

Vice Chairman Lemay said he's in favor of this. We have people who will see this video for courts, etc. Is there a fee we can charge them? Chief Browne said a defense has the ability to obtain any evidence the prosecution holds automatically. We would send them the link. They can make a copy if they want. They only have access to the video of that particular case. Before the 91-A decision came about, if someone came in and said they wanted all the video recordings of the last 30 days, it would be labor intensive. Before the legislature comes out, we could say it will be a set price for a set amount of time. Accountable measures to employ to charge that amount of money to make that recording onto a disk.

Selectman Adams said that's allowed now. Town Administrator Desruisseaux said that is a discussion at the State. Selectmen Pierce said 20 cameras far exceeds ½ of the staff. Chief Browne said it would be assigned to street-line supervisors and officers working the road. They would not be assigned to the Chief, the Captain, the two Lieutenants, the Prosecutor or the School Resource Officer. He would provide half to each of the two teams, each that work 12 hour shifts.

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Town Administrator Desruisseaux said it totals \$38,582 for five years. Selectman Brown asked about the length of the contract. Is it 5 years? Chief Browne explained Taser International will make things right when it comes to usability. There is fine language in there about what we are tied to. All of it has been gone through for us. Town Administrator Desruisseaux said there is a non-appropriation clause.

*Vice Chairman Lemay moved to allow the Chairman to sign the contract with Taser International for 20 cameras. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**POLICE BUSINESS**

Chief Browne requests the Board's approval for Accreditation Manager Michelle Provencher to attend the CALEA conference from Nov. 1-6 as budgeted.

*Vice Chairman Lemay made a motion to approve the request for the Accreditation Manager to attend the CALEA conference from November 1-6, 2016. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**DPW BUSINESS**

**Street Excavation Waiver recommendations on Glenridge Ave. for Manchester Water Works, Goffstown Sewer Commission and Liberty Utilities (if needed)**

Chairman Georgantas said this is for street excavation waiver recommendations on Glenridge Ave. for Manchester Water Works, Goffstown Sewer Commission, and Liberty Utilities (if needed).

*Selectman Brown made a motion to waive permit fees for Manchester Water Works, Goffstown Sewer Commission, and Liberty Utilities if needed, as requested, to excavate on Glenridge Ave. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**Crack sealing bid results and budget recommendation**

Town Administrator Desruisseaux said they had two bidders. The low bid was provided by Sealcoating, Inc., of Braintree, MA for \$.94 per square yard of roadway, which was higher than anticipated and would require significantly more than the budgeted \$20,000 to be worthwhile. DPW Director Jacobs recommends no award for crack sealing in 2016, and transferring the funds from the Crack Sealing line to the Reclamation line where it could be used for other road improvements. One of our late-season goals was to reclaim a portion of Stinson Road. This transfer would help ensure adequate funds are available. In the event we run out of time for road work, the funds could be put toward preparations for the 2017 Main Street project. Selectman Pierce asked if they have skipped years in the past. Town Administrator Desruisseaux said they have.

*Selectman Brown made a motion to accept the recommendations of the DPW Director to not award the crack sealing bid and to transfer the funds in the crack sealing line to the reclamation account line. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

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**Approval of TAP grant application**

*Selectman Adams made a motion to allow the Chairman to sign the TAP grant application. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**WARREN DENBY, PRESIDENT OF FRIENDS OF GOFFSTOWN RAIL TRAIL - Trail Project**

Chairman Georgantas asked if anyone had a problem with what the Friends of the Rail Trail want to do. Selectman Adams asked how long this would take and how much more funds? Selectman Pierce said 50% has been done. The remainder may take 4 or 5 more years depending on grants. The Friends of the Rail Trail have applied for an \$80,000 grant. If we receive a grant applied for, it would do ¼ of that 50%. Chairman Georgantas said before us now is a small section under the powerlines that is soft sand. Selectman Adams said his concern is how many more times we will commit town resources to the Rail Trail. Vice Chairman Lemay said as many years as this goes on, they will be looking for assistance from DPW and Parks & Recreation. Chairman Georgantas said you'll have to look at each one as they come. This one will take about 1 hour of drive time.

Warren Denby, President of the Friends of the Rail Trail, said the volunteers are purchasing nit pack material and renting a compactor. They intend to contribute the nit pack and labor from volunteers. The objective is to fill in the soft sand that is within the Town's specifications on a temporary 4 foot wide path. This is to improve the surface and to avoid the section of soft sand and riding along the side of Route 114.

*Selectman Pierce made a motion to accept the donation of about \$500 worth of nit pack material for the Rail Trail as presented, and to authorize DPW to transport one truck load of the material to the site. Vice Chairman Lemay seconded the motion. VOTE: 4-1-0. Selectman Brown voted against. Motion carries.*

Chief Browne made a note that there are actually 22 cameras from Taser International. There were two given to us by Taser as spares.

**OATH OF OFFICE - PATROLMAN RICHARD RODRIGUES**

Chief Browne thanked the Board of Selectmen for allowing them to recognize their newest officer. He said this venue is nice because people at home get to meet our newest officer, Officer Richard Rodrigues. He is from Somerville, MA and attended Saint Anselm College, earning his Bachelor's degree in Criminal Justice. He was an intern with the Goffstown Police Department. It is an important program in our recruitment selection process. He graduated this past Friday from the 170<sup>th</sup> NH Police Academy. Officer Rodrigues introduced his family. Chairman Georgantas swore in Officer Richard Rodrigues and Officer Rodrigues read his pledge. Officer Rodrigues requested his mother pin on his badge.

