
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



MARCH 14, 2016



Town of Goffstown

BOARD OF SELECTMEN

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

March 14, 2016

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Oaths of Office:** John Allen Brown and David Pierce
- 6:02 pm 2. **Acceptance/Correction of minutes:** 01/13/16 – Bond Hearing; 02/03/16 – BOS Meeting after Deliberative Session; 02/29/16 public & non-public minutes
- 6:05 pm 3. **Announcements**
- 6:10 pm 4. **Public Comment**
- 6:20 pm 5. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. Accept Donation of \$30 from Republican Party for the use of Grasmere Town Hall for a meeting and Deposit into the Grasmere Town Hall Restoration Fund
 - e. Draft of Property Tax Bill insert regarding Pinardville and 911
 - f. Letter from Goffstown Historical Society
 - g. Report of replacement of two town bounds with Dunbarton
 - h. Schedule Date for EDSAT Presentation
 - i. Review Town Meeting Results and discuss implementation
 - j. Police Chief's request for 3rd dispatch console with funding plan
- 6:40 pm 6. **Selectmen Discussion**
- a. Committee Reports: EDC; Highway Safety Committee; Planning Board
 - b. New Business: Response to Auditors; Elect Chairman; Review and amend/accept BOS Rules of Procedure; 2016 Committee Assignments
 - c. Old Business: Action Matrix
- 7:00 pm 7. **PUBLIC HEARING – Amend Speed Limit on East Union Street to 20 mph**
- 7:10 pm 8. **Fire Chief Richard O'Brien re:**
- a. Purchase of Ambulance, Jaws-of-Life, SCBAs
 - b. Out-of-State Conference Request
 - c. RFP process for a construction manager for fire station project
- 7:35 pm 9. **Public Works Director Adam Jacobs re:**
- a. CMAQ Project
 - b. LED Street Light Conversion (estimated start date March 28th)
 - c. Road Plan – Construction plans and update for Paige Hill Rd.
 - d. Approval of RFPs/Vendor Pricing
 - e. Request to post for the hiring of seasonal laborers
- 8:00 pm 10. **Public Comment**
- 8:10 pm 11. **Non-Public Session RSA 91-A:3 II (a) compensation, (b) hiring, (c) adversely affect reputation, (d) consideration of acquisition of personal property**

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

March 14, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Oaths of Office:** John Allen Brown and David Pierce
- 6:02 pm 2. **Acceptance/Correction of minutes:** 01/13/16 – Bond Hearing; 02/03/16 – BOS Meeting after Deliberative Session; 02/29/16 public & non-public minutes #2
- 6:05 pm 3. **Announcements** #3
 Posted Weight Limits on Road effective March 14, 2016
- 6:10 pm 4. **Public Comment**
- 6:20 pm 5. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 Weds. 3/16/16 6:30 pm Library Trustess – Library
 Weds. 3/16/16 7:00 pm Parks & Rec – P&R Center
 Thurs. 3/17/16 7:00 pm Budget Committee – Room 106
 Tues. 3/22/16 7:00 pm Public Info Meeting – Senator D'Allesandro & Health & Human Services Commissioner re: Medicaid expansion – Room 106
 Weds. 3/23/16 6:30 pm HDC – Room 106
 Thurs. 3/24/16 7:00 pm Planning Board – Room 106
- b. Consensus Folder
 Employee Status Report: resignations of two paramedics;
 Mutual Aid and Assistance Agreement with Weare for Building Inspection
 Proclamation for Eagle Scout
Motion needed.
- c. Assessor's Recommendations
- Solar Energy Systems Exemptions for 2016 (recommended): Map 2 Lot 25B; Map 9 Lot 66; Map 17 Lot 177.
 - Current Use – LUCT Lien Release (recommended): Map 12 Lot 19
 - Elderly Exemptions (recommended): Map 6 Lots 17B-20 and 22-45; Map 11 Lot 13B; Map 15 Lot 13; Map 21 Lot 111.
- Motion needed.**
- d. Accept Donation of \$30 from Republican Party for the use of Grasmere Town Hall for a meeting and Deposit into the Grasmere Town Hall Restoration Fund
Motion needed.
- e. Draft of Property Tax Bill insert regarding Pinardville and 911 #5e
 Enclosed at Tab 5e is a draft insert for the first half property tax bill.
Motion needed.
- f. Letter from Goffstown Historical Society #5f
 I have sent this letter to P&R as this is the department responsible for the maintenance of the common. P&R staff will attempt to clean off the plaque and statute but they did not budget for any electric improvements to the lights. We will wait to see the estimate, and decide how to proceed.
- g. Report of replacement of two town bounds with Dunbarton #5g
 The replacement of the Town bounds with Dunbarton has completed and the enclosed record requires signature by an authorized representative of the Board.
Motion needed to authorize a board member to sign the perambulation record.
- h. Schedule Date for EDSAT Presentation
 Is the Board available to hear the EDSAT Presentation on Tuesday April 19th?
- i. Review Town Meeting Results and discuss implementation – These results are unofficial until Tuesday which is the deadline to request a recount. So any votes to start the implementation later tonight should be conditional on the certification of the official results.
- | | | | |
|------------|-------------------|------------|----------|
| ARTICLE 13 | Fire Station Bond | YES – 1309 | NO – 653 |
| ARTICLE 14 | Operating Budget | YES – 1149 | NO – 786 |

Town Administrator's Report

March 14, 2016

ARTICLE 15	Firefighters CBA	YES – 1364	NO – 586
ARTICLE 16	Fire Apparatus CRF	YES – 1433	NO – 460
<i>Need a motion to approve the payment to the Trustees of Trust Funds within the required 10 days upon certification of the vote by the Town Clerk.</i>			
ARTICLE 17	SCBA & Jaws of Life	YES – 1532	NO – 369
ARTICLE 18	Ambulance	YES – 1476	NO – 416
ARTICLE 19	Road Improvement	YES – 1310	NO – 583
ARTICLE 20	GMSP	YES – 1215	NO – 677
ARTICLE 21	Crispins' House	YES – 1370	NO – 529
ARTICLE 22	Milfoil	YES – 1371	NO – 518
ARTICLE 23	RSA 41:9-a Fees	YES - 1208	NO – 580
ARTICLE 24	We the People	YES – 1282	NO – 530

- j. Police Chief's request for 3rd dispatch console with funding plan #5j
Motion needed to proceed to a public hearing to accept and expend the unbudgeted revenues from the New Boston Police Dispatch towards the purchase of a third dispatch console.

