

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF OCTOBER 3, 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. Also in attendance was Gail Labrecque—Recording Secretary.

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

He led the Board in the Pledge of Allegiance.

APPROVAL/CORRECTION OF MINUTES

Selectman Pierce made a motion to approve the public and non-public minutes to the Board of Selectmen's meeting of September 26, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENTS—there were no announcements.

TOWN ADMINISTRATOR'S REPORT

Selectmen Meeting Schedule

Town Administrator Desruisseaux said EDC meets on Wednesday, October 5 at 6:30 pm. Vice Chairman Lemay said he would attend. We don't meet on Monday because it is Columbus Day, but we do meet on October 11th for the public hearing on the Goffstown Junior Baseball easement.

Consensus Folder

Town Administrator Desruisseaux said they have an Employee Status Report of a Police Dept. Title change. They have a Discharge of Lien for Map 6, Lot 17B-51. There is an Event Permit for Maple Ave. Parents & Faculty Together – Fun on 10/22/16. There is a Right to Inter for Antoinette Byers, Westlawn Cemetery, Section 1988, Lot 27; for Raquel Slack, Westlawn Cemetery, Section 1991, Lot 32; and for Mitchell & Nita Corrigan, Shirley Hill Cemetery, Section 1A, Lot 88. They have the Prosecutorial Services Contract with Francestown. There are Applications for State Bridge Aid – #162/141 Tirrell Hill Rd. over Black Brook; #173/133 East Dunbarton Rd. over Black Brook; #136/106 Henry Bridge Rd. over Piscataquog River; and #129/116 Center St. over Harry Brook.

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

Annual NH Emergency Services Conference

Chief O'Brien requests authorization to attend the Annual NH Emergency Services Conference in North Conway. The cost of \$525 includes conference and hotel.

Vice Chairman made a motion to authorize the Fire Chief's attendance at the annual NH Emergency Services Conference in North Conway for the sum of \$525. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

PRESENTATIONS OF SPECIAL OR SEPARATE WARRANT ARTICLES

Goffstown Main Street Program--\$20,000

Karen Henderson, President of Goffstown Main Street Program said they are requesting the support of a \$20,000 warrant article for the Main Street Program. It is about 20% of our annual budget. We stepped back last year to determine where things went. There was quite a bit of

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outpouring of support when that came out. With that came a lot of new volunteers. It became obvious to the current Board there needs to be something to sustain the current events and bring in new events. We have reached out to others who might be Board members. We had a facilitator, Scott Gross, help the new Board members go through the process, and to help determine our strengths and weaknesses and determine where we are going. The \$20,000 warrant article is crucial in hiring a new director. We have 10 pumpkins for the Pumpkin Regatta. Things are going well for that event. We've gotten good publicity.

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

SELECTMEN'S DISCUSSION

Committee Meeting Reports:

Conservation Commission - meeting of September 28, 2016

Selectman Adams said there was a presentation by Jessica Edmonds, a Girl Scout, who is doing a project putting the signs on the mountain trails. David Pierce is overseeing her project. Selectman Pierce said there would be about 25 signs. Selectman Adams said the Commission heard some applications that are going to the ZBA. There was a request to allow a deck to remain along Mountain Base pond. The Commission had no concerns with it as long as the stairs come off the side of the deck, so as not to bring them closer to the water. There was a request from the Pelletier's to build a deck and breezeway within the wetlands buffer. The Commission had no concerns. There was a request off of Mountain Road, but there was no one there to present the project. It was a very small piece of property. The Conservation Commission had questions that couldn't be answered so they will be asked to come in. There were no issues of concern for an application on Blue Jay Lane. There were two plans reviewed. One was a proposed lot subdivision. The Commission had no questions or concerns. There was a plan for a self storage lot on the Back Road and it had no one to present the application. They will be asked to come in.

PRESENTATIONS OF SPECIAL OR SEPARATE WARRANT ARTICLES--continued

Transportation Program – 2-year extension--\$1

Town Administrator Desruisseaux said we are providing curb to curb transportation for the elderly and disabled. That sunsets on June 30, 2017. We need a special article to extend that another two years. This is a placeholder at this time as we are awaiting news of a grant award to MTA. We don't usually hear until late October. We hope we will hear before the agreement sunsets.

Teamsters CBA - \$1

Town Administrator Desruisseaux said this is a placeholder at this time as we are in negotiations.