**BUDGET SCHEDULE**

Chairman Georgantas asked if anyone had questions about the budget schedule. (The Board had no questions.) Town Administrator Desruisseaux said she thinks they can get it done in three meetings. That gives the month of October to do deliberations. In the last week of October we will get it together for the Budget Committee so they have it the first week of November. Chairman Georgantas said he won't be here on Sept 12.

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Town Administrator Desruisseaux said she emailed them an item today. This was for the fire wall and switching purchase. Our network runs with a series of connections and access points. Brian Rae and Neil did a great job negotiating this. They were provided a quote to refresh all of our networking equipment at a significant discount. This quote was received after several weeks and months of working with RTM Communications out of Bedford, NH and Cisco Meraki to secure pricing that would fit into our budget. With the pending fiber project there were many network devices throughout the Town that needed to be replaced. With the quote provided they could refresh their entire networking hardware in preparation for the fiber installation. The total cost is \$74,953.84, to be spread over 5 years. The pricing we have secured is about 49% below standard pricing. Securing multiple quotes is unnecessary. No other vendor would be able to secure better pricing. Meraki assures us that a small office can manage the network with ease. In regards to manageability, there are very few, if any, devices that are at the same level, and this is why we feel it is the best fit for our office and the Town. The quote includes an additional two years of support. By purchasing this equipment from this quote, we would be saving a very significant amount of money over the term of the agreement. It's about \$16,561 per year. Standard pricing for the whole thing would have been \$146,872.48. Our pricing totals \$74,953.84. It's a significant savings. It will give us access we need when the fire station is done. This is to be done now. They have the money in their hardware budget now. It does have a non-appropriation clause.

*Vice Chairman made a motion to allow the Town Administrator to sign the contract with the Delage Landen Public Finance for \$74,953,84 for a total of 5 years. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**SELECTMEN DISCUSSION**

**Committee Meeting Reports:**

**Sewer Commission meeting of August 9, 2016**

Selectman Adams said they went into non-public to talk about land acquisition. It was a short meeting.

**Conservation Commission meeting of August 10, 2016**

Selectman Brown said they had a presentation on the Black Brook Preserve. They discussed Miller's Landing. They reviewed the invoices for the milfoil treatment. They reviewed plans and provided comment for the Fire Department project. They had no issues or concerns. For the JEM 443 Mast LLC application to convert a barn to an auto repair shop, there was concern about there being no outdoor containment for the outdoor lift. They had no issues or concern for the time extension for Woodland Village.

**Planning Board meeting of August 11, 2016**

Selectman Pierce said they addressed the parking lot for Goffstown Junior Baseball. The Board approved the plan for the parking lot. There were related decisions—waiving of the requirement to show professional survey of boundaries; for soil mapping and denied waiving of fees. Conditions include having a joint use agreement with Eversource; an access easement from the Town, and they must comply with DOT for a driveway permit.

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Miller's Landing was addressed and approved. The Fire Chief covered the renovations of the building on Church Street. The Board asked the Fire Department to consider the comment, which included increased public parking and increased landscaping to improve the facilities appearance. The Woodland Trust extension application was its sixth extension. Public comment took the position that there have been material changes to the plan triggering the need for a new application rather than a new extension. The Board continued the application to October 13, 2016 to allow the Town Engineer sufficient time to review the application and report findings to the Board. The last application was Saint Anselm's plan to make an addition to their Student Center. This plan was approved.

**Parks & Recreation meeting of August 17, 2016**

Selectman Adams said a new alternate and a new full-time member were sworn in. They talked about the budget. It was pretty straight forward.

**NEW BUSINESS** - No new business was submitted.

**OLD BUSINESS**

**Action Matrix**

Town Administrator Desruisseaux said the painting at Grasmere Town Hall is complete. The exterior project is done. We are still waiting on the other items for quotes. The septic system was approved. The HR matrix will be discussed in the non-public session. The Pinarville/911 issue is ongoing and the Planning Board issue is on-going. Regarding Mill Street, it was stated the first step should be a survey. She is looking to find out the time frame so they can be budgeted accordingly. Selectman Pierce said the survey would be next year. That will lead to a decision about what to do with the use of that land by an abutter.

Town Administrator Desruisseaux said we should develop a class VI road policy. In the past we've taken them on a case by case basis. She's looking to see if there are policies in place in other communities. Selectman Adams said it's a good idea. We have to be consistent when we do this. The Board concurred. Town Administrator Desruisseaux said she would add it to the matrix, get information from other towns, and talk with department heads about this.

***7:25 pm Selectman Adams made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation and (e) legal. Vice Chairman Lemay 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.***

***7:50 pm Selectman Adams made a motion to exit non-public session. Selectman Brown seconded the motion. VOTE: All in favor. Motion carries.***

***Vice Chairman Lemay made a motion to seal the non-public minutes. 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.***

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*Selectman Pierce made a motion to approve the FMLA extension recommendation from 8/18/16 to 8/24/16 without any additional insurance costs. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

*7:52 pm Selectman Adams 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 9/12/16 with no corrections.