- 6:40 pm 6. **Selectmen Discussion**
- a. Committee Reports: EDC; Highway Safety Committee; Planning Board #6a
 - b. New Business: Response to Auditors; Elect Chairman; Review and amend/accept BOS Rules of Procedure; 2016 Committee Assignments #6b
 - c. Old Business: Action Matrix #6c
- 7:00 pm 7. **PUBLIC HEARING – Amend Speed Limit on East Union Street to 20 mph** #7
 This is the first of two public hearings to establish a town ordinance to amend the speed limit of East Union Street to 20 mph.
- 7:10 pm 8. **Fire Chief Richard O'Brien re:**
- a. Purchase of Ambulance, Jaws-of-Life, SCBAs #8a
 - b. Out-of-State Conference Request #8b
 - c. RFP process for a construction manager for fire station project #8c
- 7:35 pm 9. **Public Works Director Adam Jacobs re:**
- a. CMAQ Project #9a
 - b. LED Street Light Conversion (estimated start date March 28th)
 - c. Road Plan – Construction plans and update for Paige Hill Rd.
 - d. Approval of RFPs/Vendor Pricing #9d
 - e. Request to post for the hiring of seasonal laborers
- 8:00 pm 10. **Public Comment**
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ADJOURN by 10:00 pm

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GOFFSTOWN BOARD OF SELECTMEN
MINUTES TO PUBLIC HEARING
CHURCH STREET FIRE STATION IMPROVEMENTS BOND
GHS – Craig Hieber Auditorium
January 13, 2016

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

Also in attendance were DPW Director Adam Jacobs, Police Chief Rob Browne, Parks & Recreation Director Rick Wilhelmi, Library Director Dianne Hathaway, School Superintendent Brian Balkie, and Assistant Town Administrator Derek Horne.

Chairman Georgantas opened the hearing at 6 pm.

He asked those interested in speaking to speak at the microphones, and he pointed out where they are located within the auditorium. He explained Fire Chief O'Brien would make a presentation regarding the Church Street Fire Station improvements. There are handouts for the planned improvements available to review.

The Board said the Pledge of Allegiance.

Chairman Georgantas said one of the advantages of going ahead with the bond at this time is that, in 2017 we will have two bonds that will be all done. One is the land closure bond, which is \$170,113 per year. The other is the South Mast Drainage project which is \$85,336 per year. This is a total of \$255,449. These two bonds expire in 2017. If the bond should pass for the fire station improvements, our first payment won't be until 2017. That payment would be \$177,265.00 over 20 years. We would go from \$255,449 in bond payments to \$177,265.00.

Fire Chief O'Brien said we presented a similar project at a bond hearing a couple of years ago. At that time the project was to cover the expansion and renovation of the three stations. That vote, in 2014, achieved the majority vote. But a bond has to achieve a three-fifths majority for passage. That's 60%. It didn't achieve that 60% so we are here today. After reflection as to what we could do to get future passage in discussion with the CIP, Budget Committee, and Board of Selectmen, it was decided a station by station approach would be more appropriate.

We did an evaluation to determine which station would most need the expansion and renovation, and it was decided the Church Street station was the one to be addressed first. The handouts will be posted on the Town's website in the next 24-48 hours for everyone to review, or you can stop by the Church Street Fire Station to get a copy. If anyone would like a tour of the Church Street Fire Station they can stop by any time during business hours of 7 am to 4 pm.

Page two of the handout describes the process. Over ten years we have been studying the best ways to renovate or find out what is best for a modernistic or busier fire department. Studies have been forwarded through UNH or other private studies and all said our current stations are inadequate.

Chief O'Brien said the Church Street Station was actually built in 1959. There is a picture in the handout of it shortly after that. He took a picture of it the other day and put them next to each

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other. Not much has changed since 1959. The electrical, mechanical, and other systems have been relatively unchanged. We have been good stewards of the building and have taken care of it the best we could. But it has come to the point where we either have to expand the building, or take it down and build a new one. In 1959 the Goffstown Fire Department responded to 68 calls. Today we respond to over 2300 calls per year. Back then they responded only to fire calls. Today we are a multi response agency that handles everything from hazardous spills to fires to medical emergencies. It gets to be a pretty busy place when you look at the activities at the fire station. The Church Street Station is our busiest.

Chief O'Brien said page four of the handout shows existing photos of the existing conditions of the Church Street Fire Station. It shows how tight it is and gives you an idea what we are dealing with today. Our apparatus isn't getting smaller. Our apparatus was designed in the day when the apparatus was quite small. They were probably the size of a large pick-up truck today.

Today they are designed with additional safety features and for more than just one response type. In the past one truck could be just a pumper truck or a hose truck. Now one truck can do all aspects of a response. The pictures show how close the trucks come. When they come out of the building they almost strike the building, and when visibility is bad, they have struck the building. The pictures show how cramped it is in the offices. We have single paned windows. This station is grossly inefficient when it comes to energy. An energy audit was done a year or two ago and it was determined this station has an R value of a 5, when a typical residence should have a 30 to keep your heat in or to cool it. The pictures show the crampedness where our gear is stored and the fact that the apparatus is very near to each other. When we open a door it often strikes the other vehicles.