Non-Profit Requests

Granite State Children's Alliance	\$1,000
St. Joseph Community Services	\$6,400
Court Appointed Special Advocates	\$500
Home Health & Hospice Care	no specific amount requested

Town Administrator Desruisseaux said we've not placed these on the ballot in the past. The Board's position in the past has been that they didn't feel taxpayer's money should be used to

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support these non-profits. Individuals can support them on their own. The Board's consensus was that they still felt the same way. Town Administrator Desruisseaux said she will send them a letter thanking them.

NEW BUSINESS:

Selectman Adams asked what we had for documentation from the transfer of the Taggart Building. Town Administrator Desruisseaux said it will be heard at the Planning Board on October 13. Selectman Adams said he'd like to know what there is in the form of an agreement. He recalls that it was going to be moved across the street and put on a foundation. It is now being made into a two-story warehouse. That's not his understanding at all. Town Administrator Desruisseaux said we have an agreement. She will email it to the Board. Selectman Pierce said he recalls the Board's discussion that the structure was to be moved and settled at the same elevation to the ground. There will be a substantial foundation. Selectman Adams said a two story structure is different than a foundation.

Fire Department Requests

Capital Reserve Fund--\$225,000

Fire Chief Richard O'Brien said since 2008 they have been funding the Capital Reserve Fund to fund fire apparatus. Without a Capital Reserve Fund, you'd see spikes in the tax rate or you are looking at leasing or bonding. The Capital Reserve Fund is a viable solution. We have used it to fund a fire ladder and a pumper tanker. We are close to purchasing another engine slated for next year. We've been contributing each year and settled into the amount of \$225,000 each year. In 2019 we are purchasing another (apparatus) and will have enough funds to not stress the budget. We also use it to defray the cost of the big purchase. In 2028 we are planning to replace a tower ladder. In today's money it would be \$1.5 million. Thinking ahead, this Capital Reserve Fund would help off-set that. So we request the Capital Reserve Fund for \$225,000.

Staffing

Fire Chief Richard O'Brien had a Power Point presentation. This stems from a 2006 report done by the Local Government Center and the 2016 Fire Department Operations & Staffing Report. Recommendations were to fund and hire four full-time Fire Fighter Advanced EMT's or Paramedics to start in July, 2017, and then to apply for four full-time Fire Fighter Advanced EMTs or Paramedics with the SAFER Grant Program in the fall of 2017. Then look to hire four more through the grant, and if that is not successful we would fund and hire four full-time Fire Fighter Advanced EMTs or Paramedics to start in in July 2018. In 2016 it looks that our calls will increase. 65-70% are EMS related. Our peak times are from 7 am to 7 pm. The quietest time is around 5 am. There is still a demand for Fire and EMS throughout the day and night.

We looked at 2014 and 2015 to determine how good response times go. Our full time staffing is 6 am to 6 pm. During that time our response time is between 4 and 5 minutes. When we don't have staffing in the station average response time climbs. When you see response time double, and almost triple, you know there is a problem. Response time means everything when responding to emergencies. We have on-call staffing at night, and they only response from one location in town, rather than the two locations during the day. Towards the afternoon, we become less reliable. Staff is typically tied up on calls and it takes longer to get there. We are either coming from the hospital or from another incident.

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Town Administrator Desruisseaux asked if there is a graph on simultaneous calls. Chief O'Brien said he would create one. Simultaneous calls are about 25%.

In 2015 they looked at mutual aid activity by town. Manchester is the highest. It was during their heroin epidemic. We are seeing this tending down because they are getting a handle on their crisis. This year we are seeing 5% of our overall calls are mutual aid calls. It could be a fire call or an EMS call. If we transport for an EMS call, we do get the bill and get some of the funds back. New Boston and Weare have shown an increase in EMS calls. Most calls for mutual aid are at night. Town Administrator Desruisseaux asked about the process if someone doesn't pay their bill for transportation in a mutual aid call. Chief O'Brien said they send them to collections. The city or town is not on the hook. Reciprocating on mutual aid is about ½ as much at 2.5-3%. It is higher this year because of the fire at the Juras building.

