

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF NOVEMBER 14, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman Alan 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.

**ACCEPTANCE/CORRECTION OF MINUTES**

*Vice Chairman Lemay made a motion to approve the public and non-public minutes to the Board of Selectmen meeting of October 24, 2016. Selectman Pierce seconded the motion. VOTE: 4-0-1. Selectman Brown abstained. Motion carries.*

*Selectman Brown made a motion to approve the public minutes to the Board of Selectmen meeting of October 31, 2016. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**ANNOUNCEMENTS**

Chairman Georgantas said he wanted to thank all the departments and administrators for how well everything was run on Election Day. He thanked Cathy Ball, Administration, CERT, and all those who helped.

**TOWN ADMINISTRATOR'S REPORT**

**Selectmen's Meeting Schedule**

Town Administrator Desruisseaux said the Sewer Commission canceled their meeting tomorrow, on Tuesday, November 15<sup>th</sup> at 6 p m. The Budget Committee meets on Tuesday, November 15<sup>th</sup> at 7 pm. Chairman Georgantas is scheduled to attend. The Library Trustees meeting is on November 16<sup>th</sup> at 6:30 pm. Selectman don't usually attend. Parks and Recreation meets on Wednesday, the 16<sup>th</sup> at 7 pm, and Selectman Brown has said he will attend in place of Selectman Adams. Town Administrator Desruisseaux said also on Wednesday, November 16<sup>th</sup> at 7 pm the Conservation Commission meets. Selectman Adams is scheduled to attend, and that is a conflict. The Planning Board meets on Thursday, November 17<sup>th</sup> at 7 pm. Selectman Pierce is scheduled to attend. The Budget Committee meets on Thursday, November 17<sup>th</sup> at 7 pm. Chairman Georgantas is scheduled to attend. The following week is Thanksgiving week and there are no meetings that week. We are back to meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.

**Consensus Folder**

Town Administrator Desruisseaux said, for event permits, we have Friday Night under the Lights, Dec. 2nd, 5:00 - 8:00 pm, Tree Lighting on Common @ 6:30 pm; Doug Roulliard - Feature Film, Month of December will be filming a production throughout town. Right to Inter: Corrective Right to Inter with the correct spelling of Racquel Slack. We have two Proclamations. Two Eagle Scout Candidates whose ceremony is on November 20, 2016 and Selectman Pierce will attend the ceremony. There is a form for your signature regarding the insurance rates for next year.

*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.*

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**Assessor's Recommendations**

Town Administrator Desruisseaux said we have a Supplemental Intent of Timber Cut for Map 5, Lots 13, 13-2, 13-4 and 33, and for Map 8, Lot 1.

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

**DPW Holiday Schedule**

Town Administrator Desruisseaux said the DPW Holiday Schedule is at tab 5d in the Board's packets. Chairman Georgantas reviewed the holidays noted:

New Year's Day - Sunday, January 1, 2017: Transfer Station closed Tuesday, January 3, 2017. Trash and Recycling on schedule. President's Day - Monday, February 20, 2017, Transfer Station closed on Saturday, February 18, 2017. Trash and Recycling on schedule. Memorial Day - Monday, May 29, 2017: Transfer Station closed on Saturday, May 27, 2017. Trash and Recycling on schedule. Independence Day - Tuesday, July 4, 2017: Transfer Station closed on Tuesday, July 4, 2017. Trash and Recycling one day late all week. Labor Day - Monday, September 4, 2017: Transfer Station closed on Saturday, September 2, 2017. Trash and Recycling on schedule. Columbus Day - Monday, October 9, 2017: Transfer Station closed on Saturday, October 7, 2017. Trash and Recycling on schedule. Veteran's Day - Saturday, November 11, 2017: Transfer Station closed on Saturday, November 11, 2017. Trash and Recycling on schedule. Thanksgiving Day - Thursday, November 23, 2017: Transfer Station closed on Thursday, November 23, 2017. Thursday Trash and Recycling pickup moved to Friday and Friday pickup moved to Saturday. Christmas Day - Monday, December 25, 2017: Transfer Station closed Saturday, December 23, 2017. Trash and Recycling on schedule.