Chief O'Brien said page five lists the conditions that show a renovation is sorely needed, and the fact that they are structurally sound but are outdated in safety and function. The current doors are not large enough to accommodate current fire apparatus and ambulances. When we purchased the tower ladder vehicle in 2010 we had to have it specially designed to fit in that station. At that time, it was estimated to cost about \$150,000 to do the work that would make it fit in that station. In today's dollars we estimate about \$200,000-\$250,000 to modify a vehicle like that to fit in that station.

There is no proper decontamination station or showers available to ensure personnel and equipment are properly decontaminated after responding to a medical, fire or hazardous material incident. Our crews often come back and are covered with soot, oil, or bodily fluids. We want to make sure they are decontaminated as effectively as possible. Right now they are decontaminated in areas that are very close to kitchen, living and office areas. That is inappropriate. All stations have a shortage of storage spaces. Many times we don't have the benefit of ordering in discount bulk because we don't have the room. Electrical stations at the Fire Station are grossly overtaxed. For example, the lights in the office dim when the fax machine kicks in to receive a fax. Also, we do have an emergency generator at the station but it doesn't cover all the outlets in the station. The critical functions are diminished greatly when we

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lose power. That happens frequently as we saw today with the wind. If anyone stops by after a storm where we've had week-long outages you'd see a web of extension cords going through the station to power up critical needs in the building. Administrative areas and office spaces are inadequate for current operations. People bump into each other when picking up a fire permit, for example.

The current heating and cooling systems are inadequate for our current facility. They are not energy efficient and at times when it is too hot or too cold, they can't keep up. We are currently servicing them just to maintain. The current conference and training rooms are inadequate and do not meet ADA accessibility standards. We have underground fuel tanks in the back yard of the station that need to be addressed. In this type of weather we will wash the vehicles inside to get the salt off. The water goes into a drainage system and into a holding tank. That holding tank was installed decades ago and doesn't meet current EPA standards. Public accessibility and safety are always a concern when it comes to a public building like this.

Chief O'Brien said we are looking at renovations using the existing foundation. All the engineers said the base building is good but we need to upgrade all these other issues. We are fixing a lot of the ills to the current station during the upgrade. When you look at the plans in the handouts, it includes fixing the tanks out back, removing the tanks, and the drainage system. They are retrofitting the electrical system and heating system in the current structure to fit a modern building that attaches to it.

Chief O'Brien said page six of the handout has a rundown of how much the project will cost. It's \$2.3 million. Of that, \$1.8 million is actual construction costs. \$136,000 is for design, administration fees, and \$50,000 is for relocation and temporary storage. \$112,000 is for furnishings and equipment. We do add in a contingency fund knowing that when you are working with a building like this there could be hidden costs we didn't plan on. We have been looking at this cost estimation for a long time. We have been working with a design builder that specializes in fire stations. We feel that this budget will hold true. This company just got finished building a station in Manchester. It came in under budget and within the required time frame. The cost includes renovation of the current station and a two-story addition that will house the larger doors that can accommodate the larger apparatus.

Chief O'Brien said the last page shows the proposed elevation drawings and the drawings for the layout. In this project we are adding approximately 6,500 square feet and are adding the features we desire. There are the larger doors, more storage, function areas, office areas, and training room. The training room will also act as a back-up EOC in the event of a disaster or emergency within the town. Currently the EOC is at the police station but at a more recent disaster the generator failed there and we had to relocate to the Church Street Station for a back-up EOC and communications. This will allow us to have ample space for that. It also make energy improvements on the station. We are hoping we won't be consuming so much propane. We'll also be using budget doors on the existing side to hold the ambulances and avoid having door strikes.

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Chief O'Brien said page eight shows a sample bond schedule for this project. It's a 20 year bond and a level principle. When last checked it was approximately 4.5% interest. Once we get closer to approval and kicking off the project we'll have a bond schedule that reflects the latest rate.

People who stop by the Church Street Fire Station quickly realize the current conditions. Even though the building was built in 1959, staff has been good stewards of the building. That is why they can use it as a foundation for a renovation and expansion versus a tear down and rebuild, which would cost three to four times the amount.

Chairman Georgantas opened the hearing to questions and comments.

David Pierce, of 21 Mill Street, asked if there are any features that have not been incorporated in this design that might have been highly desired, but you left them out to keep costs low or reasonable.

Chief O'Brien said we approached this design with the design builder and said obviously there could be larger spaces. That would mean more cost. We incorporated things we were initially going to cut out, such as an elevator going to the second floor. We knew it was important to be ADA compliant for that meeting room on the second floor of the addition. As one of the three stations in town, this design will suit the town very well for the next 30-50 years.

Chairman Georgantas closed the public hearing, absent additional questions and comments. He reminded those in the audience that the Budget Committee public hearing starts at 7 pm.

The public hearing ended at 6:20 pm.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.

GOFFSTOWN BOARD OF SELECTMEN
MINUTES TO MEETING OF FEBRUARY 3, 2016

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

Chairman Georgantas called the meeting to order at 8:55 pm.

Town Administrator stated amendments were made to two articles:

- Article 22 regarding milfoil to add the following language “Passage of this article will direct the Selectmen to include funds for this purpose in future operating and default budgets for the Town of Goffstown.”; and
- Article 24 regarding We the People Agenda to replace the last two sentences with “The record of the vote on this article shall be public information”.

The amendment to Article 22 does not change the appropriation and therefore it is a gray area if the Board has the legal authority to change their recommendation. However, so that we don't delay the printing of the ballot the Board should discuss whether or not they would like reconsider their recommendation if legally allowed. There was no recommendation on Article 24 so that is a moot issue.

