
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



FEBRUARY 1, 2016



Town of Goffstown

BOARD OF SELECTMEN
16 MAIN STREET
GOFFSTOWN, NH 03045
497-8990 x100 • FAX 497-8993

Feb. 1, 2016 SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 1/25/16 public and non-public minutes
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Oath of Office for Stephanie Beaudoin, Tax Collector**
- 6:30 pm 5. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. Letter from NH Division of Historical Resources re: Eagle Scout Project
 - e. Selectmen Annual Report
 - f. Rules of Procedure – amend Section 2.1.1 re: meeting schedule
 - g. Request for Out-of-State Overnight Conference from Police Chief
- 6:45 pm 6. **Selectmen Discussion**
- a. Committee Reports: HDC & Conservation Commission
 - b. New Business: No submissions
 - c. Old Business: Action Matrix
- 7:00 pm 7. **Public Comment**
- 7:10 pm 8. **Non-Public Session RSA 91-A:3 II (if needed)**

ADJOURN by 10:00 pm

The public is cordially invited to attend.

Except for scheduled public hearings all other times on the agenda are approximate.

Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (497-8990 x100) at least 72 hours in advance so that arrangements can be made.

Town Administrator's Report

February 1, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 1/25/16 public and non-public minutes #1
- 6:05 pm 2. **Announcements** #2
Congratulations to town employee George Maloney for attaining an Associate in Science Degree in Architectural Engineering Technology!
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Oath of Office for Stephanie Beaudoin, Tax Collector**
- 6:30 pm 5. **Town Administrator's Report**
- a. Selectmen Weekly Meeting Schedule
Tuesday 4:00 pm Sewer Commission Room 106
Weds. 7:00 pm Town Deliberative Session GHS
Thurs. 7:00 pm Snow Date for Town Deliberative Session
- b. Consensus Folder
- Employee Status Report: Paramedic rehire
 - Event Permit Application: Upreach Therapeutic Equestrian Center – Royal Lipizzan Stallions of Austria Shows – Labor Day Weekend
- Motion needed to approve the consensus folder.**
- c. Letter from NH Division of Historical Resources re: Eagle Scout Project #5c
Architectural historians reviewed the proposed Eagle Scout Project to install railings in the 1850 railroad bridge abutments. They asked that care be taken to minimize impacts to the historic materials (granite blocks). They have no objections to the project.
- d. Selectmen Annual Report (Draft) #5d
This is your opportunity to edit your 2015 Annual Report.
Motion needed to approve Annual Report (with or without changes).
- e. Rules of Procedure – amend Section 2.1.1 re: meeting schedule #5e
In accordance with the Board's vote on 1/11/16, the board will meet the 2nd and 4th Monday of the month. While the vote was to start in February, recommend starting March as we had items scheduled for February.
Motion needed to approve the amendment to section 2.1.1 in the Selectmen's Rule of Procedure.
- f. Request for Out-of-State Overnight Conference from Police Chief #5f
Enclosed at Tab 5f is a request from Chief Browne for approval of his annual IACP conference.
Motion needed.
- 6:45 pm 6. **Selectmen Discussion**
- a. Committee Reports: HDC & Conservation Commission #6a
- b. New Business: No submissions
- c. Old Business: Action Matrix #6c
- 7:00 pm 7. **Public Comment**
- 7:10 pm 8. **Non-Public Session RSA 91-A:3 II (if needed)**
- ADJOURN by 10:00 pm

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

6:00 PM CALL TO ORDER by Chairman Georgantas.

The Board said the Pledge of Allegiance.

ACCEPTANCE OF MINUTES

Vice Chairman Lemay made a motion to approve the public and non-public minutes to the Board of Selectmen meeting of January 18, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. Motion carries.

ANNOUNCEMENTS

Chairman Georgantas said the candidate filing period is Wednesday January 20th through Friday January 29th at 5 pm. Any one filing on Friday, January 29th must do so in person. The Supervisors of the Checklist will hold a session on January 30th from 11 am to 11:30 am at GHS, Dr. Craig Hieber Auditorium, for registering new voters and to make changes in names and/or addresses. No party affiliations can be made at this session. This is the final session before the February 9th primary. The School Deliberative Session is Saturday, January 30th at 10 am at GHS, Dr. Craig Hieber Auditorium. The Town Deliberative session is Wednesday, February 3rd, at 7 pm at GHS, Dr. Craig Heiber Auditorium.

Chairman Georgantas said he wanted to read a letter he received while the Fire and Police Chiefs were both present. It states, *"I just wanted to take some time to thank your staff for the outstanding service provided to me last Saturday. I am alive today due to their quick thinking. As you are aware, I suffered a severe heart attack, although I am not sure, but I believe it was EMT Jubinville who saw the situation and directed the ambulance to CMC as opposed to Elliot Hospital. Because he realized the danger I was in, the police officer who attended me also took care of Libby, my wonder dog, was great. The officers involved were Jackie Pelletier and David Oslin. He told the officer he was sure that other members of the staff were present. Too often we take both, life for granted, as well as the people who serve our community in positions of public safety. I just want to commend all of them and would like them to be acknowledged by both of you as well as the Board of Selectmen."* It is signed by Dave French. He said he hopes the Chiefs relayed the information, and on behalf of the Board of Selectmen, he asked the Chiefs to tell them it was an outstanding job and thank you.

TOWN ADMINISTRATOR'S REPORT

Selectmen's Meeting Schedule

Town Administrator Desruisseaux said Wednesday is the EDC meeting. Vice Chairman Lemay said that is his meeting. Town Administrator Desruisseaux said the Conservation Commission also meets on Wednesday. Selectman Gross asked Selectman Adams about the subdivision matter. Selectman Adams said it is still ongoing and he will follow up on it. He is sure the Conservation Commission will want some sort of update. Town Administrator Desruisseaux said this is just the unmerging of lots that we do, then it has to go to the Planning Board.

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Consensus Folder

Town Administrator Desruisseaux said we have an employee status report for a promotion. We have a get well card. And we have Pole License #10Y for Eversource.

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

Assessor's Recommendations

Town Administrator Desruisseaux said there are recommended Intents to Cut for Map 7, Lots 91 and 91A, and for Map 9, Lot 52. We also have recommended Solar Energy Exemptions for Map 12, Lot 21-2, Map 35 Lot 2, and Map 37, Lot 50. Chairman Georgantas asked if the solar exemptions are related to the solar program. Town Administrator Desruisseaux said she isn't sure.

Selectman Brown made a motion to accept the Assessor's recommendations. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vote on Conservation Easement (Map 12, Lot 6-3)

Town Administrator Desruisseaux said a vote is needed to accept the Executory Interest in a Conservation Easement on Map 12, Lot 6-3. The Board has had the two required public hearings.

Selectman Adams made a motion to accept the Executory Interest in a Conservation Easement on Map 12, Lot 6-3. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Draft Script for Town Meeting

Town Administrator Desruisseaux said enclosed in your packets is the draft script for the Deliberative Session for your review. She took the Moderator's from last year's session. She will send it to him to see if he wants to make any changes. Article 13 is for the Fire Station Bond. The Fire Chief is okay with this. Selectman Gross said he feels comfortable speaking to this. Often it's not just the script but also the questions afterward. Town Administrator Desruisseaux said if he needs additional information to let her know. Chairman Georgantas said he is good with Article 14. Town Administrator Desruisseaux said Elizabeth Dubrulle did an interesting graph on the Town side of the tax rate. It was interesting to see how level it was for all these years. That may be useful. Article 15 is the CBA for the firefighters. Here she provided some back up information for Selectman Gross as he presents it.

