

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF SEPTEMBER 26, 2016

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

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

The Board said the Pledge of Allegiance.

APPROVAL/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 September 19, 2016. Selectman Brown seconded the motion. VOTE: 4-0-1. Selectman Adams abstained. Motion carries.

ANNOUNCEMENTS

Chairman Georgantas said the State is still paving Route 114 at night. Selectman Pierce said a transmission line will have some work on it during October. This extends from the Town boundary near Montelona Road and extends towards Glen Lake. It includes changing of hardware and clearing of trees. Residents are supposed to receive notices from Eversource.

TOWN ADMINISTRATOR'S REPORT

Selectmen's Schedule

Town Administrator Desruisseaux said the Conservation Commission meets on Wednesday, September 28th at 7 pm. Selectman Adams said he would attend.

Consensus Folder

Town Administrator Desruisseaux said they have Employee Status Reports for a Dispatcher - educational stipend and for a Dispatcher resignation. There is the Charter for the Economic Development Planning Ad Hoc Committee that requires your signatures. Permission has been requested for snowmobile access by the Uncanoonuc Mountaineers for general maintenance. And there is a NH Emergency Notification System Authorized User Form Update.

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

Correspondence

Town Administrator Desruisseaux said there is a letter from Goffstown Rail Trail President Warren Denby thanking the Board of Selectmen for accepting their donation and showing the before and after pictures of the improved section under the power lines after the Shell Station. There is also an email from Audra Reed of Manchester requesting a Proclamation for World Pancreatic Cancer Day on Nov. 17th. Selectman Adams said it's a noble cause, and it's great. But there is already a National Pancreatic Cancer Day. He has an issue with so many proclamations. There is already recognition of this. It's already out there. Selectman Pierce said he suggests this discussion itself is enough. Town Administrator Desruisseaux said she'd let people know through GTV.

Technology Conference

Town Administrator Desruisseaux said the IT Director requests authorization to attend a 3-day technology conference in December in lieu of the annual GIS Conference. A description of the

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conference is included in his memo of 9/15/16. The Employee Development budget will cover the cost of \$2,250. It was budgeted to go to the GIS conference but he's not going to that.

Vice Chairman Lemay made a motion to authorize the IT Director to attend the 3-day technology conference in December for \$2,250, which was already budgeted. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

RFP for Grasmere Town Hall Septic System

Town Administrator Desruisseaux said enclosed at Tab 7e is the RFP, Design and Legal Notice for the septic system at Grasmere Town Hall.

Selectman Adams made a motion to authorize release of the RFP as presented. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Water Use Restrictions

Town Administrator Desruisseaux said the Town has received a request from the Governor, State and Federal agencies and the NH Drought Management Team to adopt ordinances banning outdoor residential lawn watering and to promote water conservation in their communities. State law grants local governing bodies the authority to restrict the watering of lawns with proper notice (see RSA 41:11-d enclosed). Also, enclosed is a copy of ordinances adopted in the towns of Londonderry and Rochester. How does the Board wish to proceed?

She reached out to the three water districts. She heard back from Goffstown Village Water. They have no shortage issues. Everything is back to normal. They don't have bans in effect. Grasmere said they've had an ongoing ban on all summer. They don't see a need to go to a mandatory ban. Manchester is taking it to their Mayor and Board of Alderman.

Chairman Georgantas said they should recommend people follow advice of their water precinct rules. Selectman Pierce said if we were to discuss the ordinance, there is a paragraph regarding enforcement. He questions how we would enforce it. Town Administrator Desruisseaux said the RSA gives us authority and some towns task the Police force to do that. Selectman Adams said just because you have a private well doesn't mean you aren't affected by, nor does it mean you are not affecting, your neighbors.

Ground Breaking Ceremony

Town Administrator Desruisseaux asked if they could do the ground breaking ceremony next Monday, at 5:30 pm, before the Board of Selectmen's meeting. The Board was in agreement.