Chairman Georgantas made a motion to reconsider their vote to recommend Article 22. Vice Chairman Lemay seconded the motion. VOTE: 1-4-0. Vice Chairman Lemay, Selectman Gross, Selectman Brown and Selectman Adams against. Motion fails.

The impact of this vote is that recommendation remains as it is.

9:08 pm Selectman Gross made a motion to adjourn. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

The meeting adjourned at 9:08 pm.

Respectfully submitted,

Gail Labrecque
Recording Secretary

These minutes are subject to approval by the Board of Selectmen.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF FEBRUARY 29, 2016

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's meeting of February 22, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

Chairman Georgantas said starting next month the Selectmen's meetings will be on the second and fourth Mondays of the month, unless an emergency comes up. That's due to the great job all the department heads are doing. It reduces the amount of work the Selectmen have to do on a regular basis.

TOWN ADMINISTRATOR'S REPORT

Selectmen's Meeting Schedule

Town Administrator Desruisseaux said this Wednesday the EDC meets at 6:30 pm followed by their meeting with the realtors at 7 pm. Vice Chairman Lemay said he would attend. On March 8th, from 7 am to 7 pm is Town elections. She distributed pages relating to Selectmen's duties during elections. Chairman Georgantas said Selectman Brown isn't allowed to participate because he is on the ballot. Selectmen Gross said for this election we have to open the polls and have duties at the end. But there isn't much during the day. Chairman Georgantas said they are required to have someone at the elections for the day. Between the four of us we can schedule it. He and Vice Chairman Lemay will cover Bartlett, and Selectmen Adams and Selectman Gross will cover the High School. Town Administrator Desruisseaux said on Wednesday, March 9th, the Highway Safety Committee meets at 9 am. On Thursday, March 10th, is the Planning Board meeting. Selectman Adams said he would attend.

Consensus Folder

Town Administrator Desruisseaux said there are employee status reports to fill vacancies for the IT Help Desk, Bookkeeper, Facilities Maintenance and Videographer. We have an event permit request for the Bartlett PTA Easter Bunny Breakfast & Egg Hunt on March 12, 2016. There is also a request for the Goffstown Junior Baseball Parade on April 30, 2016, and the Goffstown Rotary Car Show on June 4, 2016. There is also a Police Dispatch Agreement with New Boston. *Selectman Adams 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 Solar Energy exemptions for the 2016 tax year, for Map 5, Lot 13-1 and Map 11, Lot 16.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF FEBRUARY 29, 2016

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.

Town Administrator Desruisseaux said that makes 22 for the year. Chairman Georgantas asked how many of those were from the SolarUp program. Town Administrator Desruisseaux said she would check.

Out-of-State Overnight Travel Request - GTV

Town Administrator Desruisseaux said in the Selectmen's Packets is a request from the GTV Coordinator to attend a conference and training sessions for one week. This will be paid out of the GTV revolving fund.

Selectman Gross made a motion to approve the out-of-state travel request from GTV. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Partnering with SNHPC and Standard Power of America for Energy Procurement

Town Administrator Desruisseaux said the Mutual Sharing Committee of SNHPC has partnered with Standard Power of America for the second year to procure the energy portion of municipal electric bills. Last year we were under a 2 year contract with ENH and therefore did not participate. We would solicit bids from 9 energy suppliers. She recommends that we participate this year as our contract expires at the end of June, and the energy costs have dramatically decreased. A motion is needed to authorize the Town Administrator to enter into an exclusive agreement with SNHPC and Standard Power of America for pricing on the energy portion of the Town's electric bills. They told her if the renewal notice comes in from ENH and it is lower we can sign with them.

Vice Chairman Lemay made a motion to authorize the Town Administrator to enter into an exclusive agreement with SNHPC and Standard Power of America for pricing on the energy portion of the Town's electric bills. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Town Administrator Desruisseaux said we are at .096 now and they expect it to go down to about .074.

Release of Impact Fees

Town Administrator Desruisseaux said the Police Chief requests release of \$85,515 in Public Safety impact fees for the Emergency Operations Center/Training Room at the Police Department. The project was approved by the CIP and the Planning Board for 2016. We took it out of the budget because the use of impact fees bypasses the budget process.

Selectman Gross made a motion to release \$85,515 in Public Safety Impact fees for the Emergency Operations Center/Training Room at the Police Department. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Town Administrator Desruisseaux said the Parks & Recreation Director requests the release of \$65,000 in Parks & Recreation impact fees to start the development of athletic fields and parking on the Barnard/Pare property. This project was approved by CIP and the Planning Board for 2016. Chairman Georgantas said this has already been started. Selectman Brown asked if it

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MEETING OF FEBRUARY 29, 2016

would be done in house. Town Administrator Desruisseaux said it would be, so this is for materials.

Selectman Gross made a motion to release \$65,000 in Parks & Recreation impact fees to start the development of the athletic fields and the parking area. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

CMAQ Cancellation Meeting

Town Administrator Desruisseaux said a meeting has been scheduled with NHDOT on 3/2/16 at 11 am to discuss the cancellation of the CMAQ grant construction phase of the project. NHDOT invites a member of the Board of Selectmen to participate. The “good faith” clause of the contract may mean that we will not have to reimburse CMAQ the grant funds used for the design of the intersection. Selectman Adams said he’d like to go but he’d like DOT to stop scheduling these meetings during regular work hours. This is unreasonable. They should be able to accommodate municipalities. Town Administrator Desruisseaux said she would attend the meeting. They won’t enter into any agreement without a vote of the Board.

Mutual Aid Agreements with New Boston & Weare for Building Inspector Coverage

Town Administrator Desruisseaux said we have mutual aid agreements with the towns of Weare and New Boston for Building Inspector Coverage for vacations, which have expired. Renewal agreements have been sent to the other towns for signatures by their Boards. If our Board votes tonight on signing these agreements, then they can be placed in your signature folder when they arrive.

