

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF SEPTEMBER 19, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Allen Brown, Selectman David Pierce, and Town Administrator Sue Desruisseaux. Also in attendance was Gail Labrecque—Recording Secretary.

Absent: Selectman Collis Adams

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

The Board said the Pledge of Allegiance.

**APPROVAL/CORRECTION OF MINUTES**

Town Administrator Desruisseaux said page 4 should say “Property Liability Insurance has been budgeted with a 9% cap increase for the last six months of the year.” On page 9, in the first paragraph, the Deliberative Session is February 8<sup>th</sup>. It reflects February 7<sup>th</sup> in the discussion, but is correct in the motion. In the discussion of the EDC, instead of saying she asked about the I-293 exit 6 and 7 trucking restriction” it should read, “She asked about the I-293 exit 6 and 7 meeting and what was said about lifting the trucking restriction on the Back Road in Manchester.” She added that she has learned it has been lifted. There was a court case that caused that.

*Vice Chairman Lemay made a motion to approve the minutes to the Board of Selectmen’s meeting of September 12, 2016 as amended. Selectman Pierce seconded the motion. VOTE: 3-0-1. Chairman Georgantas abstained. Motion carries.*

**ANNOUNCEMENTS**

**Road Project Updates:**

Chairman Georgantas said there are road projects being done. The largest is on College Road. There was a meeting held for folks affected by it. Updates from DPW Director Adam Jacobs are on the Town website. There is a project page at [www.goffstown.com/construction-projects/910/college-road-reconstruction.html](http://www.goffstown.com/construction-projects/910/college-road-reconstruction.html). You can get updates on the DPW Facebook page, and from Nixle text and email updates from the Police Department at <http://www.geoffstown.com/nixle-information.html>. College Road will be closed to through traffic for most of the project.

**Blood Drive – Parks & Recreation Center:**

He said there would be a Red Cross blood drive held at the Parks & Recreation building this Friday, September 23<sup>rd</sup>, from 1 to 6 pm.

**NHDOT – Night Paving – Rt. 114 from 101 to Intersection of RT 114A**

The State DOT will be doing night paving from Route 114 at the intersection of Route 101 to the intersection of 114A. This will begin on or about September 20<sup>th</sup> and will continue through about September 27<sup>th</sup> to completion, weather permitting, from 6 pm to 6 am. Be prepared for delays during those hours.

**Letters of Appreciation – Police Department:**

Chairman Georgantas read two letters of appreciation regarding the Police Department.

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The first was a letter addressed to Sgt. Pinard. Sgt. Pinard assisted the citizen with changing a flat tire. The tire was not able to be repaired. Out of his own pocket, he purchased four brand new tires. What a nice guy said Chairman Georgantas. He added this is from the person, *“It’s nice to know there are still people who take such pleasure in doing special things and making others feel good. Thank you very much. Gloria and Bill Riley.”* Kudos to Sgt. Pinard for doing that added Chairman Georgantas.

The other was from Gail Labrecque. *“Dear Chief Browne, this is something you probably already know, but GPD is phenomenal. I especially want to commend three of Goffstown’s finest. Yesterday we had a group of eight family child care providers with a total of 35 children from Goffstown, Manchester, and Hooksett gather at my home here in Goffstown for a visit from SRO Pelletier, K9 Officer Babcock with Jax, and Sgt. Weeks. And unless I misunderstood, Officer Babcock was actually off duty but chose to come anyway. They came to talk to the children, infants to kindergarten age, about safety and their role as a police officer. To say they were awesome doesn’t seem like it’s enough. Keeping the attention of a group that size and age isn’t easy, but they did it with ease! They talked to the children in ways they could understand. They made it interactive. They showed the children their police vehicles and allowed them inside. Jax captivated and amazed us all with his search skills. These children will take with them, not only exciting memories, but the knowledge that police officers are our friends. In today’s society, a child can’t learn that soon enough. Seeing and talking with each of these officers not only supports what we try to teach these children, but is probably a better lesson than we could provide. What message these three officers gave these children can’t be conveyed any better. Thank you so very much. A wonderful time was had by all! I am certain my group in particular will be looking for and asking for the policemen and their cars for days to come.”*