Vice Chairman Lemay said he is set with Article 16 regarding the Fire Apparatus Capital Reserve Fund, and with Article 17 regarding the SCBAs and Jaws-of-Life. Selectman Adams said he has a question regarding a statement in the presentation of Article 18. It reads "the new vehicle would increase the reliability of the mechanical, electrical, and body issues." Town Administrator Desruisseaux said she took that out of the Chief's presentation he had made to the Board. The point he was trying to make is that it would be more reliable because of these issues. You can reword it if you'd like. Chairman Georgantas said he is saying he has mechanical, electrical and body issues with the old one. That is why ne needs a new one.

Selectman Brown said he is okay with presenting Article 19. Town Administrator Desruisseaux said she included the history of the program for back up information. It's not expected to be

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read, but if asked, you can explain how it dropped drastically in 2012. Chairman Georgantas said Selectman Adams is addressing Article 20 regarding the Main Street Program, and Selectman Gross is addressing Article 21 regarding Crispin's House. Town Administrator Desruisseaux said, if helpful, she has the budgets for each of those organizations. She said she would print them out for the Deliberative Session in case people ask questions about them. Chairman Georgantas said Selectman Adams will address Article 22 regarding milfoil, and he will address Article 23 regarding establishing of fees.

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

SELECTMEN'S DISCUSSION

Committee Reports:

Library Trustees—there was no report regarding the meeting of the Library Trustees.

Parks & Rec

Selectman Gross said he went to the Parks & Recreation meeting. They reviewed their end of year budget. They are working with Neil Funcke from IT on the software for the Parks & Rec programs. They will try to make a decision in the next 2-3 months. Director Wilhelmi showed them a few different vendors. As we talked about before, they allow payments but are done by a 3rd party administrator. We won't have server issues. Neil Funcke seemed satisfied if we use one of the larger vendors. They will use the revolving fund for that purpose. They also voted to use money from the revolving fund to purchase a new scoreboard and controller for Mountain View Middle School. The current ones have issues with them. The logic was that they use Mountain View Middle School all the time for their recreation leagues. This is a good way of keeping a good partnership with the school system. Coca-Cola used to donate them but it's not as common anymore. The Commission wants to thank DPW, who has been doing a lot of work at Roy Park. They have been taking down fencing, asphalt, etc. It has been a mild winter and that helps everybody.

Planning Board

Selectman Adams said we had an emergency meeting to specifically deal with the Black Briar Woods maintenance bond, and whether or not it should be released. We went into non-public session for discussion. When we came out of non-public session, a motion was made to release the full amount of the maintenance bond, being \$84,180 for Fieldstone Drive. That is Map 8, Lots 33-7, 46 and 60 to Black Briar Woods LLC. The motion passed unanimously.

Selectman Gross said they signed a letter for Joan Konieczny, a Cemetery Trustee. He wanted to thank her for her almost 9 years of service. Even prior to that, her late husband did that and she was behind the scenes. We sent her a letter but he wants to acknowledge her years of service to Goffstown. It's not a job many people want.

NEW BUSINESS No submissions.

OLD BUSINESS

Action Matrix

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Town Administrator Desruisseaux said there is nothing new to be added. Chairman Georgantas said the only thing to drop off would be the conservation easement.

Vice Chairman Lemay asked Town Administrator Desruisseaux if we got a picture of the new "Welcome to Goffstown" signs. Chairman Georgantas said there was a concern over the weekend with Big Lots attaching their signs to them. Town Administrator Desruisseaux said Charlie Tentas greeted her at the door this morning with it in hand. She brought it to Assistant Town Administrator Horne and asked him to give them a call.

Chairman Georgantas asked who owns the Shaw's property. Town Administrator Desruisseaux said it is owned by the Financial Group. Chairman Georgantas said he was approached and asked if it was suitable for a charter school. He wasn't sure they could do that there. Town Administrator Desruisseaux said it would be nice to get something commercial. We have so little commercial space it would be a shame to use it for anything other than commercial.

Town Administrator Desruisseaux said the Checklist folks are in their new room.

OATH OF OFFICE: Firefighter Andy Morgan

Chief O'Brien introduced Andy Morgan, their latest hire for a full-time firefighter. He has been on the call force for over two years. We know him and he's a great addition to the full-time force. He is a Firefighter II, an Advanced EMT, and is in the paramedic program in Manchester, to graduate in October. He is also a specialist in the Army National Guard. Chairman Georgantas swore him in. Firefighter Morgan introduced his guests—members of the Goffstown Fire Department, his father and mother, and his girlfriend, who pinned his badge on him.

The Board took a break at 6:23 pm.

The meeting resumed at 6:30 pm.

Town Clerk, Moderator, Police & Fire Chiefs, Public Works Director re: internal & external traffic plan for Feb. 9th Primary

Present for this conversation was Police Chief Rob Browne, Fire Chief Richard O'Brien, DPW Director Adam Jacobs, Town Clerk Cathy Ball, Deputy Town Clerk Karen LeClerc and Moderator Rod Stark, as well as the Board of Selectmen and Town Administrator Desruisseaux. Chairman Georgantas said the reason for this meeting is to make sure everything goes as smoothly as possible.

Town Clerk Ball said she has had several conversations with Moderator Stark regarding the upcoming Presidential primary on February 9th. The polls are open from 7 am to 7 pm and we have two polling places—Goffstown High School, which is the larger of the two and Bartlett Elementary School. We initially had quite a few concerns as to how we would manage a record turn-out. The Superintendent of Schools was very gracious and invited her over to meet with him to talk about their plans because they utilize the schools. Bartlett has some very tight parking situations and he has a small layout for the type of parking we will try to accommodate. Goffstown High School has more opportunities. In the past we have used the back cafeteria as our polling location, which has had some challenges as far as the stacking issue of people

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coming into the poll. Once you get inside the voting area, there is a limited amount of space to queue people as they go to the checklist. We had a discussion about alternatives. The School Superintendent suggested we use the large gym for this particular election. He suggested we use this as an opportunity to bring in potentially 4,500 to 6,500 voters, knowing if we develop a plan that works this time, we will potentially have a larger turnout in November for the presidential election. We will have some of the kinks out and know what we can do to modify the plan to make things run more smoothly. We have the School Superintendent's total support and he will make his staff available. He is going to give us the gymnasium the day before, so there will be no student activity there. This will allow us to bring DPW workers in earlier in the day to get the booths set up. This will take a whole new layout because we are required by the State to have a certain distance between booths, distance between tabulators and the doors, rails, and everything else. Deputy Town Clerk LeClerc takes care of organization at Bartlett Elementary School, along with the assistant moderator. They are going to have a different layout. The Chief has suggested they flip the layout to have a longer queue line.

Town Clerk Ball said as far as the expected turnout, we have approximately 12,000 voters on the registered voters list. There are approximately 3,600 on the checklist at Bartlett, and approximately 8,100 at the high school. Over last week and this week we are being inundated with new voters coming in. This Saturday, January 30, is the last time new voters can sign up to vote prior to Election Day. At the School Deliberative session, from 11 AM to 11:30 AM, the Supervisors of the Checklist will be available outside the auditorium for people to register. This will help lessen the burden on Election Day.

Selectman Gross asked if there has been any thought of doing the same thing at the High School for 18 year-olds. Town Clerk Ball said we have done that in the past and have not had a good turnout. That is something you could take up with the Supervisors of the Checklist personally. It may be something to plan prior to the election in November. In the past the Supervisors have done something similar at St. Anselm's College, and have not had a good turnout. Chairman Georgantas suggested she ask the School to make an announcement that students can go in on Saturday.

Town Clerk Ball said looking at historical numbers is the best way to judge how she needs to plan. In 2008, when there was no incumbent for President, we had over 7,200 voters. In 2012, when there was an incumbent we had about 4,200 voters. With this particular election, where there is no incumbent, we have the possibility of having a record turnout. The Secretary of State is not going to make his prediction as to what the turnout will be until the week before. He did send us 9,100 regular ballots for Election Day, and he mailed us 700 absentee ballots. We currently have over 350 absentee ballots out. She and the moderator have talked about processing the absentee ballots earlier in the day, which the law allows provided we advertise 24 hours in advance that it is going to take place.