Vice Chairman Lemay made a motion they enter into an agreement for mutual aid with the towns of New Boston and Weare for a two year term. Selectman Gross seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

PUBLIC COMMENT—6:10 PM—there were no public comments made.

SELECTMEN’S DISCUSSION

Committee Reports:

HDC

Vice Chairman Lemay said the operating budget is at \$3,200.00. The Heritage Fund is at \$4,855.00. They talked about the Grasmere Town Hall fire escape. We are working on it. We have to get a hold of MerriLoo. The companies involved have all been contacted. The windows have been ordered and it’s going to happen. We are in touch with Marc Tessier to see who needs to get the request for the Certificate of Approval for the fire escape. The infilling of the windows has been ordered. The lights upstairs are going to be put in shortly. Our next meeting is March 23rd at 6:30 pm. Phil D’Avanza has talked with the sheet metal company and with the company that is going to do the work for the fire escape. We made a motion to spend \$800.00 out of the Restoration Fund for the emergency lighting to be used for the fire escape and the lighting inside as well.

Planning Board

Vice Chairman Lemay said we had the conceptual review of Map 4, Lot 20. They talked about lot sizes, road widths, and cisterns. It was the only application for the night.

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10 Year Road Plan

Chairman Georgantas said he and Vice Chairman Lemay attended this meeting. DPW Director Jacobs made a presentation. There was a good turnout from Eversource, the Water Precinct and Liberty Utilities. There was a lot of talking and it was interesting to see some of the plans they are looking for. Liberty is looking to expand some of their natural gas lines. Vice Chairman Lemay said they are talking about possibly going all the way up to the Villa Augustina. Chairman Georgantas said they want to go to the High School, but they have to determine if it is feasible. They have to make a certain payback.

Vice Chairman Lemay said he addressed Daniel Plummer Road and the hope to bring natural gas up that road. They are going to re-do College Road. There is a question as to whether or not they will bury the line in the road when the road is redone next year, so it will be ready to go. Town Administrator Desruisseaux asked if they would do the same thing for Main Street and South Mast. Chairman Georgantas said that would need a cost analysis.

Vice Chairman Lemay said he is going to ask a couple of individuals to come speak to the Economic Development Committee. Town Administrator Desruisseaux suggested reaching out to the owners of the Villa property to let them know. Chairman Georgantas said they have to do a cost analysis and see how many people in Pinardville would want to sign up. Vice Chairman Lemay said they want to get 144 people to bring natural gas to their homes. Town Administrator Desruisseaux said the line runs to the county farm. Vice Chairman Lemay said Chief O'Brien talked to these guys. He's very interested. From the Road to the building the pipeline is free. They only thing they'd be responsible for is the heating inside the building. Town Administrator Desruisseaux said the Police Department is on propane now and natural gas is less than propane. Chairman Georgantas said that's not a big conversion. Selectman Adams said when the line came up there was lack of communication to the Town.

NEW BUSINESS

Schedule to work the polls on 3/8/16

Chairman Georgantas said we talked about this earlier in the meeting.

OLD BUSINESS

Action Matrix

Town Administrator Desruisseaux said we can remove the EDC meeting with developers and realtors. They are still working on a time to get here for EDSAT. Chairman Georgantas confirmed Vice Chairman Lemay is going to the EDC meeting.

Town Administrator Desruisseaux asked if the Board is considering changing the numbering of the streets in Pinardville rather than the street names. If they want to pursue that, they can get a number range from Manchester of the 30 streets with the same name. Vice Chairman Lemay said that would be the least painful option. Chairman Georgantas said we are bailing out the post office of their responsibility. Town Administrator Desruisseaux said it could be saving a life. She doesn't know how E911 works, but in this day of technology she doesn't know why they can't put in the addresses that are in Goffstown. Some of the streets of the same name in Manchester aren't even in the same zip code. Selectman Adams said we've not made the situation any better. Selectman Gross said he's heard from people out there who think it will be

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF FEBRUARY 29, 2016

more inconvenient to let every credit card company, bank, etc, they do business with of an address number change. Selectman Adams said we need to go on record saying that if we do nothing, it is going to be an ongoing threat to public life. Selectman Gross said he's also heard that with cell phones and an anticipated change in the E911 system that won't be so dependent on land line that this problem may go away in five years. The folks in Pinardville knew the issues and consequences a couple of years ago. When the survey went out they voted that way. He believes they knew the severity of it. It was well publicized. As elected officials we are supposed to look out for the community. But their will at that time was that they don't care. They didn't want to change.

Vice Chairman Lemay suggested a letter stating that the people of Pinardville have made their choice. Selectman Adams said it would be public record that it poses an unreasonable risk to public health and safety but the people have spoken. They can't say the Board of Selectmen didn't do anything about it. Town Administrator Desruisseaux said there are about 1500 households to notify. Selectman Gross suggested doing it in conjunction with the tax mailing. The letter can outline what steps we have taken with the reminder that they need to notify emergency services that they live in Pinardville. Town Administrator Desruisseaux said she would do that with the June tax bill.

Selectman Gross said he looked it up and read that a Selectman can work the polls but he cannot touch the ballots. If the moderator says you can't work, that is contrary to law. We should clarify that with him. He (Selectman Brown) has an obligation and a right to be there because he is one of the 5 Selectmen. It's not right for him to stay away. He just can't touch ballots.

DEDICATION OF ANNUAL REPORT

Chairman Georgantas said one of the privileges of the Board of Selectmen is that we get to dedicate the annual report. This year's dedication is to the Reverend William Exner.