Chairman Georgantas read a letter from David Preece (SNHPC). *“Following the Keynote speech, the Raymond E. Closson award was presented to Hank Boyle. Hank has been a sound proponent of quality planning for over ¼ century. He has served 10 years on his own Board of Selectmen, 7 years on the School Board, and multiple terms on the CIP committee. He has been a SNHPC Commissioner since 2004, and through his quiet leadership style has strengthened inter-municipal cooperation across our region. Hank Boyle has lived the example of putting community first, and southern NH is a better place because of his many contributions.”*

**PUBLIC COMMENT @ 6:10 PM**—there was no public comment.

**TOWN ADMINISTRATOR’S REPORT**

**Selectmen’s Meeting Schedule**

Town Administrator Desruisseaux said the Sewer Commission meets Tuesday, September 20<sup>th</sup>, at 6 pm. Selectman Brown said he would cover from the meeting if needed. Town Administrator Desruisseaux said the Library Trustees meet Wednesday, September 21<sup>st</sup> at 6:30 pm. Also on Wednesday, September 21<sup>st</sup>, Parks & Recreation meets at 7 pm. Selectman Adams normally attends that. The Planning Board meets on Sept 22<sup>nd</sup> at 7 pm. Selectman Pierce said he would attend the Planning Board meeting.

**Consensus Folder**

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Town Administrator Desruisseaux said there are two employee status reports. One is a resignation and the other is an FSLA/merit increase. We also have the NH Association of Assessing Officials Ballot.

*Selectman Pierce made a motion to select Scott Bartlett as Treasurer, and to nominate Jon Duhamel of Nashua, to be the Hillsborough County Director. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

*Vice Chairman Lemay made a motion to accept the Consensus folder. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Setting of Halloween Hours**

Town Administrator Desruisseaux said Police Chief Browne recommends setting Trick or Treat hours from 6-8 pm on October 31, 2016. It is a Monday night.

*Selectman Pierce made a motion to set Trick or Treat hours from 6-8 pm on October 31, 2016. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Requests from Goffstown Main Street Program**

Town Administrator Desruisseaux said Goffstown Main Street Program requests authorization to use Town Hall for Art Show-off Friday Oct. 14 - Dec. 1, and also reconsideration of 2016 funding of \$20,000. Selectman Pierce said we took no action on their letter stating they didn't need the money.

*Vice Chairman Lemay made a motion to authorize the use of Town Hall for the Art Show-Off Friday, October 14 – December 1, and to release the funding requested. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Property Tax Recommittal**

Town Administrator Desruisseaux said the auditors have completed the Recommittal Letter for our new Tax Collector to collect the tax committal issued under the prior Tax Collector.

*Selectman Brown made a motion to sign off on the Property Tax Recommittal letter. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Draft Charter for Ad Hoc Economic Development Planning Committee**

Town Administrator Desruisseaux said at tab 8f is a draft charter for the Ad Hoc Economic Development Planning Committee. Does the Board have any changes?

*Vice Chairman Lemay made a motion to adopt the Ad Hoc Economic Development Planning Committee charter. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Oath of Office – Fire Dept. - Lt. Derek Chouinard and Firefighter Robert Douglas**

Chief O'Brien said we have an opportunity to advance someone to a position of Lieutenant, and to advance someone to full-time. It is nice to see the support of the families here tonight. Without that support it can be a tough career. He introduced Derek Chouinard, who is being promoted to Lieutenant. He started working part-time with the Fire Department in 2011. He is a Paramedic/Firefighter III, certified. It is the highest you can go in certifications. He has technical rescues under his belt. He is completing his course work as a company officer and is

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completing a degree in Fire Science. Chairman Georgantas swore in Lt. Derek Chouinard as Fire Lieutenant. Lt. Chouinard's wife, Caitlyn pinned on his badge for him.

Chief O'Brien introduced Rob Douglas, who was a call firefighter, starting in 2013. He got training and experience. He is now a Firefighter III/Advanced EMT and is being promoted to a full-time firefighter. Chairman Georgantas swore in Firefighter Rob Douglas. He chose his mother to pin on his badge for him.

**SELECTMEN'S DISCUSSION**

**Committee Meeting Reports:**

**Highway Safety Committee—Sept 14, 2016**

Selectman Brown said it was a short meeting primarily regarding the parking at the elementary school.

**Historic District Commission—Sept. 14, 2016**

Vice Chairman Lemay said a discussion was that the Fire Chief needed a letter of permission to have the work done at the Church Street building. That is because the Fire Station is 50 years old and it's considered historic. We gave permission, and the letter was drawn up. Chairman Georgantas said the Chief asked if we were interested in having a groundbreaking ceremony.