On her to do list for tomorrow is to contact Dian McCarthy, who works with groups of teenagers. She is going to see if there are some 17 or 18 year-olds who could be sworn in to help count the absentee ballots. Because of limited space, the Deputy Town Clerk will not be doing that at Bartlett. She will use seasoned volunteers. They typically have a lot smaller list of absentee ballots at Bartlett. Historically we can get about 100 absentee ballots processed per hour. What

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takes time is that the volunteers have to wait in line as if they were the voting person. With a plan for about 7,500 voters, that means about 3,000 at Bartlett. We will see a strong influx of college students coming in to vote because they can vote in the area in which they live. At Goffstown High School she expects 4,500 or more. That would average about 375 voters per hour if they were equally spread out over the 12 hour day. But that's not what happens. We will plan for a large influx of people at 7 AM when the polls open. From 3 PM on we expect it to be a very busy time. The High School will have 9 splits of the checklist to try to break up the alphabet. At Bartlett they will run 6 splits of the checklist. A couple of lines at Bartlett will be dedicated to new voters. We are working on a packet for our workers to review so they are familiar with the changes ahead of time. This will give them time to get back to us with questions.

Town Clerk Ball said Town Administrator Desruisseaux arranged a meeting at the end of the week and department heads were there. Town Administrator Desruisseaux provided some points given to her by the department heads for preparation. Cooperation has been wonderful and she feels confident they have a good plan in place. There may be some things to tweak, but you folks will be along that day to assist if adjustments are needed. DPW will provide lockable recycle bins for the town ballots. At Bartlett, one of the brown boxes that the additional ballots go in when they have to clear out the booths we have to use, is missing and we didn't have the availability to build a new one. Instead we will use a lockable wheeled recycle bin and someone will bring it to the High School in the evening.

Michael Walton is sanding off the decals and it will be labeled clearly that it contains ballots, the polling district, and the machine numbers. DPW will set up electronic message boards on North Mast and South Mast. One week prior they will encourage traffic to use Elm and Henry Bridge if they are not voting. DPW will set up the voting booths at the High School in the morning of Monday, February 8. This plan also gives us a contingency in case there is a storm and DPW has other responsibilities.

They will set up the voting booth at Bartlett in the afternoon because they have to wait until the students are gone. They will deliver cones and traffic devices to the High School for the Police Department to block off the no parking areas. They will deliver the ADA parking signs to the polling locations. At the High School we have to add additional signs to be in compliance. They will provide snow removal if necessary. We are concerned that any snow and ice built up be cleared and out of the way. They will break down voting booths the day after the elections. And they will assist the Town Clerk and Police Department with supplies as needed for traffic control.

Chairman Georgantas asked how she will communicate with them on that day. DPW Director Jacobs said he will float back and forth between the 2 locations. Town Clerk Ball said she will have a phone and she will have the PD support and they can reach out to dispatch to help. She said the Police will provide an extra duty officer at the High School from 5:45 until the end of the ballot count for security and integrity of the voting process. They will provide an extra duty officer at Bartlett from 5:45 AM until the close of the polls for security and integrity of the voting process. That officer will deliver the votes to the High School for counting. Chairman Georgantas said normally a Selectman escorts them in doing that. Vice Chairman Lemay said he

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and the Deputy Supervisor of the Checklist will do that. Town Clerk Ball said in the past when they have had a partisan election, they have made sure they had someone from each party that participated in following the ballots to the polls so there was no question about the integrity of the transport and the count. The Police Department will also provide overlapping personal coverage for both the morning and evening rush-hour commuter periods. They will provide the Moderator and Town Clerk mobility in the event they need to be shuttled between the schools.

Town Clerk Ball said they have to make a best guest estimate on the number of ballots for each school. Because we have some Republicans and some Democrats we have to make a guess as to how many we need in each place. By 5 PM, and throughout the day, we are talking to Bartlett about their supply of ballots. If we have to move some back and forth between the areas they will be carried by Police.

Selectman Gross said it has happened before where we ran out of ballots. What is your plan if we run out of ballots? Do we have access to the schools' copiers? They do require a code so you may want to follow up with the SAU. Town Clerk Ball said in the past when that happened, because we were running low, and because we have to get to the post office by 5 PM to make a last check for absentee ballots coming in, we did it here in Town Hall. She has extra supplies on hand. They have to be photocopied and each needs her personal signature, and they have to be counted so we know how many we are bringing to the poll. She will get that information from the School as a backup, but sometimes coming to a quiet location to get that done in organized is a better control situation.

Selectman Gross said the High School is a larger facility than Bartlett. Occasionally the Moderator is outside walking around to make sure things are within compliance. In the past there has been a need to get in touch with the Moderator. The School has walkie-talkies. It might be a good idea to get in touch with them to borrow them for communication purposes. Also if you need a custodian it would be good to have communication. Town Clerk Ball said at the High School Barbara Griffin will serve as an Assistant Moderator. Jim Raymond will serve as an Assistant Moderator also. At Bartlett, Fred Plett will serve as an Assistant Moderator. They will have the authority they need to make decisions. Chairman Georgantas told her the Selectmen will also be there to help if needed. Town Clerk Ball said she appreciates their assistance.

Town Clerk Ball said the Police Department will send a series of Nixle messages starting Sunday, February 7 with their expectations of heavy traffic at the voting locations, and to avoid those areas if possible. They will send a press release to all media on Sunday, February 7 regarding heavy traffic anticipation. They will provide up-to-date information through Facebook for wait times to the polls. That information may help someone make a decision to come at a different time. Moderator Stark said it may keep some people away altogether. Town Clerk Ball said the Police will provide a traffic control plan at Goffstown High School that will allow for the safest and most efficient manner for residents to vote. They will utilize CERT members to assist in traffic control.

Moderator Stark said he spoke with Dave Scanlon, Deputy Secretary of State, on a couple of issues, one of which is pertinent on this point. It has to do with a concern that goes back to poll

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watchers. We have a total of 58 candidates on to ballots. It's fair to say there will be a good number of poll watchers in the polls. It will be a real problem at Bartlett. It also brings up the question of parking. The poll workers are there all day. He asked Dave Scanlon if they can restrict parking in the school lots to voters only. Or could we possibly restrict the time in the booths because they are not long ballots. If we do either of those things then we have a question of enforcement. Dave Scanlon said the Moderator can make those decisions. It might be worth considering. Poll workers also take up a lot of parking space and it might be good to encourage them to park in the back. Chief Browne said he has an issue with having the poll workers park in the back. The 1st 10 spaces on either side at the High School coming from Wallace Road would be better if occupied for longer periods for the duration of the day. As people are backing out of those spots, people are waiting on Wallace Road. That backs people up on the road in both directions. Keeping those spots occupied all day would keep the queue from backing up onto Wallace Road. It may not be a problem all day long, but when it is a problem, it's a big problem.

Town Clerk Ball said they have two shifts of workers. One starts at 6:30 AM and they bring in another at about 12:30 or 12:45 PM. Goffstown Truck Center has donated a shuttle van for the day, with a driver, beginning at 6:30 in the morning. They will circle the High School parking lot throughout the day and pick people up to bring them to the front door.

Chairman Georgantas asked if poll workers could park at the Parks and Recreation building and shuttle them in the bus. Selectman Gross said the Police Chief wants those spots occupied. He thinks the solution is to make poll workers and those other people park there. We could give them a placard that we sign and they put it on the dashboard that way people will know they park right there. Backing up there is what kills us. Chief Browne said they could cone those spots and, as the people come in, they could move the cone to let them park, and put the cone in front of the car. That way there is a designation that it's not moving. There will be a little bit of breakdown when there is a transition, but for the morning it's important to keep those spots stagnant. Selectman Adams said you could also put signs to designate those spaces for poll workers only. DPW director Jacobs asked if the poll watchers could be set up in another room and watch by television. Moderator Stark said they need to be where they can see and hear the voters and the checklist.