Chairman Georgantas asked what the ambulance fund covers. Does the personnel cost come out of the ambulance fund? Chief O'Brien said the ambulance fund covers the vehicles, training, and night time staffing. The day time staffing isn't factored into their budget. Town Administrator Desruisseaux said it wasn't set up that way but we can talk about it. \$9,800 per year is an offset put into the General Fund for that purpose. Is mutual aid typically a factor in our response time at night? Chief O'Brien said it's typically a fire call. You are looking at about 5% of our overall calls as mutual aid and we do request reciprocation from many communities also.

Chief O'Brien said staffing option A is to hire four full time in 2017 and four full time in 2018. Cost is a factor. Option B, considered but not recommended is to hire a significant number of part-time employees. Staffing Option A wage and wage related costs are established by the current CBA. It would be \$206,000 for 6 months to hire four in 2017, with a net of \$165,598 after Fire Department budget adjustment. The pros are that there would be increased response capabilities for Fire and EMS. There would be a consistent level of responder certifications and abilities, and we would have 24 hour in station and scene supervision. Now we have call Lieutenants supervise after hours. The cons are the costs. Staffing Option A would have 4 full time and 2 part-time staff during the peak hours. During non-peak hours there would be four staff.

Chairman Georgantas asked about year 2018. Chief O'Brien said Staffing Option B in 2018 would be 6 personnel during the day and at night. It calls for hiring 14 more personnel with promotions of two current full time employees to Lieutenant. The pros are that we get the response capabilities, a consistent level of responder certifications and abilities, 24 hour in station and scene supervision. The cons are that there are work hour limitations with the Affordable Care Act. There are increased training and certifications required. There are employee retention and recruitment issues. We have that today. He showed a chart reflecting on the hours required for the necessary certifications and trainings. They are mandated to function at the Goffstown Fire Department. Option B would spread the full time fire fighters thinner. There would be three full time and three part-time during peak hours. There would be three full time and one part-time during non-peak hours. The good thing about having a part-time force is the ability to better manage the part-time hours. We would have to work with the Union for a suitable schedule but it can be done.

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Chief O'Brien addressed the staffing cost. Option A is \$206,494, with a cost after adjustment of \$165,598. Option B is \$131,062. The net numbers were addressed for both options. The full cost for the four full timers is \$332,000. If we had four additional in 2018, the total cost would be \$531,886. The net number for 2019 is \$748,609. For Option B, part-time only, the net cost increase in 2017 is \$90,165. In 2018 it is \$168,900. He didn't address 2019 because he doesn't think we can get to where they want to go by doing it this way.

Chief O'Brien addressed ambulance rates. The payors include private insurance, Medicare, Medicaid, or no insurance. We break down our charges to BLS, ALS, and Mileage. They charge Medicare allowable charges plus mileage. The top ambulance company in New England was able to tell them their top rates. They are significantly higher. If we want to increase our rates to offset our staffing costs, it is appropriate if we determine costs to provide the service. We could effectively gain another \$200,000-\$225,000 by doubling our rates. And that would still be below average.

Chairman Georgantas asked why that's not been done already? Chief O'Brien said the thought was to not overcharge and make it a hardship. We do have a hardship policy for residents and we would write off that amount. Medicare is capped. If someone has private insurance, it's that private insurance group, that would increase our revenues. Our revenues are close to \$500,000 per year. If we go mutual aid, they will be billed also. He can provide a proposal if the Board would like. Chairman Georgantas said that would be good to look at it. Town Administrator Desruisseaux asked about supplemental insurance coverage. Chief O'Brien said it would cover the difference.

PRESENTATIONS OF SPECIAL OR SEPARATE WARRANT ARTICLES--continued

Crispins' House - \$20,000

Dian McCarthy, President of Crispins' House said they've been appreciative of the support of the Town of Goffstown. The \$20,000 is about 25% of our income. When applying for a grant, they want to know if we have other support. This is a big part of qualifying for grants. We spend a lot of time devoted to fundraising. We don't depend on it but it is critical to us.

BUDGET DELIBERATIONS

Town Administrator Desruisseaux said new 2017 Budget Handouts (dated 9/30/16) have been provided to the Board of Selectmen which include the following adjustments:

- 1) NHRS has voted on their rates effective 7/1/17, so those changes were made throughout the 2017 Budget;
- 2) Goffstown Village Water rates have increased and adjustments were made to increase the Cemetery Water Line \$2,100 and the Fire Dept. Hydrant line \$14,600;
- 3) Sewer Budget has been adjusted based on last week's presentation;
- 4) Revenues were adjusted for Parks & Recreation, Sewer & EMS;
- 5) Parks & Recreation CIP – removed the \$41,384 as this project is funded fully by impact fees.