*Selectman Adams made a motion to approve the DPW Holiday Schedule for 2017. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**2017 Personnel Plan Amendments**

Town Administrator Desruisseaux said at tab 5e are the amendments to the 2017 Personnel Plan. They include changes to Article VI Section 6 Longevity, Article IX Section 5 Sick Bank and Section 12 Insurance and Benefit Plans. A vote by the Board of Selectmen is required and posting of the changes for 30 days is required under the plan. Article 9 is due to the Sick Bank being a predecessor to FMLA. There seemed to be a conflict. We made it clear the Sick Bank is only while one is employed by the Town. The employee contribution is increased by 3.5% next year. Also, if more than one family member is employed by the Town, we provide one policy to cover all rather than multiple policies.

*Vice Chairman Lemay made a motion to approve the 2017 Personnel Plan Amendments. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.*

**Safety Policy – Slips, Trips, and Falls Prevention Policy**

Town Administrator Desruisseaux said at tab 5f is the Staff and the Joint Loss Safety Committee recommendation of the adoption of the revised Town of Goffstown Safety Policy and a Slips, Trips, and Falls Prevention Policy. The Safety Policy is in the three ring binder in the Selectmen's room. This is a step we are taking to bring down our insurance costs next year. Vice Chairman Lemay said a nearby town they went to the same program. They had to watch a 30 minute video on slips, trips, and falls. He asked if there had been mention of a requirement to watch that. Town Administrator Desruisseaux said they only have to write the policy.

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Chairman Georgantas asked how often there are meetings or trainings on it. Town Administrator Desruisseaux said DPW, Police and Fire probably have them more frequently. Chief O'Brien said they typically meet quarterly. They haven't had any claims recently. We report and discuss near-misses. Town Administrator Desruisseaux said DPW has seasonal safety tips.

***Selectman Pierce made a motion to approve the Safety Policy and the Slips, Trips, and Falls Prevention Policy. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

**PUBLIC COMMENT @ 6:20 PM**—there was no public comment.

**TOWN ADMINISTRATOR'S REPORT (continued)**

**Credit Card Processing Recommendation**

Town Administrator Desruisseaux said Finance Director Don Borrer has researched credit card processing and recommends that the Town use Interware/Heartland for credit card processing. We are starting just with Parks & Recreation. This requires entering into an IDC Web Services Agreement which is enclosed in your signature folder. We have selected Option 1 which has no financial impact on the town.

***Selectman Adams made a motion to authorize credit card processing, limited to Parks & Recreation Department, through Interware/Heartland and to authorize the Chairman to sign the IDC Web Services Agreement. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

Selectman Adams said he hopes the Town would move expeditiously toward having this in all areas of the Town to the greatest extent possible. Town Administrator Desruisseaux said it is more difficult for the Town. You would have to go to single payor. Currently for registration two checks are made out and the State requires payment that day. We are responsible for any bad debts to the State. She'd like the Tax Collector's office to use it next. That would be simpler. Selectman Pierce suggested using it for building permits, Planning, etc. Town Administrator Desruisseaux said, to use this, you need a program or software for land use, and there is no land use software to address it.

**Authorization for HDC to apply for CLG Grant**

Town Administrator Desruisseaux said the Historic District Commission requests authorization to apply for a 2017 CLG Priority 1 Grant to hire a preservation consultant to assist HDC in the development of design guidelines. The Grant is 60% of the estimated \$10,000 cost, and the 40% match would be in-kind. This is just for the historic districts. They currently have older guidelines and would like to update them. Staff and volunteers contribute the in-kind work.

***Vice Chairman Lemay made a motion to authorize HDC to apply for the CLG Priority 1 Grant to hire a preservation consultant to assist in the development of design guidelines. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

**Authorization to use CIP appropriation for a sewer service line repair**

Town Administrator Desruisseaux said that, during the investigation of the sinking issue at Town Hall it was discovered that the sewer service line at Town Hall needs repair. Since this is a more urgent need than flooring, she requests the Selectmen's authorization to use the appropriation in account line #90301300-53475 for this repair and to return the flooring request to a future CIP

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year. If this is approved, then we will have bid specifications for you to approve at your next meeting on November 28, 2016. The sewer line has breaks in it and the joints are offset. We will have to tear up the hallway and put in a new service line and connections.