Town Clerk Ball said, regarding the transport around the parking lot, we had some folks make a suggestion to have transport around the parking lot because it is a long walk and difficult for some people. If we are in a situation where the CERT team is sending people around to the back parking lot, not everyone is comfortable coming down that steep incline. The shuttle may help people coming in who have some difficulty maneuvering. Town administrator Desruisseaux asked if the shuttle is ADA accessible. Town Clerk Ball said she didn't ask for that, but they do have one that is accessible for a wheelchair. But it will tie up the parking lot if they have to stop and put the lift down. Town administrator Desruisseaux clarified they will have more ADA parking out front that they usually do. Town Clerk Ball said there are 6 spots out front, and there will be 2 at the back entrance. The shuttle will circle the building while communicating with the Police and CERT people for those who want assistance to the front door. The people working out back can tell the voters they can ride the shuttle if they would like. DPW Director Jacobs said they could have walkie talkies to communicate. Town Clerk Ball said the Police will set up cones to restrict parking on Park Lane, the softball travel lane, and the rear exit lane on both

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sides to avoid over-congestion. They will provide on-duty officers to monitor South Mast, the roundabout, Wallace Road, and Mast Road by Bartlett Elementary School for any congestion issues and assist with traffic control where needed throughout the day.

Chief Browne said public outreach on the front end is going to be as important as they can stress. You can only drain Glen Lake so fast, and you can't do it with a garden hose. Essentially this is what we are going to be trying to do the amount of traffic going through. As we had a lot of commuter traffic from outlying towns going through town, if you don't need to go through the roundabout at Wallace Road, take Henry Bridge and go Elm Street. There is no need to be in that particular area for voting day, especially during rush hour times. DPW Director Jacobs said they will put signs out by Henry Bridge and on North Mast before Elm Street.

Chairman Georgantas clarified they would go up about a week ahead of time. Selectman Gross suggested a short public service announcement via GTV and Facebook. Then we could all circulate it around. Then folks will know there will be a shuttle, there will be parking, to expect delays, and try to avoid the Wallace Road area as best you can. When it was done for other things before, it got about 8,000 hits very quickly. Deputy Town Clerk LeClerc said she likes Nixle.

Chief Browne said the thing that hampers them is the Saturday prior they have the Republican debate at the college. We'll be doing a lot of outreach for people to avoid the area for that. That's why we figured after Saturday's event, we would start on Sunday to send out reminders that there will be a lot of people voting, so if they don't need to be in the area, they shouldn't be in the area. Chairman Georgantas suggested having a police officer at Elm Street to direct the traffic there. If people are trying to turn there they will be backed all the way up. DPW director Jacobs said even if we don't publicize the waiting time, its good information to have for next time. Town Clerk Ball said the last time we had a large collection we had a line that was the length of the hallway at Goffstown High School out past the gym and winding around. By 7:40 AM the line was gone. There were probably 300 people in line. We also see a buildup towards the end of the day. We can't assume someone will be quick with voting because sometimes they can't find their candidate.

Town Clerk Ball said they do plan to maintain a front travel lane for handicapped parking while maintaining a clear fire lane. Chairman Georgantas asked how it will work at Bartlett with the new lane there. Deputy Town Clerk LeClerc said this is their first time with it and they aren't quite sure how it will work. She's hoping people don't park there. It should have something that says no parking. Chief O'Brien said they are fortunate there because they are so close to the street. Fire access isn't that bad. Even on a school day that parking lot can be jammed up.

Town Clerk Ball said Bartlett has 2 handicapped parking spots and 40 regular spots. Chairman Georgantas suggested more handicapped parking, possibly the area in front. Moderator Stark said we went through this a few years ago and we have what we need. Vice Chairman said he knows from the last time people come in to vote and go out the back. It worked in our favor. Hopefully they will do the same thing this time. Deputy Town Clerk LeClerc said the back door is clearly marked that it is not handicap accessible, and don't encourage people to use it. Town Clerk Ball said one of the reasons for flipping the poll from end to end is that if people are

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coming in the rear door to the checklist tables and come through, they will be back at the front door to exit. We certainly don't want incidents where people slip and fall out the back door.

Town Clerk Ball said the Fire Department will provide Fire and EMS services as needed. They will assist with remote lighting in the rear of the High School, and they will provide support to the Police and DPW as requested.

Moderator Stark suggested, for the November election, switching Bartlett to Shaw's. It deserves some reasonable consideration. Parking is not a problem. It has an automatic door so ADA will not be an issue. We may have to rent the place, but if still available, maybe we could. Chairman Georgantas said it depends on the cost. It's not the first time he's heard this idea. Chief Browne said they've vetted this out pretty well with department heads. Cooperation has been great. We'll problem solve as we go along because it will present issues throughout the day. We'll deal with it as we go. Selectman Gross asked if they are going to keep the traffic flow throughout the day. There was discussion about going two-way on the back, dividing it with cones to prevent the congestion out front. Chief Browne said if they have to make a radical change like that to avoid gridlock they will assign sufficient personnel to do that. He doesn't want to do that. It's not been tested out any time recently, and to do something this quick would probably be a problem for us. We will have sufficient personnel to assist with traffic and pedestrian control. So if we need to make a big change like that we will coordinate with everyone here. They can make the move, but essentially he'd prefer keeping the flow in the normal direction.

Brookfield Investment Group, Inc. re: request to restore lots pursuant to RSA 674:39-aa (Map 4, Lot 20)

Daniel Muller, from Cronin, Bisson & Zalinsky and Mike Dahlberg, Licensed Land Surveyor, presented on behalf of Brookfield Investment Group. Attorney Muller said Brookfield Investment Group is the owner of Map 4, Lot 20. In terms of title, it is technically described as 3 separate lots. However, in discussion with the Assessor, we are only looking for two—specifically tracts I and II. It would be one lot for purposes of taxation and land use. Tract III would be viewed as a separate lot for purposes of taxation and land use. Mr. Dahlberg traced the properties in question back to the 18th century. The owner has gotten one building permit for tract III. A driveway permit has been obtained for tract II to serve tract I. He doesn't feel it necessary to reiterate all the information he has submitted to the Board, but would be happy to answer any questions.

Selectman Adams asked if tracts I and II would be merged. Attorney Muller said they would be one lot for purposes of taxation and land use. There was a question from the Assessor if we would be agreeable to that and the answer is yes. Chairman Georgantas said one lot was for access to another lot. Attorney Muller said that is correct. Brookfield got a driveway permit over tract II. That will be used to access tract I, which is the back acreage. They will remain together for purposes of taxation and land use. The only way to separate them would be through a subdivision.

Town Administrator Desruisseaux said there is a letter from Assessor Bartlett in your packets. He complimented the surveyor on the excellent job he'd done. Selectman Gross said we have a recommendation from our Assessor which pretty much summarizes what needs to be done.

GOFFSTOWN BOARD OF SELECTMEN
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Would an appropriate motion be one that accepts the recommendations of the Assessor? Town Administrator Desruisseaux said it would include unmerging two lots where Tracts I and II would be one lot, and Tract III would be another.

Selectman Gross made a motion to approve the modified request to unmerge two lots from Map 4, Lot 20. Tracts I and II will be one lot, and Tract III will be another lot. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Public Works Director Adam Jacobs - Road Plan

DPW Director Jacobs said he has a multi-media presentation. He said they had a bigger budget in 2015 than they had this year. There was a fair amount of money that had been encumbered from the previous fiscal year. It didn't get spent the previous construction season so we had a little extra. When you put all the monies together it is just over \$1.3 million. In 2015 we reclaimed just over 26,000 square yards of road, which represents about 2% of the entire road network. That included Paige Hill Road, New Boston Road, Glenridge Ave., Hooksett Road, and Black Brook Road from Cinnamon to Tirrell Hill Road. We did 88,000 square yards of resurfacing, which is about 5% of the road network. If every year could be as good as 2015 they'd be able to tackle everything in front of us. They are trying to build the Road Plan back up in the CIP to get to an annual level of where we would have been this year.