The dedication reads: "The Rev. William Edward Exner was born in Clifton Springs, NY on April 8, 1954. He grew up in upstate New York where his family was active in St. Luke's Episcopal Church, Fairpoint, and New York. St. Luke's became his sponsoring parish for ordination into the diaconate after earning his Masters of Divinity degree at The Episcopal Divinity School in Cambridge, Massachusetts in 1981. Exner was priested in 1982 at the Trinity Church, Watertown, New York where he served as Curate and Vicar of the Christ Church, Sacketts Harbor. While there, he and his wife, Jane Bluhm Exner began raising a family of four children, Ellen, Joseph, Stephen, and Anna, before coming to New Hampshire in 1985. Exner began his ministry as Rector of St. Matthew's Church on September 1, 1985 where he served faithfully until June 12, 2016. During that time the parish grew in numbers and spirit. In 1987 the altar window was discovered and restored. In 1989 the accessibility ramp was designed and built by local members and friends. In 2002 the Parish House was built to serve the needs of the church, food pantry and local service organizations. In 2010 St. Matthew's Community Clothing Center was established in the 9 North Mast building, which St. Matthew's purchased with a diocesan Advance Fund loans and generous member support in 1999. The ministries of outreach, music, spiritual formation and fellowship were strengthened by Exner's leadership and through the witness of committed members throughout his tenure.

GOFFSTOWN BOARD OF SELECTMEN
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St. Matthew's emphasis on being an intentionally inclusive parish dedicated to the worship and outreach sustained its steady growth and reputation. With the encouragement of parish leadership Exner served the community by supporting public schools, and local youth programs like Crispin's House, on whose board he served for two decades. He also witnessed to social justice concerns statewide, nationally and internationally by chairing the Diocesan Outreach Commission, achieving Senior Deputy status with a Diocesan Deputation to General Convention and by serving as Vice Chair of the Episcopal Peace Fellowship and representing it on The Consultation.

He and his wife Jane enjoyed a 31 year long relationship with the people of St. Matthew's, each year creative and rewarding. Jane's generosity in offering her business experience, musical skills, friendship and commitment to children has contributed greatly to the vitality and spirit of the parish along the way. He retired thankful to God and upheld by a long, grace filled experience as Rector of St. Matthew's Church."

Reverend Exner was presented with a copy of the Annual Report and congratulated by the Board.

6:38 pm Selectman Brown made a motion to enter non-public session per RSA 91-A:3 II (c) adversely affect reputation. Selectman Adams 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.

7:59 pm Selectman Gross made a motion to exit non-public session. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Gross made a motion to seal the non-public minutes. Selectman Adams 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.

Selectman Gross made a motion to approve a one week vacation. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

8:00 pm Selectman Gross 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.

#3

**The following roads in Goffstown, NH
are posted effective March 14, 2016
for Posted Limit during the spring thaw**

Black Brook Road - from Cinnamon Drive to Tirrell Hill Road

Paige Hill Road - from Elm Street to Winter Hill Road

Hooksett Road

Ferson Road

Joppa Hill Road

Summit Road

Dumont Park Road

Arrowhead Drive

Brien Road



Town of Goffstown

BOARD OF SELECTMEN

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

ATTENTION **Goffstown Property Owners** **with Manchester mailing addresses!!**

The Goffstown Board of Selectmen has attempted to be responsive to the problems experienced by Goffstown property owners with Manchester mailing addresses for many many years. The problems reported to us have included:

- delayed 911 responses for fire, police and ambulance services;
- packages delivered to wrong addresses;
- services delivered to wrong addresses; and
- inability to be found on GIS using their mailing address.

In addition to the issues faced by property owners, the Town of Goffstown has lost revenues in motor vehicles registrations and cable franchise fees to the City of Manchester because of this address issue.

On several occasions the Board of Selectmen has requested the United States Postal Service to change the mailing addresses of all Goffstown residents to "Goffstown NH 03045". The USPS's process has been to survey Goffstown property owners with "Manchester NH 03102" addresses before making any changes. The majority of Goffstown property owners with the Manchester mailing address have voted time and time again to not change their address. Therefore, the USPS has declined the town's requests for an address change.

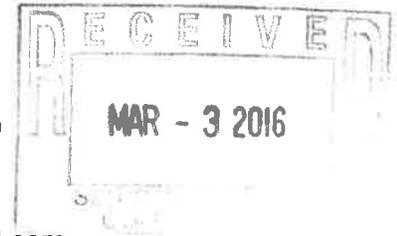
Therefore, this letter is to notify Goffstown property owners that if or when they or their tenants call E-911, they should be very clear with E-911 that they are GOFFSTOWN RESIDENTS even though they have a Manchester mailing address and zip code. Failure to clarify your residence may result in E-911 dispatching to the City of Manchester rather than the Town of Goffstown thus delaying a response to your emergency. It would be most appreciated if landlords could provide a copy of this letter to their tenants.

GOFFSTOWN BOARD OF SELECTMEN



GOFFSTOWN HISTORICAL SOCIETY

18 Parker Station Road, PO Box 284, Goffstown, NH 03045
goffstownhistoricalsociety.org goffstownhistoricalsociety@gmail.com



March 3, 2016

Dear Board of Selectmen,

The Goffstown Historical Society is interested having a rededication of the Soldier's Monument in Goffstown Common on Old Home Day, June 4, 2016. Jim Beauchemin, Vice President and myself have evaluated the monument and have just a few concerns of the facade of the monument. The plaque on the front needs to be cleaned. It seems to be of brass or bronze material. There are rust marks across the base that are possible from skateboarders and definitely need to be cleaned and polished off. There are chips of granite base and cement filler that need to be replaced also. The electrical inlet lights are in complete disrepair and we are actively seeking a quote from NuWave Electric in Goffstown to repair the front one that should be shining on the monument and the two inlet lights behind the monument that have been out for quite sometime since moss is growing over them. These two should be shining on the flag since it is to my understanding that if you are not taking the flag down every night a light needs to be shining on it.