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

GOFFSTOWN JUNIOR BASEBALL - Request for easement over Town land

Eric Strand said they are trying to get through the dilemma of the parking lot. They are in the final stages of purchasing the property but there is no parking. We have it conceptually approved through the Planning Board to build a parking lot on the eastern most side of our parcel, underneath the power lines. In creating a parking lot there we are landlocked and can't create a drive access without an easement from the Town. We have verbal agreement and written authorization from Eversource to have an easement on their property. They can't enter into a joint use agreement until we own the property. We need an easement from the Town to

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construct a driveway for means of access to/from our proposed parking lot. He has provided draft language for an easement using one provided by the Town. It is currently being looked at by their legal counsel. He has made changes using Selectman Pierce's suggestions. Selectman Adams said the Planning Board actually approved it with conditions subsequent and precedent. Town Administrator Desruisseaux said this easement was based on a template written by the attorney for another easement in town. We also have to have Conservation weigh in before going to a public meeting.

Selectman Pierce suggested changes to the easement. On page 2, in the first paragraph after the number 4, where it reads, "others access to the proposed parking lot," it should read "others access through granted land to the proposed parking lot." His sentence in full would read, "The purpose of this easement is to allow the grantee, his successors, assigned, employees, agents, business invitees, attendants, and others, access through the grantor's land to the proposed ball field parking lot located on Map 5, Lot 62 and located on Lot 19-7-5-1." He asked whether or not the Map and Lot number referenced should be for both the Town and Eversource's parcel. That is the purpose of the easement. The parking lot is on two different parcels—the one they are buying and the one owned by Eversource. Lot 47-5 is the Town's. Lot 47-5-1 is Eversource's property. The purpose is to propose access to the parking lot which is located on two parcels.

Town Administrator Desruisseaux said we only have jurisdiction over one parcel—Lot 47-5-1. Selectman Adams suggested sending it to Town Counsel for review. Selectman Pierce said on page 3, under Benefits and Burdens, in the second line of the first paragraph, where it reads "the proposed access easement shall continue to be used as an access to municipal facilities located on Lot 19-47-5". That is the Rail Corridor parcel. He doesn't see where this driveway is providing continued access to the trail. That phrase should be removed. The driveway does not facilitate access to the trail. Chairman Georgantas said people could park there and go onto the trail. Eric Strand said what it should say is that it "acknowledges the fact that the proposed access easement is currently and shall be used as an access to the proposed parking lot on Map 5, Lot 62." Selectman Pierce agreed.

Selectman Pierce said the last sentence of the next paragraph says the proposed easement is assignable to all future owners of all condominium units. Condominium units should be deleted. He questions that this easement should continue with the property forever. Should it have a sunset clause? Town Administrator Desruisseaux said typically they go with the property. They would have trouble obtaining financing with a revocable license rather than an easement.

Selectman Pierce said on the plan, there is a label for Lot 19-47-5-1 which should be moved toward the bottom to its correct parcel. Eric Strand agreed. Selectman Pierce asked for an explanation of Note 1. Eric Strand said as part of the review for NHDOT for the driveway, it's been requested that the existing gravel access road adjacent to the rail trail crossing, be removed and that there be a single point of entry. Selectman Pierce clarified the berm would be extended, loam and seeded. Eric Strand said they also want a portion of a berm and the boulders to be removed because of the line of sight.

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Selectman Pierce addressed the loam and seeding at the edge of Mast Road. What will happen to the remainder of that gravel area? Chairman Georgantas said the Planning Board takes care of landscaping issue. Selectman Pierce said we have a responsibility and could get something in return, which could be the loam and seeding. If the Board wants to show compassion, we could charge DPW to do it. It comes down to appearance. Town Administrator Desruisseaux said that could discourage others from using it for parking. Eric Strand said the intent was to leave it as it is—a gravel parking lot for people using the two entities, because people have used it as overflow parking. They would access it from our driveway.

Selectman Pierce said the Planning Board said there should be no possibility of people driving into that driveway. Town Administrator Desruisseaux said they will be coming off the new driveway. Selectman Adams said we are talking about Planning Board issues. Eric Strand said we were pushing the envelope in parking and it was intended to stay as it is. There would be access from one point of entry, which would be further away from the pedestrian crossing for the Rail Trail. That is how it was presented to the Planning Board. Selectman Pierce said he disagrees that it should be used for parking. If they are building a lot sized to accommodate their parking, it should accommodate their need.