We also took on the Town Hall entrance, the ailing detention pond, which is still a work in progress, the Parks & Recreation fields, which will be a work in progress for a while, and the Roy Park tennis courts. We also had the LED conversion. We do post construction surveys and they are available on the website. Most responded pretty well. They had a project kick-off meeting for the Black Brook Road project and they were able to head off a lot of issues. We got good feedback from that and will continue the practice for reclaim projects going forward.

Looking ahead to this current fiscal year, the budget as proposed is just over \$1 million. It's down almost \$300,000 from last year based on those encumbrances. This year we did encumber about \$30,000. We do have a special article for the Road Plan which would be an additional \$250,000. If that passes we will be at about the same level of funding. The Pleasant Street Bridge is one project that has been continued into this year.

DPW Director Jacobs said the list of reclaim projects for 2016 includes Black Brook Road from Tirrell Hill to East Dunbarton Road, College Road, Paige Hill from Winter to Locust, Worthley Hill—Phase 1 to Tyler Drive, the Glenwood, Westside, Maplewood neighborhood, and Stinson Road—Phase 1 from Paige to the middle. For resurfacing, we start off with the roads that were reclaimed this year. We will top coat those—Paige Hill Road, Black Brook Road, and Hooksett Road. We will do Elm Street between Paige Hill and Locust, Center Street from Locust Hill to the Roundabout, Rosemont Street from Mast Road to Roy Park, and Snow Road between Tibbetts Hill Road and Black Brook Road. Sidewalk jobs include College Road from Mast Road to St. Anselm's Drive. The right of way survey is almost complete. There are some known encumbrances already. There is a good sized retaining wall that is well within the right of way. He would like some guidance from the Board on how to proceed with that.

Chairman Georgantas said he doesn't think it qualifies for discussion in a non-public session. Selectman Gross said there is a very large retaining wall that is in the town right-of way, which

GOFFSTOWN BOARD OF SELECTMEN
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he assumes was put in without the Town's knowledge and consent. Now it is in the way of our road project, drainage work, and sidewalk, which would get people from St. Anselm's Drive to Mast Road. Town Administrator Desruisseaux said she'd like to see the report from the survey before they take any action on it.

DPW Director Jacobs said Worthley Hill from where they left off to Tyler Drive will also get sidewalks. Asphalt and fencing have open POs. They will hold to the current pricing structure. It allows prices to adjust according to the prices of asphalt.

Vice Chairman Lemay made a motion to authorize the DPW Director to continue the asphalt contract with Continental Paving. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

DPW Director Jacobs said the summer schedule will be 10 hour days with a split schedule. We do have coverage every day of the week. He thinks it's a good solution to get the most out of the summer construction period.

Selectman Adams made a motion to adopt 10 hour days with split coverage for DPW in the summer. Selectman Gross seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

DPW Director Jacobs said they are close to being done with the 10 year road plan. He would like to schedule a date for a stakeholder's/utility/people of interest meeting soon. Would the Board like to attend? And is there a date preference? He'd like to look at late February to early March. People can look at the plan and let us know if there are issues that need to be addressed. Chairman Georgantas told him to set up the meeting and they will go from there. Selectman Adams said he would like to be there for that meeting.

DPW Director Jacobs said a sticking point right now is the Main/Mast Road corridor. It's hot on the plan and big dollar-wise. Right now we have the CMAQ project, which is in the design approval phase. There is a fair amount of right-of-way impacts to that project—mainly sidewalks. It includes two intersections: S. Mast/Pleasant Street and High/Pleasant/Main/N. Mast. To date, with the design costs incurred, we've been reimbursed \$80,000. Having not yet received approval or the right-of-way package, he is losing hope that it will go out to bid in 2016. The current plan is to complete the corridor following year—going out to bid in 2017 and doing the work in 2018.

DPW Director Jacobs said they took a look at the TE grant for the Rail Trail project. It included five different costs for it—engineering study, preliminary design, final design, bid, and the final cost. Based on where we are now with CMAQ, the Rail Trail costs increased by 47% from that point where we are now with the CMAQ project. The biggest jump was between final design and bid. To try to project what the CMAQ project will cost in the end is difficult. We did have a good jump from the engineering study estimate—by about \$300,000. We got it appropriated from the unreserved fund balance. Chairman Georgantas said Selectman Adams was adamant that we had to go through with it because it was voted on. If we knew the cost was going to be this much money, would it have gone through?

DPW Director Jacobs provided an alternate proposal. It would be a full reclaim from Church Street to Mountain Road in 2017. If approved this would be the only reclamation work we

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would do in 2017. The CMAQ plan doesn't reclaim High/Elm/Main Streets. It only includes the intersections themselves. This plan would give a better road quality to that intersection. The current timeline places 2016 in doubt for CMAQ. Waiting would throw the road plan in flux. They would utilize the CMAQ design elements so the project would go forward as designed and as approved. A benefit would be that it would address all drainage. There would be only one season of interruption, whereas with CMAQ, they would restrict force account work. If we want to change anything in the design, we wouldn't have a change order to pay for. Most importantly, it limits exposure.

DPW Director Jacobs said the current plan has the Town's portion is at \$369,000. If it escalates as it did in the TE grant, it would be up to \$542,000. Non CMAQ areas, which is everything outside those intersections, would be \$607,300. Non CMAQ sidewalks would be \$282,000. The total would be between \$1.258 million and \$1.43 million. Under the alternate proposal, we would have to refund the \$80,000 we have been reimbursed for the design. Then we would only spend \$748,000 end to end on the road areas and \$362,000 for the sidewalks, for a total of \$1.19 million. That is a savings of between \$60,000 and \$240,000, depending on if it follows the trajectory for cost increases. It is a better project. The drainage would be complete. We will open up Main Street so if there is anything else anyone wants to do utility wise they can. We've improved the project timeline to one year instead of two years. A question is the ability to use the Special Article funds of impact fees and unassigned fund balance, and just not accept the third leg of the special article, which was the CMAQ grant.

Town Administrator Desruisseaux said that was in 2013. We projected the total costs at \$761,400. DPW Director Jacobs said that was exceeded pretty quickly and they came back and asked for more. He'd have to get with Meghan Theriault to know what the actual estimate is now. You would save money by doing it in-house. If we go with the current plan, we would just do the CMAQ areas and do the outlying areas the following years. If we do it all ourselves we would do it end to end. The cost of doing that, at current rates, is \$1.19 million. On the low end it would be \$60,000 cheaper, or on the high end, \$240,000+ cheaper. That would be taking CMAQ plus what we want to do ourselves anyway and turning it into one project. We would use the current design. It's a stamped design and close to complete. It's not a roundabout. At Pleasant Street it's a larger version of what exists now. Town Administrator Desruisseaux said it basically gives better definition to the intersection and better signage. DPW Director said there are a lot of traffic calming measures.

Selectman Gross said he thought the cost escalation was ridiculous. The one thing that sways him toward Director Jacobs' recommendation is the time. We saw what happened in Pinardville with two years of construction, and how it really hurt the businesses. If you look at the potential cost savings, and most importantly what we can't quantify—the loss of business and the aggravation, he looks at it almost as a no-brainer to go to the alternate proposal. Chairman Georgantas said it would still be tough on businesses. Selectman Gross said it will be, but one year is better than two. Selectman Brown said the water main is 100 years old in some places. DPW Director Jacobs said sewer also needs work. Chairman Georgantas said if sewer and water needs work, and they participate in this, we could bring costs down. Selectman Adams said the idea makes sense. The question is if it would actually get done in one construction season. Who knows what we will find when we start. Selectman Brown said all forces would be put into this.

GOFFSTOWN BOARD OF SELECTMEN
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We'd pay back \$80,000 to potentially save up to \$240,000. Vice Chairman Lemay said he likes this idea.