Chairman Georgantas asked what Town Hall would do during the work period. Town Administrator Desruisseaux said that is to be determined. Selectman Brown said they should be able to replace the new line and shouldn't affect them that bad if they do it right. Chairman Georgantas said if there is asbestos we will have to close the building. Selectman Adams asked about the rugs being a slip, trip and fall issue. We would still have the potential for slips, trips and falls. And, it's the face of the Town. Town Administrator Desruisseaux said they have removed carpeting and put mats down. There is no other place to get the funds at that cost. The cost is about \$30,000. Selectman Brown said he thinks it's more important to get that repaired. Town Administrator Desruisseaux said she can see if there are any other lines that might absorb it. We put new rugs upstairs. The danger for slips and falls was for employees because it is behind the counters. The Tax Collector's room may be tricky because there may be asbestos in the sealant. She wants to use the money in that line to get a bid, and then encumber the funds.

***Selectman Adams made a motion to authorize the use of CIP appropriation for a sewer service line repair. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

**Email from Mike Dahlberg**

Town Administrator Desruisseaux said Mike Dahlberg did the survey for the Town Hall property boundaries. He has been asked to share them with Bob Todd, who is doing a survey for an abutting property. It's a professional courtesy that surveyors share information like this.

***Selectman Pierce made a motion to approve the request to share the survey with Bob Todd. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

**FIRE CHIEF RICHARD O'BRIEN: Proposal to adjust EMS budget and Ambulance Rates**

Fire Chief O'Brien said he reviewed his memo of November 10, 2016, which shows the proposed funding for augmenting Fire/EMS part-time staffing to help in dealing with their calls. Funding would be mostly from our EMS budget because most of our calls are EMS related. There are a number of lines that need to be changed. Town Administrator Desruisseaux said it is in the memo dated November 10, 2016.

Chief O'Brien said the memo includes a number of FIRE/EMS budget lines. It shows the proposed Selectmen's amount that is moving forward to the Budget Committee for 2017. The middle column shows the amount we need to add to that budget line. The column on the far right is the total for that budget line for next year, if approved. The total EMS budget of \$450,408 increased to \$539,480. This would fund the necessary elements for 6 months of part-time staffing. Chairman Georgantas confirmed that it would come out of EMS funds. Chief O'Brien said it would. Chairman Georgantas asked if there would be reimbursement when it's not covered with a firefighter. Chief O'Brien said they aren't doing that at this time. Town Administrator Desruisseaux said still \$9,800 goes to the General Fund. Chief O'Brien said it pays for training of full time staff and any equipment needed for EMS functions.

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Chairman Georgantas asked if there is still enough money to purchase an ambulance in the future. Chief O'Brien said that goes to the proposed rates for EMS services. The memo dated November 7<sup>th</sup> reflected the current and proposed new rates for EMS transports. The new revenue would be in the ballpark of approximately \$540,000, which covers what we need to fund the staff. We are cutting it close. The figure is based on 1000 transports and this year alone we have had over 1100 already. That number will actually be greater, and will help with the costs. Currently we have over \$500,000 in the EMS Special Revenue Fund now. \$230,000 of that will be used to pay for the new ambulance when it arrives in December. We will have approximately \$275,000 left over to remount the ambulance in 2018. It's in good shape but we will have to keep our eye on it to maintain our services. A fall back plan would be to talk to the Selectman and Budget Committee for direction. We could help fund it with Fire Department funds or raise rates again. We don't know what the Medicare rates will be in January. They typically go up 2-3% each year, but last year they went down 1%. The National Forum he attended said the decrease in reimbursement has put the burden on the communities to provide EMS services rather than Medicare. We are looking at it taking affect around July 1<sup>st</sup> or the week of July 4<sup>th</sup>.

Town Administrator Desruisseaux said the rates would be effective in January. Chief O'Brien said it takes about 6 months to see the effects of the new rate in the revenue. Town Administrator Desruisseaux said if there was a default budget you wouldn't be able to implement this program. You could reconsider and bring it back to a public hearing process in April. Would you prefer waiting until Town meeting for the rate increase? Chairman Georgantas said he wants to make sure all bases are covered. Town Administrator Desruisseaux said there is a possibility you raise your rates and don't implement the staffing if you are in a default budget.

Chief O'Brien said the rates would be within the average range for Southern NH. It's not unbearable. Thirty percent (30%) of our clients will be paying this rate. It doesn't affect those with Medicare or Medicaid. Chairman Georgantas said he doesn't want it to become a cash cow where we buy fire department equipment. Town Administrator Desruisseaux said it can't be used for a fire engine. It's only for EMS purposes—ambulance equipment, staff, and EMS related costs. Selectman Adams said we can't predict what would happen at town meeting or the number of calls. We can only go forward with it and adjust it if needed. Town Administrator Desruisseaux said the rate requires a public hearing and you can't vote on it for a week.