The Goffstown Historical Society and Goffstown Main Street Program are working together this year for this celebration and would request the Board of Selectmen help any way that the town can.

Thank you for your time,

Jennifer Brown
President



TOWN OF DUNBARTON, N.H.

Office of the Selectmen
1011 School Street, Dunbarton, N. H. 03046

Telephone: 774-3541 Fax: 774-5541

#59

AMENDING THE (2010) PERAMBULATION PERAMBULATION OF THE TOWN LINE BETWEEN DUNBARTON AND GOFFSTOWN REFLECTING THE REPLACED MISSING TOWN BOUNDS

Used Position Format – degrees, minutes, decimal minutes (hddd mm.mmm)

Used Datum - North American Datum 1983 (NAD83)

Utilizing a Garmin GPSmap62s handheld GPS unit for general location only. Waypoints (Dunbarton R9)

Pursuant to the laws of the State of New Hampshire, the undersigned met on

For the purpose of amending the perambulated town lines between said towns; establish the same as follows:

Park at 308 River Road, Weare, N.H. (N 43 deg. 03.160' W 071 deg. 39.003') (2R9 SW a)

Beginning at the southwest corner of Dunbarton, the northwest corner of Goffstown, on the east line of Weare at a stone monument (approximately 18" X 18" X 30 1/2" tall).

Marked on the west side W

On the north side D

On the east side D & G

On the south side G

On the top 1851

also a small marker at the base with G/D and 44 engraved into it (about 8" tall).

N 43 deg. 03.244' W 071 deg. 38.466' (2 R9 SW)

Thence easterly to Gorham Pond Rd. a granite marker
(6" X 6" X 12" tall) 12 ft. east of the road.

Marked on the north side D

On the south side G

N 43 deg. 03.315' W 071 deg. 37.852' (1 R9 SW)

Thence on the same course on Stark Highway South (Dunbarton)/Pattee Hill Rd.
(Goffstown) Rte. 13 (a replaced granite marker) (east of the road)
(5ft west from drill hole at edge of stonewall) (see attachment) (field surveyed 2/18/16)
(6" X 6" X 17" tall)

Marked on the north side D

On the south side G

With a drill hole on top

N 43 deg.03.524' W 071 deg. 36.065' (14 R9 SE)

(1of3)



TOWN OF DUNBARTON, N.H.

Office of the Selectmen
1011 School Street, Dunbarton, N. H. 03046

Telephone: 774-3541 Fax: 774-5541

Thence on the same course to Tibbetts Hill Rd. (a replaced granite marker)
on the west side of road (4ft east of edge of stonewall) (see attachment) (field surveyed 2/18/16)

(6" X 6" X 12" tall)

Marked on the north side D

On the south side G

With a drill hole on top

N 43 deg. 03.682' W 071 deg. 34.741' (13 R9 SE)

Thence on the same course to Kimball Pond Rd. (Dunbarton)/ Snow Rd. (Goffstown)
a granite marker (approximately 3ft. west of the road)

(6" X 6" X 13" tall)

Marked on the north side D

On the south side G

N 43 deg. 03.730' W 071 deg. 34.363' (12 R9 SE)

Thence on the same course to Montalona Rd. a granite marker
(approximately 17 ft. east of the road)

(5" X 6" X 7" tall)

Marked on the north side D

On the south side G

N 43 deg. 03.909' W 071 deg. 32.860' (11 R9 SE)

Thence on the same course to Twist Hill Rd. (Dunbarton)/ East Dunbarton Rd. (Goffstown)
a granite marker (approximately 10ft. east of the road)

(7" X 4" X 26" tall).

Marked on the north side D

On the south side G

N 43 deg. 04.096' W 071 deg. 31.394' (10 R9 SE)

Thence on the same course to a granite stone in the woods (approximately 700ft. behind 27
Armands Way (Dunbarton). This being the northeast corner of Goffstown, a corner point on the west side
of Hooksett and a point on the south side of Dunbarton.

(8" X 6" (north side) X 3" (south side) X 24" tall)

Marked on the north side D

On the SW side G

On the SE side H

N 43 deg. 04.133' W 071 deg. 30.053' (9 R9 SE)
(2 of 3)



TOWN OF DUNBARTON, N.H.

Office of the Selectmen
1011 School Street, Dunbarton, N. H. 03046

Telephone: 774-3541 Fax: 774-5541

In witness whereof we have hereunto set our hands on this date

Perambulator for Dunbarton, N.H.

Perambulator for Goffstown, N.H.


Frederick J. Mullen

(3 of 3)

STARK HIGHWAY SOUTH / PATTEE HILL ROAD
(RTE. 13) 2/18/16





TIBBETTS HILL ROAD 2/18/16

5j

INTEROFFICE MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: CHIEF ROB BROWNE
SUBJECT: ACCEPTANCE AND EXPENDITURE OF NEW BOSTON POLICE DISPATCH REVENUE
DATE: 3/7/2016

Members of the Board of Selectmen,

In a strategic planning effort, Communications Supervisor Michelle Provencher had our radio repair vendor give a quotation for purchase and installation of a third radio console for our dispatch center. The idea being that should any further agencies look into our dispatch services, we would be equipped with another console that was fully functional. Unfortunately, this quote was not completed by the vendor until well into the month of January.

As you are well aware, I did not plan to budget for this \$33,823 expenditure in my 2016 proposal. It would have been a key request to make to the Board at the year end of 2015 considering the funds that were left unspent and returned back to the general fund. That being said, the newest of contracts with the Town of New Boston for police dispatch services has provided an opportunity and a need. Since the Board was gracious enough to allow for a reorganization of the agency personnel to add a member to the Communications Division by not filling a Records Clerk vacancy, we will now have the availability to have three Communications personnel on duty during the peak call volumes of the day. With three dispatch consoles, this will allow the division to work under optimal conditions when emergencies arise. The opportunity that is presented by the newest contract is that the revenue from the Town of New Boston was unanticipated. I am requesting to utilize that revenue towards the cost the third console.