DPW Director Jacobs said areas, such as Church Street, that will be impacted by construction because of detours, etc, whether through the CMAQ project or done in house, will be addressed in short order in subsequent years when this project is done. It looks like it would be in our favor. If you add on another construction year, prices will only go up. Chairman Georgantas said he would like to get input from Water and Sewer early on. The people in town are going to take some lumps. They have to be able to financially keep themselves going. Selectman Gross said the longer lead time you give them, the better off they are. They are part of the planning process, too. Chairman Georgantas said we could have a stakeholders meeting with them. DPW Director Jacobs said with CMAQ this would have happened this year at the two main intersections. Anything between those is affected. Selectman Adams said one of the first things to do would be to refund the \$80,000. DPW Director Jacobs said he talked with Meghan Theriault a bit about that. She seems to think with the cost escalation we laid out tonight there is a potential that we wouldn't have to refund that full amount, or maybe any of that amount. If you can show good reason, they have a few ways to get out of it.

Town Administrator Desruisseaux said we need to get the financials worked out. She's not sure if the Unassigned Fund balance was taken out since the project didn't need it. Was it accounted for? She has questions for the Finance Director. She would also like to see what the balance is on the impact fees. Chairman Georgantas said it sounds like a go with this Board, although it could change in a couple of months. Selectman Adams said first we have to identify the plan forward so people know what is coming. Town Administrator Desruisseaux said you will have to budget for something. DPW Director Jacobs asked if he should contact the State and let them know we won't be using the CMAQ money. Selectman Gross suggested hearing from the Sewer and Water departments first. Chairman Georgantas said he first would want to hear about the impact fees and the Unassigned Fund balance. DPW Director Jacobs said he could do it without the impact fees and Unassigned Fund balance. It would just cramp how much resurfacing they could do that year. Selectman Adams asked what it would take to bury the rest of the utilities in the ground. DPW Director Jacobs said he's not sure but could track down that information. Selectman Gross said if you want to do any street lamps that is your time to do it. DPW Director Jacobs said if utilities and street-scaping is added, don't hold him to the figures given tonight.

PUBLIC COMMENT—there was no public comment.

8:12 pm Vice Chairman Lemay made a motion to enter non-public session per RSA 91-A:3 II (b) hiring. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Gross-aye. VOTE: 5-0-0. All in favor. Motion carries.

8:21 pm Selectman Brown made a motion to exit non-public session. Vice Chairman Lemay 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

GOFFSTOWN BOARD OF SELECTMEN
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*Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Gross-aye.
VOTE: 5-0-0. All in favor. Motion carries.*

Selectman Gross made a motion to make a conditional offer of employment as presented in the non-public session. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Gross made a motion to allow the Town Administrator to hire a temporary part-timer as the budget allows for training the new tax collector. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

8:25 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

Subject to approval by the Board of Selectmen.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF JANUARY 24, 2016

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

9:56 AM CALL TO ORDER by Chairman Georgantas.

Selectman Adams moved, Vice Chairman Lemay seconded to enter non-public session under RSA 91-A:3 (b) hiring. Vice Chairman Lemay-aye; Selectman Gross-aye; Chairman Georgantas-aye; Selectman Adams-aye; Selectman Brown-aye. Passed: 5-0-0.

Vice Chairman Lemay moved, Selectman Brown seconded to exit non-public session. Passed: 5-0-0.

Vice Chairman Lemay moved, Selectman Brown seconded to seal the non-public minutes. Vice Chairman Lemay-aye; Selectman Gross-aye; Chairman Georgantas-aye; Selectman Adams-aye; Selectman Brown-aye. Passed: 5-0-0.

Selectman Adams moved, Vice Chairman Lemay seconded to authorize a conditional offer of employment as discussed in non-public. Passed: 5-0-0.

11:45 AM Selectman Adams moved, Vice Chairman Lemay seconded to adjourn.

Subject to approval by the Board of Selectmen.

NHTI
Concord's Community College

The Board of Trustees
of the Community College System of New Hampshire
on the recommendation of the Faculty of
NHTI Concord's Community College
hereby confers upon

George Edward Maloney

The degree of
Associate in Science

in

Architectural Engineering Technology

in recognition of the fulfillment of the requirements for this degree.
This degree given in the City of Concord, in the State of New Hampshire,
the thirtieth day of December, Two thousand and fifteen.

Paul J. Holloway
Chairman, Board of Trustees



Susan B. Dunton
President



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources 603-271-3483
 19 Pillsbury Street, Concord, NH 03301-3570 603-271-3558
 TDD Access Relay NH 1-800-735-2964 FAX 603-271-3433
www.nh.gov/nhdhr preservation@dcr.nh.gov

January 26, 2016

Mr. David Pierce
 VP and Treasurer
 Friends of the Goffstown Rail Trail
 PO Box 2
 Goffstown, NH 03045

Re: Eagle Scout project

Dear Mr. Pierce,

I have asked one of our architectural historians to review the proposed Eagle Scout project to install railings on the 1850 railroad bridge abutments. The photos and project plans were very useful and based on this information the NH Division of Historical Resources does not have any objection to the project as proposed. We would ask that care should be taken to minimize impacts to the historic materials (the granite blocks) as much as possible. Given the evident success of the 1998 railing installation on the complementary abutment across the river, this should be an achievable goal.

We do appreciate the opportunity to review this project and the sensitivity afforded to this historic structure by the Friends of the Goffstown Rail Trail.

Sincerely,

Richard A. Boisvert, PhD
 Deputy State Historic Preservation Officer



SELECTMEN 2015 ANNUAL REPORT

*Seated L-R: Selectman Scott Gross, Chairman Peter Georgantas, Selectman Collis Adams
Standing L-R: Vice Chairman Mark Lemay and Selectman John Allen Brown*

We look back on 2015 at our challenges and accomplishments. As a town we continue to responsibly manage our budget by carefully balancing costs and providing services our community expects. Municipal debt is low, and unassigned fund balance is healthy at approximately \$5.9 million at the end of 2015.

Each year the Board of Selectmen sets goals to achieve. The 2015 goals covered five major areas: Economic Development; Human Resources; Communications with the Public; Project Management; and Budgets. At this time we would like to report what we accomplished in each area.

ECONOMIC DEVELOPMENT: The Board of Selectmen set economic development as a priority goal for 2015. In an effort to achieve this goal, the Board established quarterly meetings with the Economic Development Council (EDC) and continued to have a Selectman representative on EDC. The four Comprehensive Economic Development Strategies (CEDS): (1) extend high-pressure gas lines in two phases along Route 14 through the Village; (2) conduct a feasibility study to extend municipal sewer to Daniel Plummer Road and Route 114; and (3) Completion of the Rail Trail; (4) Hillsborough County's study of the reuse of the Women's State Prison were approved by the Department of Commerce Economic Development Administration (EDA). This approval may open up grant opportunities to achieve these projects.

Selectmen met with EDC and representatives from Northeastern University to review the town's responses to the Economic Development Self Assessment Tool (EDSAT). A report will be issued in 2016 to EDC and Selectmen. This tool will assist the town in developing a comprehensive economic development plan.

HUMAN RESOURCES: During 2015 we negotiated with two unions and successfully reached an agreement with the fire union which will be voted on at the 2016 Town Meeting. This agreement establishes a more sustainable matrix, a flat rate for longevity, an increase in the employee contribution to health insurance incrementally over three years, introduces more choices in plans such as a high deductible plan, eliminates the Blue Choice health insurance plan in 2017, and accelerates vacation schedule while providing a maximum of five weeks vacation. Most importantly it establishes a re-opener on health insurance to avoid the Affordable Care Act "Cadillac Tax" now scheduled for 2020. We also contracted with Municipal Resources Inc. to conduct a wage and classification study of all non-union positions with a report due April 2016.