Vice Chairman Lemay said, regarding Grasmere Town Hall the second floor stage lights are in the process of being worked on. Painting and exterior repairs are completed. We are waiting for Therrien Roofing to come in with a quote for replacement of slate shingles. Town Administrator Desruisseaux said it came in at \$1,650. Now they have to see where they will get the money. This Board gave the Commission permission to do the septic system. Town Administrator Desruisseaux said DPW Director Jacobs would write the RFP. The hope is to get it done before winter.

**Budget Committee—Sept. 15, 2016**

Selectman Pierce said it was basically an organizational meeting to start off the budget season. Elizabeth Dubrulle is the chair. John Stafford was sworn in as a member, and Zuzana Buzzell submitted a request to be part of the committee. Her oath of office will be taken care off when the Town Clerk comes back from vacation. They will start meeting actively on November 1<sup>st</sup> with dates and rooms to be determined. Town Administrator Desruisseaux said the Step Room at the High School is available for the six conflicting dates.

**NEW BUSINESS**—no new business submitted.

**OLD BUSINESS**

**Action Matrix**—Chairman Georgantas said the Action matrix has items that are ongoing.

**2017 TOWN BUDGET**

**Library Budget**

Library Director Dianne Hathaway gave a snapshot of library services. She said on average they are adding about 50 new card holders every month. It grows about 8% every month. To date they welcomed 38,359 visitors year to date. There is a drop in the number of items borrowed.

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Research assistance to the public has declined, but the time spent with people is greater because of the technology needs. The use of the museum pass program has increased by about 16%. This is made possible by the Friends of the Library to the tune of about \$3,400 per year. Our most noticeable growth comes in classes and programs. The services we offer focus on materials people borrow and the classes and programs people attend. We were able to receive an increase in those areas for our budget in 2016. We were able to subscribe to HOOPLA, for people to have access to movies, music, e-books, etc. This allows us to offer digital content that doesn't take up physical space. We have been able to expand our outreach and our offsite summer program, and programs in conjunction with Parks & Recreation. The increase in programs and attendance is directly related to the increase in budget. We don't have space for a dedicated maker place but offer programs that fit into that category. We have a writers group, a knitting group, Lego building workshops, robot programming classes, and a monthly cookbook club. We visit clients to deliver materials to those who can't come to the Library themselves. The digital services have been added over the past few years. We partner with other departments, organizations and other libraries. We have an open request system, which allows people to request material from other libraries to be delivered to the Goffstown Library. This expands what we can offer our community.

Mike Lawler, Chairman of the Board of Trustees, said the budget shows a difference of 2.62% over last year's budget. We have come off some soft winters, and have increased our budget for fuel for the winter to \$3,000. Professional dues stay the same. We had tuition reimbursement as a line item in 2016. That person will complete their studies this year and we will no longer have that as a line item in the 2017 budget. We are looking to increase employee development from \$2,000 to \$3,000. We have development programs for staff—conferences and workshops. Travel expenses remain the same. We are looking to increase consulting services from \$500 to \$2,000.

We are just completing the work on a personnel manual and will have legal costs for reviewing that. This is meant to be a stand-alone, and separate from what you are referencing. Dianne Hathaway said they are not following the Town manual. Some areas have been written into the library manual. Town Administrator Desruisseaux said they could compare the two when it is done. Mike Lawler said we have written them specifically to the Library staff and their functions. There is no increase to the minute takers. Postage is decreasing. We use more electronic means. Photocopier contracts is the cost of maintaining the photocopier they own. It is offset by \$3,000 in revenue that is noted. It goes to the Town General Fund. Books and publications increased last year. We are looking to stay the same on that. Computers and communications is the same. Advertising is going to be decreased from \$800 to \$400 due to the ability to use electronic means. The \$250 is a one-time stipend paid to Dianne Hathaway for the use of her own phone. GMILCS allows a lot of borrowing from other communities. It includes computer programs that happen behind the scenes. Dianne Hathaway has done a good job of forecasting what the membership cost would be at \$2,600. It comes from the number of items borrowed v the number of items leant, as well as other things. Electronic subscriptions and contracts has no increase from the prior year.