Chairman Georgantas said it's a Planning Board issue. As he sees it the Planning Board went through the process. He's going to take the applicant's word for it that it was discussed. Eric Strand said it was discussed that it would remain as an existing parking lot and it would remain. The intent was to remove the two points of entry because of the confusion caused by the Rail Trail entry in and out of the parcel. Selectman Pierce said he's aware that it was the recommendation of DOT that it be closed. He saw vehicles exiting onto Mast Road through the driveway we mentioned.

Selectman Adams said our issue is simple and straight forward. Should we grant an easement to Goffstown Junior Baseball across Town property? Town Administrator Desruisseaux said the Conservation Commission made a comment at the Planning Board meeting. They had no concerns but recommends drainage be in place to avoid sheeting across the Rail Trail. Do we still need their recommendation? Chairman Georgantas said to run it by them again. They meet this week and it won't hold anything up. Selectman Pierce said boundary markers paid for and installed by the Town, if destroyed during construction, should they be replaced? Town Administrator Desruisseaux said we have to go through the public hearing process, and typically the applicant knows they have to be replaced if they are disturbed. Eric Strand acknowledged they would repair or replaced anything that is disturbed.

Selectman Brown made a motion to go forward with the public hearings for the easement. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

2017 TOWN BUDGET

Sewer Department

Tim Redmond, Sewer Commissioner, presented. He said an increase was requested. The Sewer CIP line shows a figure for \$651,936. We've made an attempt to mirror our sewer repairs with the road construction plan so we can minimize the impact on people and have cost savings on paving. Town Administrator Desruisseaux said the big budget item next year for DPW is on Main St., from Church St. over by the Cemetery all the way to Mountain Road. Is that included

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on this asked the Town Administrator. Tim Redmond said that's not such a big deal for the Sewer Commission because it is mostly behind the buildings. As Commissioners we collect money from the users and want to show them what we are doing with it. We'll look at the budget again. There is a lot of work in Pinardville coming up. Our CIP request has to come in 2017 for work in 2018. You have to put the request in a year ahead of time. This is how it was presented to us by staff.

Selectman Pierce understood it that they were doing the work the year before. We don't want to dip into the reserves and spend more than we should. Our total budget at over \$2 million is not sustainable now and we have to cut it back. There were a few small items—a line for the Vaccon maintenance. That was carried forward from the year they rehabilitated the Vaccon body and didn't do just normal maintenance. It's a straight forward budget with changes due to personnel wages, retirement, and contributions. Overtime expenses were put into a budget line this year.

Chairman Georgantas addressed Sewer Operations. It shows the overtime this year shows \$4,000, and you are boosting it up to \$15,000. Tim Redmond said he checked with Finance and it was \$13,000 last year. He checked with Finance today on that. Chairman Georgantas said asked if we can get the year-to-date figures. Tim Redmond said he's new to this, this year. There was some discussion over the forms we received. We didn't have Actuals that were up-to-date. We realize we have some work to do on the budget. We have until November to give it to the Budget Committee. Selectman Adams said we need clarification on the numbers, including Actuals. Town Administrator Desruisseaux said the Actuals were posted online.

Chairman Georgantas asked about the IT expenses. It is budgeted this year at \$15,000. Tim Redmond explained that sometimes IT has to do things for the Sewer Department and we get billed for that. Town Administrator Desruisseaux said she will get the details on that. In Overtime under Operations, she has the August totals. It was budgeted for \$4,000, and is showing \$878.26. In 2015 they incurred \$13,086 in Overtime said the Town Administrator. Tim Redmond said we get expenses from DPW for operation of the Vaccon if they are called out on emergencies. It's better to have the money in the line if you need it. Chairman Georgantas said they took in 2016 under Administration they budgeted for benefits but not operation. They are using HIPPA as the reason. Tim Redmond said it's a shared expense between DPW and the Sewer Department. We aren't privy to those numbers.