Town Administrator Desruisseaux said as a result of these adjustments the increase from 2016 in the General Fund with Special/Separate articles is about \$933,530 or 4.94%. If you add in the additional offsetting revenue of \$594,523, then the balance is \$339,007 to be funded by taxation

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or Unassigned Fund Balance. At this time the Selectmen have not designated any use of fund balance for the 2017 budget. While deliberations begin tonight, they need to end by 10/24/16 so staff has time to input adjustments into the software program for a November 1st presentation to the Budget Committee.

Selectman Brown said most of what we've looked at has been pretty safe. Chairman Georgantas asked about line 339007. Town Administrator Desruisseaux said it includes the articles we had at the time—Crispins' House, Main Street, the Capital Reserve Fund, and the place holders for the CBA and Transportation. Chairman Georgantas said the CBA only talks of the amount of increase. Selectman Pierce asked if any special articles have been considered for the Unassigned Fund Balance. Town Administrator Desruisseaux said they used the Unassigned Fund balance for the Capital Reserve Fund last year.

Chairman Georgantas asked about the Administration budget. It decreased by 0.45%. The Police budget was up by 0.05%. Selectman Pierce said he had no problems. Selectman Adams said he was impressed with the budgets this year. They represented meager increases, and a lot of the increases were ones they had no control over on some of the items. Chairman Georgantas said the only thing he highlighted is the furniture for the new fire station in the budget. It should be in the bond for the new fire station. It was \$19,000.

Chief O'Brien said the reason he did that was because the Board wanted him to pave the Skate Board Park. It was not included in the original budget. This was to create wiggle room for the paving of that parking lot. We may not need it but it's the added pavement to pave that area per your wishes.

Chairman Georgantas said Town Hall was down \$11,000. The Police Department was up \$2,200. DPW was down \$112,000. Parks & Recreation was up \$15,000. And the Library was up \$19,000. The Fire Department is up \$129,000, at a 5% increase and the largest of any of the departments. Chief O'Brien said much of that is beyond our control, the CBA and retirement mandates. Selectman Brown asked if the Police were mandated the same. Vice Chairman Lemay said they are at different levels. Town Administrator Desruisseaux said they both went up 2%. The non-group II went up very little. All departments didn't feel it equally regarding retirement.

Chairman Georgantas said on page 11 of 28, the furniture and fixtures was budgeted at \$12,000. Last year it was \$2,000. On the next page is the movement of the generator to Tirrell Hill. Chief O'Brien said that was \$7,500 for the transfer of a generator, and there was also included for adding a washer/dryer cabinet, and for the natural gas conversion for Mast Road. Selectman Pierce asked about the impact or risk if that is delayed. Chief O'Brien said there could be failure of the generator at Tirrell Hill. It's at the end of its life. Selectman Brown said he thought the washer/dryer was part of a grant. Chief O'Brien said that grant was denied. Chairman Georgantas clarified one is going in the new station. He would recommend, if deferring anything, they defer that. Chairman Georgantas recommends taking \$10,000 from the furniture line, and leaving it at \$2,050 like last year. And he also recommends removing \$16,000 for the washer/dryer. We are going to take out the generator anyway so we should leave that amount in.

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Chairman Georgantas made a motion to reduce the Furniture line by \$10,000, and reduce the Facility Repair line by \$16,000. Selectman Brown seconded the motion. VOTE: 4-0-1. Vice Chairman Lemay abstained.

Chairman Georgantas made a motion to use \$225,000 of the Unassigned Fund Balance for the Capital Reserve Fund for the Fire Department. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Chairman Georgantas asked about the special article for staffing for the Fire Department. Town Administrator Desruisseaux said it's not in here yet. That requires a vote from the Board. There is time to get the information and make a decision.

7:18 pm Selectman Adams made a motion to enter into non-public session in accordance with 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.

7:40 pm Selectman Brown made a motion to exit non-public session. Selectman Adams 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.

Selectman Adams made a motion to allow employees to transfer unused vacation or personal time to another employee who has a sick infant. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to accept half of the amount due on a General Assistance Lien, and sign a Discharge Lien when the check clears the bank. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:42 pm Selectman Adams made a motion to adjourn. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Approved by the Board on 10/24/16 with no corrections.