Chairman Georgantas asked about the heating oil. Is the tank full or empty? Dianne Hathaway said it is full. Town Administrator Desruisseaux said it is predicted to be a cold winter. Mike

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Lawler said it's difficult to say that we would be the same as last year. Chairman Georgantas asked about minute takers expense. You've used \$450 and budgeted \$2250. Dianne Hathaway said \$1,000 of that goes to the Town for bookkeeping services. It's a gross appropriation. You've already received it. The Trustees paid the Town from their money, but the \$1,000 had to go into the budget. Mike Lawler said the Town does the bookkeeping for the Library Trustees for money they control. It ends up being a wash. The net cost is the monthly costs for the minute taker for our meetings. Chairman Georgantas asked if there is a better way to show that? You've used \$450 this year and budgeted \$3,000. Dianne Hathaway said the money is paid for by the Library Trustees. Town Administrator Desruisseaux said it can be handled differently.

Chairman Georgantas said your budget is a 3.5% increase because you are eliminating \$7,000 from tuition reimbursement. You don't need to spend it, yet are spending that money someplace else. Dianne Hathaway said a portion of it still is in the budget with other increases. Mike Lawler asked if the minute taker line item would be reduced by \$1,000. Town Administrator Desruisseaux said yes, and it would still reflect the revenues as an inter-agency transfer. We don't have to gross appropriate it since it doesn't come out of the Library budget. Mike Lawler said that line could be made to be \$1,250.

### **Fire Budget**

Chief O'Brien said his budget includes EMS, Fire Department, and Emergency Management. In the Fire Department budget, he addressed increases and decreases. Wage increases reflect significant changes from the recent contract passed at the Town vote, as well as overtime rate increases. There was an increase in special duty wages to cover things such as political debates. We increased employee development and dues.

Legal services decreased \$1,000 because it is not a contract negotiation year. SCBA equipment and repair is reduced significantly because we have new equipment that is under warranty. Furniture and fixtures was increased because we will need new furniture when we move into the new building. Regarding heating oil and propane, we will see a decrease in oil and an increase in propane because we are converting to propane at the Tirrell Hill Road Station and Church Street Station. Fire Prevention has been increased by \$500 to \$3,500 because the price of public education material has increased. Diesel fuel and gasoline have been adjusted down. Fleet maintenance has increased. We take a three-year average to project a cost of repairs. Facility repairs has a \$26,000 increase. That is to convert from oil heat to natural gas at the Mast Road Fire Station. That is \$13,000. Liberty Utilities has a program for municipalities where they will get it to the building and pay for any excavation costs. We just have to take it from the back of the building and convert the furnace to accommodate it. It includes a washer and dryer unit for the Mast Road Station. It is to launder specialized gear and can't go into a regular washer. It also includes a generator transfer at the Tirrell Hill Road Station. Property insurance numbers reflect what the Town has been offered. The increase from Manchester Water Works is reflected in the increase for hydrants and cisterns. \$97,562 is the total increase in the Fire Department budget.

Chairman Georgantas asked about the Furniture and Fixtures for Church Street. It should be in the warrant article. He clarified that \$7,500 is to transfer a generator. Chief O'Brien said that is to transfer and install. It will need a new electrical panel in the station. Vice Chairman Lemay

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said it's a smaller switch and won't match what is there. Also, it will be able to power the entire station. Chairman Georgantas asked if Church Street would have a washer/dryer cabinet. Couldn't the gear be transported there? Chief O'Brien said it would have a cabinet. It only does 2-3 sets of gear at a time and we could have 30 outfits after a larger call.

Chief O'Brien addressed page 3 of his presentation for the EMS. The budget request is unchanged from fiscal year 2016. In the EMS budget, nothing requested comes from taxation. Chairman Georgantas asked if he is crediting the Fire Department Budget from the EMS fund. Chief O'Brien said no. We purchase the gear, training and certification they need. We do allocate \$9,800 per year for administration costs. Town Administrator Desruisseaux said all EMS revenue goes to the EMS fund. Chief O'Brien said they are operating from vehicles funded from this fund and using equipment funded from this fund. That fund has enough to sustain the core elements of the service. In the EMS budget we have an increase in wage related lines. This is to adjust to hourly pay increases. Radios are less because we have new radios coming in in November. Fleet maintenance will be reduced because of a new vehicle under warranty. Equipment costs have increased. The majority of that is the cardiac monitor at \$39,000. The total increase for the EMS budget is \$30,284.