Parks & Recreation

Parks & Recreation Director Rick Wilhelmi presented. He showed a Power Point presentation including updated pictures of Parks & Recreation facilities improvements. They depict what we have been doing and what we need to do in the future. At Roy Park we remodeled the bathroom in the pavilion, put in new walkways to the pool and pavilion, painted the pavilion supports and removed the tree around the pavilion. The playground is a huge feature to Roy Park. Not completed, and still waiting for pavement, is parking, which will include handicapped accessibility. It is seeing a lot of use. They now have handicap access to the pool. Next year they propose installation of metal roofing and fascia on the Roy Park Pavilion and the Barnard Pavilion. In the CIP a request is to improve the bathroom pool house facility. We've gotten a lot done, and facility improvement has been coming a long, long way. The 2017 budget there is an

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overall increase of \$15,000. A lot is in employee costs. There is an increase in the part-time wage line to be more applicable to surrounding communities. For 2017, we took the 21 seasonal employees, if all were to return, it would be an increase of \$2,448.00.

Director Wilhelmi said the increase of about \$7,400 is for the roofing and fascia. Town Administrator Desruisseaux asked if it negates the warranty. Parks & Recreation Director Wilhelmi said he doesn't know. Programs are running strong. Town Administrator Desruisseaux said the budget is at \$24,868, and is about a 3% increase—below what's been asked. Parks & Recreation Director Wilhelmi addressed the CIP requests. One is the Field Tractor and the other is the bathrooms, with an impact of \$51,000. \$10,000 will be used from the Revolving Fund for the bathrooms. The Goffstown Sports Complex is all impact fees. Town Administrator Desruisseaux said you can minus \$41,384 from your totals.

Town Administrator Desruisseaux said the \$10,000 from the Revolving Fund should be shown under Revenue. It is included. When you start deliberations at the next meeting, you'll have updated sheets. Parks & Recreation Director Wilhelmi said they are okay with the water rate increase. It won't impact them much. Town Administrator Desruisseaux said the Fire Department hydrant line is impacted as is Cemetery.

Police Department

Police Chief Browne gave an overview of the budget. It is just under \$30,000 compared to what they budgeted for 2016, and revenues are up about \$30,000 also. We've had the most drastic changes in the communications budget. In taking on the additional towns, they weren't prepared for the increased workload. The increase in the salary line totals \$70,567. On the part-time wages spot they've not spent much. It has been under spent each year and he's okay with a 44.4% decrease. He doesn't have part-time employees within that role. Our Collective Bargaining Unit has right of first refusal for any shifts. Overtime was decreased by about \$5,000. When we are at full staff and without any injuries, they do quite well. Clothing and uniforms has been level funded. Employee development has an increase of \$500. Many lines are level funded. The telecommunications line has an increase of \$519. The equipment maintenance is level funded. Town Administrator Desruisseaux asked about the other maintenance line. Police Chief Browne explained it was created for the third communications console. Tower electricity increase was \$254. Propane and facility repairs were level funded.

He moved onto the Police wages. There was a decrease in \$71,761. Police Chief Browne said Overtime increased by \$17,791. That is 12.75%. This year they increased it because they have an off-setting revenue with Highway Safety Grants. For next year, we were awarded \$30,000 in Highway Safety Grants. Chairman Georgantas asked if that line was increased because of the four elections and candidates coming into town. Police Chief Browne said it was increased a little more than \$10,000 for 2016. When the candidates come in that is special duty, and would be in the revolving fund. Elections are an extra cost. Part-time wages cover the crossing guards' wages. That will be dwindling by the end of the year. Police Chief Browne said Petty Cash, Professional dues, and Uniforms has been level funded. There is an increase in Employee Development as a result of two officers taking college courses with a 50% reimbursement. Some trainings are not offered for free any more. Bullet resistant vests has decreased by 46%. Crossing guard equipment is level funded and travel expenses have decreased by \$500. Legal