***Selectman Adams made a motion to move forward with the public hearings on this proposal to adjust the EMS budget and ambulance rates. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

***Selectman Adams made a motion to amend the EMS budget put forward to the Budget Committee from \$450,408 to \$539,480 as presented. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

Chief O'Brien said he would have updated information for his presentation to the Budget Committee.

**SELECTMEN'S DISCUSSION**  
**Committee Meeting Reports:**

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**Sewer Commission (10/25/16)**

There was no report on the Sewer Commission meeting.

**Conservation Commission (10/26/16)**

Selectman Pierce said they examined the application of a property owner on Mountain Road who wants to remove a trailer and build a mobile home. They scheduled a site walk, which has occurred already. They also heard a courtesy presentation from Eversource Energy for the replacement of almost 2 miles of electric lines that come into the northeast corner of town. They would remove 68 poles and replace them with 42 new poles.

**Planning Board (10/27/16 & 11/10/16)**

Selectman Pierce said on October 27<sup>th</sup> they reviewed the proposed development of a storage facility on Tower Lane off Goffstown Back Road. That was divided into two phases. Phase 1 was approved, and the second phase is continued to November 17<sup>th</sup>. They heard a conceptual review of a four-lot subdivision in the Lesnyk Road area. It was discussed and comments provided to the applicant. Chairman Georgantas asked about the gas station and Dunkin Donuts that was approved in the past. Selectman Pierce said it is still going forward. Town Administrator Desruisseaux said they got an extension a while ago. On November 10<sup>th</sup> the Planning Board had a time extension request for Woodland Trust. It was continued to December 8<sup>th</sup>. (Note: The continuation was to a date uncertain, with the hearing to be held no later than January 31, 2017.) They also heard a proposed two lot subdivision on 520 Mast Road that will create one new lot. The back yard is basically being subdivided off to be a duplex. That was continued to December 8, 2016.

**Budget Committee (11/3/16 & 11/10/16)**

Chairman Georgantas said they've been hearing the various presentations. They have been well received. We'll start going to work on them in about three weeks.

**HDC (11/12/16)**

Vice Chairman Lemay said because it is in the Historic District, the Hillside Methodist Church came in because they want to do some renovations. It was a unanimous vote that they don't need special approvals or permits to put their addition on. There will be construction there soon. We had a visit from the NH Division of Historical Resources who talked about 2017 grant programs—what is available and what we can do with it. The lights have been put on the Grasmere Town Hall upstairs. The posts are being worked on upstairs on the 3<sup>rd</sup> floor. Phil D'Avanza was authorized to spend \$1,000 to purchase the last remaining items to finish the stage area upstairs. Town Administrator Desruisseaux said they have been working toward the septic issue. They had to do a few things prior to them starting—plumbing and outdoor electrical. Selectman Brown said the gas has to be moved around back.

**EDC (11/2/16)**

Vice Chairman Lemay said they discussed a program of the 6 biggest mistakes an EDC might make. They are going to get the website more user friendly and put more pertinent information on it. Looking down the line we talked about making things bigger in town. We have to see what our sewer capacity is. Assistant Town Administrator Derek Horne said he will find out at the end of the week. He will talk to Ellen too. Vice Chairman Lemay said the EDC wants to test

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the available sites to determine if the effort will be worth it to put it out. Hubert's is going out of business. The mall continues to plague us.

**NEW BUSINESS**--Nothing Submitted

**OLD BUSINESS**

**Action Matrix**

Vice Chairman said the Fire Department was put to the test this past weekend. The Department was called to four major structural fires in and around the community. Every time mutual aid was called for, we fulfilled the need in New Boston, Weare and Dunbarton. It was a job well done. We had a chimney fire a couple of weeks ago. If you've not fired up your chimney yet, it's best to have it cleaned first.

Chairman Georgantas asked about the policy regarding building permits on a class VI road. Town Administrator Desruisseaux said she is working with the Town Planner on it. Also, we want to add the sewer service line as an action item. We are working on it.

*6:45 pm Selectman Pierce made a motion to enter into non-public session per RSA 91-A:3 II (b) hiring and (l) meeting with town attorney. 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.*

*8:55 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.*

*Selectman Adams 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 Pierce made a motion to authorize the Fire Department Chief to make a conditional offer of employment to a CFF/Part-time Fire Fighter/EMT. VOTE: 5-0-0. All in favor. Motion carries.*

*8:59 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 11/28/16 with no corrections.