Chief O'Brien said with the Capital Improvements, they will replace the 1994 Engine and the 1999 Squad unit with one new rescue pumper. The total needed to fund the replacement is \$72,000, after using \$568,000 from the Capital Reserve Fund. We have a rescue boat that needs to be replaced. This boat is often in need of repair. It is an inflatable that we've had nearly 20 years. That is \$20,000. It would be the same kind of boat. It works well. Chairman Georgantas asked if he's looked for a used boat. Chief O'Brien said other departments get rid of them when they are at the end of life. We are looking to replace our four thermal imaging devices. They are 20 years old and at the end of their life. It's a tool we use every day. We'll be asking for \$225,000 to replenish the Fire Apparatus Capital Reserve Fund, usually done from a warrant article.

Town Administrator Desruisseaux said \$35,097 should be deducted from the Wages for the true increase for the Fire Department. The increase is really about \$62,000. Chief O'Brien said the Fire Department budget is about a 3% increase. The Emergency Management budget has no increase and EMS has a 7% increase. And we are asking for the same annual contribution to the Capital Reserve Fund. The warrant articles are for the Capital Reserve Fund and for additional staffing. In August he presented a self-assessment which recommended an increase in staffing. With that, Phase 1 would be to hire 4 additional staff starting in July 2017. Then he would ask to apply for additional personnel under a grant that would pay for two years for that staffing. If not successful, we would ask for 4 additional staffing in 2018. That would allow us to have staffing around the clock. Our incident tally is 105 more calls this year thus far than last year. The last table on page four includes a summary of what it would cost, reflecting the wage lines, rollouts, and health benefits. We assumed they all took family health care. We took the worst case scenario. We added in the cost of physical exams to get them hired and their turn out gear. For six months, it would be \$192,967. That would be best to put in a warrant article.

Chairman Georgantas explained his understanding of this staffing plan. In 2019, you'd be looking at about a \$1 million dollar increase in the personnel budget. Chief O'Brien said he has

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been a taxpayer in town for many years. He has seen the service demands the community would like to see. There is a price tag to that. There is the benefit of adding more personnel and they can weigh in with a warrant article.

Chairman Georgantas said the \$72,000 doesn't show up in the CIP page. Chief O'Brien said it's a gross appropriation. Chief O'Brien said there are a couple of ways to re-coup some of our costs. We can adjust the ambulance rates to bring in more funds to allocate for more staffing. If we staff around the clock, we wouldn't have crews held over as they have been. Our shift changes at the busiest time of the day. Operationally, when it comes to costs, we staff covering officers. Those staffed at night could be re-allocated to this program.

Town Administrator Desruisseaux said what stuck out to her was the difference in mutual aid—how much we give and receive. How does that relate to day and night when we have more or less ability? Chief O'Brien said this year we used more resources than we gave out. In part it was due to the fire of Jutras. It offset the smaller events where we went out mutual aid. This year it's a wash, but it could be different next year. We have more ambulance calls during the day. Chairman Georgantas said we would be doing special articles at another meeting. Town Administrator Desruisseaux said that would be on October 3<sup>rd</sup>.

**Goffstown Junior Baseball - Request for easement over town land**

Town Administrator Desruisseaux said she got an email and they are unable to attend tonight. They want to be scheduled next week.

**TOWN HALL FOUNDATION**

Town Administrator Desruisseaux said she filed the final report regarding the Town Hall foundation. It was recommended to continue monitoring of the settling with survey grade data. In the corner he put a hole in the flooring. He found a 3" gap and recommends it be filled. Do you want to go forward with that step and continue to monitor that? The sewer runs under that corner of the building and could be contributing to that that problem. She's asked Meghan Theriault to get a cost on having that done. All the costs will come from the Mildred Stark Trust Fund. It is a maintenance item and that is what that fund is for. The Board's consensus was to see what the cost would be and discuss it at that point.

*7:32 pm Vice Chairman Lemay made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation, (b) hiring and (e) legal claims. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

*8:00 pm Selectman Brown made a motion to exit non-public session. Vice Chairman Lemay 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 Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

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***8:01 pm Selectman Brown made a motion to adjourn. Vice Chairman Lemay seconded the motion. Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.***

Respectfully submitted,

Gail Labrecque  
Recording Secretary

Approved by the Board on 9/26/2016 with no corrections.