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services increased by 61.7%. Many items were level funded. Intoxilyer expenses and first aid supplies decreased. Furniture and fixtures has an increase of 25% to replace the furniture that is no longer serviceable. Computers and Communications Equipment Repairs has a \$960 increase. There is a \$150 increase in the cell phone expenses. Water was a \$25 increase. The accreditation has a \$1,254 increase as the result of new software implemented last year. Vehicle fuel is decreased by \$16,479. These cruisers are more fuel efficient and the cost of fuel going down has been a huge help. Equipment had an \$856 increase, the result of buying 10 more tasers and getting into the contract with the body worn cameras. Property insurance has decreased by \$7,563. Overall, the Operations had a decrease of 2.99% or \$122,409.

Chairman Georgantas asked if something is planned for facility maintenance this year. Police Chief Browne said there is, but he can't remember. He will look into it. Police Chief Browne addressed capital improvements. They include three cruisers. For 2018 we won't need as much money for cruisers. The new SUV's are working out well. They are AWD and they go through tires quicker. Vice Chairman Lemay asked if they are hanging onto the old cruisers. Police Chief Browne said we shop out and try to auction what we can, but for the most part, it's not serviceable. Besides vehicles, we have the parking lot expansion in CIP. Most employees park out back and utilize the grass space. It will be a worthwhile cause. We own the property and can put it to use. Town Administrator Desruisseaux asked if the lot was surveyed. Police Chief Browne said it was. The generator at Mt. Uncanoonuc needs replacement. Town Administrator Desruisseaux asked about a grant. Fire Chief O'Brien said the grant goes until the money runs out.

Selectman Adams made a motion to authorize application for a grant for the generator. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

SELECTMEN'S DISCUSSION

Committee Meeting Reports:

Library Trustees—meeting of 9/21/16

Chairman Georgantas said the summary is in the Selectmen's packet.

Parks & Recreation Commission

Selectman Adams said the summary is in the Selectmen's packet.

Sewer Commission—meeting of 9/22/16

Selectman Pierce said they only addressed changes in the budget, which were discussed this evening.

Planning Board—meeting of 9/22/16

Selectman Pierce said they discussed changes to the Zoning Ordinances.

NEW BUSINESS—nothing new submitted

OLD BUSINESS

Action Matrix

Chairman Georgantas said we need to take a vote in public that we adopted a new pay matrix. Town Administrator Desruisseaux asked if the intent is to unseal that and make it public. Chairman Georgantas said we didn't discuss it in public, but when we came out of non-public we

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should have had a motion to adopt the new wage matrix. Chairman Georgantas said he is just looking to make that motion public. He wants to come out of non-public and make it public. Town Administrator Desruisseaux said that is at tab 9.

Selectman Brown made a motion to unseal the vote taken in the non-public session of August 29, 2016. Chairman Georgantas seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Chairman Georgantas read the vote into the public record: ***Vice Chairman Lemay made a motion to accept the MRI classification plan and pay scales as presented for full-time employees, the proposed pay scale for crossing guards as a separate part-time matrix, keep seasonal employees wages on a market basis, implement wages on a market basis, implement placement on the scale ensuring a 2% minimum increase except for those who max out as of July 1, 2017, and authorize release of the final report. VOTE: 3-2-0. Chairman Georgantas and Selectman Brown against. Motion carries.***

Town Administrator Desruisseaux said last week we should have made a motion we didn't make. It was a motion to authorize the Fire Chief to make a conditional offer of employment to a part-time call EMT.

Selectman Pierce made a motion to allow the Fire Chief to make a conditional offer of employment. Vice Chairman Lemay seconded the motion. VOTE: 4-0-1. Selectman Adams abstained due to his absence from that meeting. Motion carries.

7:42 pm Vice Chairman Lemay made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation and (b) hiring. Selectman 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.

7:55 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. 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.

Selectman Pierce made a motion to extend the educational stipend to the Executive Officer/Captain. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:56 pm Selectman Brown made a motion to adjourn. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque

Recording Secretary

Approved by the Board on 10/3/16 with no corrections.