COMMUNICATION: Communication with the public and with our town committees continues to be an ongoing goal of the Board of Selectmen. Messages are multi-media including press releases and letters to the editors in local newspapers, GTV, website, newsletters and meetings such as the All Boards Meeting. Executive summaries of government meetings continue on the town website as an option to reading the full minutes. Selectmen weekly reading packets continue to be available on the town's website so that the public can follow along in the meeting. We are quite pleased with GTV's video on demand service which is available the day after a meeting. At this time social media is being used by most departments. Our IT/Administration Offices have developed a new website design which will be launched in 2016.

PROJECT MANAGEMENT: The Board continues to receive management updates on town projects. MUNIS finance software continues to be implemented. In 2015 the Property Tax Module was implemented. Utility Billing was setup and will be launched in 2016. Future modules to be implemented include Fixed Asset Management, Grant Project Management, Citizen Self Service for Taxes and Utilities, and Employee Self Service. We look forward to the efficiencies offered by these software programs. In July 2015 we initiated a transportation program with Manchester Transit Authority as passed at Town Meeting. The primary goal is to provide transportation services for the elderly and disabled to access medical care. Ridership has been better than expected and quarterly reports can be found on the town's website.

BUDGET: The Board of Selectmen worked with department heads to allocate the default budget to maximize services within budget. The Board spent significant time preparing a 2016 budget which provides the level of service that taxpayers expect without a minimal impact on the property tax rate.

Congratulations to our Finance staff for an excellent 2014 audit. This is the sixth consecutive year that there has been no Auditor's Management Letter. Auditors reported that the town is in very good financial shape with a low debt ratio and a very healthy unassigned fund balance. We recognize all our hardworking town employees who help carry out the Board of Selectmen goals and mission given to us by the voters.

We said farewell to long term employees, Captain Steve Tower and Lieutenant Eric Battey, and to Selectman Nicholas Campasano for his years of service. We wish them well. We welcomed Adam Jacobs as the new Public Works Director in May 2015.

Finally, we thank all those citizens who volunteer their valuable time to serve their community.

GOFFSTOWN BOARD OF SELECTMEN:

Peter Goergantas, Chairman
Mark T. Lemay, Vice Chairman

Collis G. Adams
John Allen Brown
Scott Gross

2.0 MEETINGS

2.1 Regular Meetings. A regular meeting is a routine meeting day, time, and location to conduct business and discharge responsibilities. A regular meeting shall be established and member attendance is expected except for extenuating circumstances. In such cases the member who will be absent is expected to inform the Chairman or his designated representative.

2.1.1 BOS Regular Meetings. Effective March 2016 ~~the~~ regular meeting of the BOS is at Goffstown Town Hall each the second and fourth Monday of the month from 6:00 PM to 10:00 PM except Town Hall Holidays, unless the BOS adjourns to another location; or unless the regular meeting is scheduled on another day, time and location for a special purpose and is properly noticed.

INTEROFFICE MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: CHIEF ROB BROWNE
SUBJECT: OUT OF STATE TRAINING
DATE: 1/26/2016

Members of the Board of Selectmen,

For the preparation of the FY2016 budget process, I prepared for an executive development conference for the International Association of the Chiefs of Police. This year's conference is in San Diego, California in October from the 15th-18th. I have begun doing research of available hotels and flights and was concerned about the availability of both with prices rising as the date gets closer.

I am able to reserve a hotel room now with the ability to cancel within 30-60 days of the reservation without losing a deposit. The flight though is not refundable and is something that I would like to purchase sooner than later. I understand that the budget will not be voted on until March, but I would like to point out for the Board that the budget line for employee development was decreased by almost \$8000 for 2016 over 2015. Should the budget not pass, there would technically be more funds available, at least in that line.

To conclude, I am respectfully requesting the Board to authorize my out of state training scheduled for October.

Respectfully,

Rob Browne

Chief of Police



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: January 28, 2016
To: Susan Desruisseaux, Town Administrator
From: Patty Gale, Planning & Zoning Assistant
Subj.: Conservation Commission Report from the January 27, 2016 Meeting

THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE MINUTES ARE THE OFFICIAL RECORD OF THE MEETING.

Recommendation Requested to the Planning Board:

Request from relief of the outer 50' of the 100' Wetlands Surface Water Conservation District. Applicant, Chris Tartsa, is proposing a Lot Line Adjustment & Subdivision Plan, that adjust the lot line between Map 38 Lot 73 (Owned by Norton Phelps), and the abutting lot, Map 38 Lot 72 (owned by Chris Tartsa), to create a new lot (Lot 72-1) to build a two-family structure that will be built within the outer 50' of the 100' buffer of the WSWC District. The properties are located on 12 & 26 Summer Street in the Residetnial-1 Zone. The new lot will be serviced by municipal water & sewer.

Chris Tartsa explained his proposed lot line adjustment/subdivision to the Commission. The Conservation Commission reviewed the plans and the Wetlands Evaluation Report prepared by BAG Land Consultants. **After further discussion, the Conservation Commission voted to recommend to the Planning Board to grant relief of the Outer 50' Buffer of the WSWC District and allow the two family home to be constructed within that buffer. The Commission has not issues with the proposed subdivisions and recommends that the edge of 50' WSWC buffer be marked with shields/plagues to identify the buffer, as so no structures are built within 50 from the stream. Also they recommend that the buffer be identified in the language of the deed of the new lot, and the applicant follow the recommendations by Bruce A. Gilday, the Certified Wetland Scientist, of BAG Consultants, on page 6 in the last paragraph of the Wetlands Evaluation Report; *"The protective stream bank improvements could possibly include the removal of invasive plant species, the grading of lawn & parking areas away from directing storm water discharges into the stream, and the added planting of wetland shrubs & herbaceous species to help stabilize the stream banks and to provide the necessary shade to keep the stream cool during the summer months. In all cases, it is important to install proper erosion control measures (silt fence, hay bales, and/or silt filter soxx) prior to the commencement of site earth moving activities."***

Public Discussion:

Presentation on the Updated Alteration of Terrain Permit for Woodland Village Project for 76 Condominium Units, Map 4 Lot 87-6, Bog Road 7 Mountain Road.

Chris Rice of TF Moran, Inc. gave a brief presentation of the change to the Alteration of Terrain



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Permit to have a new storm tech system that will replace the water quality units and pipe storage system that was previously proposed. Mr. Rice showed the locations and explained how the new system will work. **The Commission reviewed and discussed and stated they supported the change as it was a much better storm water drainage system then previously proposed.**

The Commission approved the Minutes of December 16, 2015.

Budget:

The Conservation commission reviewed the Conservation Fund for Citizens Bank is at \$190,411.08. The Conservation Commission voted to roll the CD that was maturing on February 9, 2016 in the amount of \$275,000.00 for another 6 months at the People's United Bank.

Open Space Report:

David Nieman updated the Board on the status of an open space project. The Board of Selectmen has accepted the Executory Interest in the Finke Easement on Montelona Road, Map 12 Lot 6-3. David updated the Commission on the status of the Black Brook Preserve.

Patty Gale stated the new open space easement for the Langley property off of Tatro Drive has been recorded.

The Conservation Commission reviewed the following correspondence:

- 1) Correspondence to NHDES applying for Shoreland Impact Permit to rebuild summer camp into year round single family home. Jeanne Gale, 43 McFarland Road, Map 42 Lot 66.
- 2) NHDES Wetlands Minimum Impact Forestry Notification Permit for Delores Siik, Map 10 Lot 30, Gorham Pond Road.
- 3) Intent to Cut Permit for Ricketts, Map 10 Lot 30-3, Snook & Gorham Pond Road.
- 4) NHDES Wetlands Minimum Impact Forestry Notification Permit for Kenneth Burnes, Map 7 Lot 91A, Snook Road.
- 5) Intent to Cut Permit for Kenneth Burnes, Map 7 Lots 91 & 91A, Snook Road.
- 6) Intent to Cut Permit for Ara Tamzarian, Map 9 Lot 52, Serenitas Lane.
- 7) Annual Forest Society of NH Monitoring Report for the Ruth Clark Conservation Easement, 31 Martin Farm Road. **(David Nieman stated the Town should have a stewardship of all these easements and it was suggested it should be budgeted for next year.)**
- 8) NH Supply Lines With Source Newsletter.
- 9) Town & City Magazine January/February 2016.
- 10) Forest Notes Magazine.
- 11) Piscataquog Newsletter.

Meeting adjourned at 7:50 p.m.

THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING.
PLEASE NOTE THE MINUTES ARE THE OFFICIAL RECORD OF THE MEETING.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: January 28, 2016
To: Sue Desruisseaux, Town Administrator
From: Derek M. Horne, Assistant Town Administrator
Subj.: Summary of HDC 1/27/16 Meeting

The Historic District Commission met Wednesday, January 27, 2016. In addition to approving minutes the Commission members discussed the following items.

GRASMERE TOWN HALL RENOVATIONS

The HDC reviewed the work approved by the Board of Selectmen at the 12/21/2015 meeting.

- Empire Sheet Metal will do structural improvement work on the fire escape.
- Target New England will do construction work associated with the in-fill of three windows immediately adjacent to the fire escape. Fire rated window from Queen City Glass will be purchased by Town and installed by Target New England.

Vice Chairman D'Avanza discussed the painting of the fire escape with the Fire Chief. The determination was made that the fire escape could be painted at the same time as the building. The Commission discussed the timing of the project and consensus was to schedule work so it is done during one of Merri-Loo's school breaks (February or April).

GRANTS

The Commission discussed three grant opportunities this year; Moose Plate Grant, Certified Local Government (CLG) Grant, and NH Land and Community Heritage Investment Program (LCHIP) Grant. **The Commission voted unanimously to request from the Board of Selectmen authorization to submit letters of intents for the following grant programs.** (Details of grants attached)

Moose Plate Grant 100% funding for projects up to \$10,000
Preservation projects for publicly owned historic buildings.
The HDC voted unanimously to request authorization to submit a letter of intent for a Moose Plate Grant in the amount of approximately \$4,000 to install required emergency lighting on the fire escape and install safety handrail on the stage at Grasmere Town Hall.

CLG Priority I Grant 100% funding
Update the NHDHR Individual Resource Inventory Form for Grasmere Town Hall; required to list Grasmere Town Hall on the State Registry
The HDC voted unanimously to request authorization to submit a letter of intent for a CLG Priority I Grant to update Individual Resource Inventory Form.

The HDC's next meeting is Wednesday, February 24, 2016 at Goffstown Town Hall.

ASSISTANT TOWN ADMINISTRATOR

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ADMINISTRATION

Memo

To: Historic District Commission

Date: January 27, 2016

Re: Grant Opportunities

The purpose of this memorandum is to provide information about upcoming grant opportunities and discuss whether the Commission intends on pursuing any of the available funding.

'Moose Plate' – NH Division of Historical Resources Conservation License Plate Grant

The Division's 'Moose Plate' Grant Program awards grants for the preservation and restoration of publicly owned historic resources. For the 2016 grants, applicants may request up to \$10,000 with no matching funds required.

These are some types of projects that ARE eligible:

- Preservation projects for publicly owned historic buildings, bridges, cemeteries and other historically significant resources that are eligible for or listed to the N.H. State Register of Historic Places or the National Register of Historic Places.
- Projects that preserve historical properties owned by towns, cities and counties or by state and federal agencies.
- Projects that do not request more than the \$10,000 grant maximum.

These are some types of projects that ARE NOT eligible:

- Projects for privately owned historic resources.
- Engineering studies or reports.
- Preservation projects that do not demonstrate adherence to the Secretary of the Interior Standards.
- Applications from any organization submitting more than one Conservation License Plate Grant application to the N.H. Division of Historical Resources for a project or projects in a single grant cycle.
- Work that has been begun or completed, in any part, prior to N.H. Division of Historical Resources Conservation License Plate grant award acceptance by the Governor & Council.

Deadlines:

- Letter of Intent is due by Friday, 2/26/16
- Completed applications due 4:30 PM, Monday, 4/25/16

CLG Grant – NH Division of Historical Resources CLG Grant Cycle – ANTICIPATED

Annually the Division's Certified Local Government (CLG) grants community preservation activities such as survey, National Register, preservation planning and educational projects. In some years, grants are also available for architectural plans and specifications, engineering reports, and even "bricks and mortar" work on National Register properties.

The Town has not received notification of the 2016 CLG Grant Round, which typically occurs in February.

Priority I Projects – 100% funded

- Survey Project
- National Register of Historic Places Nomination(s)
- Preservation Planning
- Public Awareness and Education

Priority II Projects – 60 / 40 Funding

- Pre-development – architectural plans and specifications, engineering reports, etc.

Priority III Projects – 50 / 50 Funding

- "Bricks and mortar" work on National Register properties.

Anticipated Deadlines (based on 2015 schedule):

- Notice of Grant Round, Week of 2/8/16 – 2/12/16
- Letter of Intent due Friday, 3/4/16
- Completed applications due Monday, 4/25/16

LCHIP 2016 Grant Round — ANTICIPATED

The next NH Land and Community Heritage Investment Program (LCHIP) Grant round will open in the spring of 2016. Historic Resource grants are funded 50 / 50.

Anticipated Timeline:

- May 2016 Grant Round Opens
- May/June 2016 – Mandatory Workshop for Applicants
- June 2016 – Intent to Apply
- End June 2016 LCHIP Application due

OLD BUSINESS: 2/1/16 ACTION MATRIX (started 3/16/15)

Mtg. Date	Item	Description	Schedule
06/15/15 07/13/15 08/03/15 08/31/15 09/28/15	Grasmere Town Hall	Grasmere Town Hall - Sept. deadline to finish LCHIP project; - monthly updates provided in HDC Summary; weekly updates to be provided by Vice Chairman Lemay; - 8/3/15 request for more info - what has been spent; what's left to be done; cost of fire escape repair; - Update on Fire Escape? Discussion on 9/28/15 & apporvals to proceed - RFP for exterior maintenance on 3 sides approved 9/21/15; due date 10/20/15; report back to BOS 10/26/15 - 11/9/15 VC Lemay reported that fire alarms are all set; looking for clarification of engineers specifications - 12/14/15 BOS to review estimates for work to be completed	
06/22/15	Sewer	Schedule Meeting with Sewer Commission -	Schedule after the first of year
06/22/15	EDC	Schedule Meeting with EDC 10/7/15 Agenda - Dscuss scheduling meetings with real estate developers and real estate agents; 12/2/15 EDSAT review - EDC & 2 members of BOS	Schedule after the first of year
07/20/15	HR Matrix	Established sub-committee (Collis, Scott & Sue) re: placement on matrix; add CFF; Budget for Consultant for wage and classification study (\$12,400)	Awaiting Wage & Classification Study in April 2016
08/10/15 08/17/15 08/24/15 09/21/15 09/28/15	Pinardville	11/30/15 USPS will not revisit zip code issue, suggests changing duplicative street names or street numbers. BOS decides to continue multi-media public awareness - inserts in next tax bills; website; flyers in businesses; message boards; GTV; press releases	Ongoing Public Awareness Campaign
08/31/15 09/21/15 10/5/15	Planning Board	Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning? Collis will assist with drafting a letter to NHDOT for Mitigation Funds for secondary impacts from the Route 93 project; funds could assist with Updates of Master Plan and Development Regulations Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment	Development Regs review by PB in 2016; B. Griffin's memo re: NHDOT Mitigation Funds rec'd & email sent to NHDOT & SNHPC re: fund availability
12/07/15	Performance Evaluations	Selectmen started Dept. Head evaluations in December	schedule after 2/3/16
12/21/15	Conservation Easement	Fincke Conservation Easement (waiting for easement to sign)	

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