Although the 2016 revenue of \$23,334 from the Town of New Boston will not cover the entire purchase, we have held two patrol position vacancies since January 1st of this year, and a third position, that of the rank of Lieutenant since the end of January. I am certain that the remaining \$10,489 will be available in the wages line from the Police Operations budget before year's end. I have researched other options to include the purchase of the Town of Bow Police Department's existing console to see if that was viable. I have been told that it is not.

It should be noted that at the conclusion of the contracts currently in effect, there will be a proposal to add the cost of this console to other contracted towns in an equal fashion as they will benefit as well from this purchase. Any new agencies looking to enter into a contract for services will have a cost addition to help with this cost too.

In conclusion, I am hoping the Board will consider having a Public Hearing to accept and expend the revenues from the Town of New Boston for the Police Dispatch contract and transfer the remaining funds from the wage line of the Police Operations to help cover the total cost of \$33,823 for the third console of our Communications Division.

I can answer any questions should there be any discussion further on this matter. I thank you in advance for your consideration as we strive for improvement of our services to both the Town of Goffstown and our contracted partners.

Respectfully,

Rob Browne

Chief of Police

6a

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: February 19, 2016
To: Susan Desruisseaux, Town Administrator
From: Derek M. Horne, Economic Development Coordinator
Re: EDC 02/10/2016 Meeting

The Economic Development Council met Wednesday, March 2, 2016. In addition to accepting minutes of the 02/10/2016 meeting the EDC discussed the following:

Goffstown SpringFest

The EDC has a table reserved at SpringFest. I presented DRAFT material that could be displayed and available for handouts at the event. There was discussion by the Council on additional presentation items and two members volunteered to assist with preparation of materials.

EDSAT Presentation

The Council discussed possible dates for the EDSAT presentation. Consensus was to schedule the meeting for Monday, 03/21/16 at 4:00pm.

Recertification of Economic Revitalization Zones (RSA 162-N)

I presented a 02/22/16 letter from the NH Department of Resources and Economic Development notifying the Town that existing Economic Revitalization Zones (ERZs) needed to be reviewed and recertified every five years. There was a discussion about the designated ERZs, whether additional sites should be nominated, and the recertification process, which needs be submitted no later than 05/01/16.

EDC will discuss at April meeting with a recommendation for Board of Selectmen action anticipated at the 04/11/16 or 04/25/16 meeting.

Welcome to Goffstown sign review

Staff provided information to the EDC about the process for selecting the design of the sign and installation of the sign.

Roundtable Discussion with Realtors & Property Owners

The EDC invited numerous property owners, developers and realtors to discuss the current business climate, development concerns in Goffstown and suggestions related to economic development. A village property owner, local developer and Main Street Director joined the EDC for the roundtable discussion. (See meeting minutes for discussion).

The next meeting of the Goffstown EDC is scheduled for Wednesday, April 6, 2016 at 6:30pm. The EDC will have an exhibit at the Lions Club SpringFest on Saturday, April 9, 2016.

ECONOMIC DEVELOPMENT COORDINATOR

(603) 497-8990 ext. 119
FAX (603) 497-8993
dhorne@goffstownnh.gov

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

Date: March 11, 2016
To: Sue Desruisseaux, Town Administrator
From: Jonathan O'Rourke, Planning & Zoning Administrator
RE: March 10, 2016 Planning Board Meeting

Present were: Acting Chairman Philip D'Avanza, James Raymond, Kimberly Peace, Michael Conlon Alt., Mark Lemay – Selectman, Gail Labrecque, Jonathan O'Rourke – Planning and Zoning Administrator and Patty Gale - Planning & Zoning Assistant, Eric Gustafson - DPW.

Meeting convened at approximately 7:00 p.m. All members present were voting members.

Board members voted to amend the Minutes of February 25, 2016.

Board members voted to approve the Minutes of February 25, 2016 with amendment.

Map 26, Lot 10A & 12, this is a Final Review of a plan submitted to the Board. The applicant is requesting approval of a Site Plan to develop the site with the existing use of an auto sales and service operation under the name of "KRG Motorsports". This includes proposed parking and vehicle display area on lot 12 in support of the existing auto sales and service operation on lot 10A, as well as to show additional permanent striping on existing lot 10A.

Staff briefly introduced the plan to the Board. The Board voted to accept the application, as submitted, and determined there was no regional impact. The Board heard a presentation from Matthew Peterson, Engineer for the application and the applicant Richard Georgantas. The Board discussed several topics related to the review comments by staff. Drainage was discussed at length to verify comments from Meghan Theriault (Town Engineer/DPW) were satisfied. Eric Gustafson (DPW) addressed concerns from the Engineer's/DPW's perspective and the reply from Scott Looney from NHDOT-District 5. Eric said the drainage issues from the previous plan were addressed and he is not aware of any concern with the revised plans, as long as the conditions from the DPW and NHDOT are met. He reiterated the need for a maintenance agreement in regard to drainage and removal of old paint cans on site. He also said the remaining issues documented in the revised DPW comments (from March 10, 2016) are relatively minor.

James Raymond asked the applicant about comments made by Jonathan O'Rourke (Town Planner) regarding comment "11" lighting plan and comment "12" alternative way of demarcating. The applicant stated no additional lighting would be placed and knew they would need to come to the Town for changes. Jonathan said that he would like to have signage included to that comment as well. He also said separation of the right of way was accomplished on the revised plans by the addition of the split rail fence and vegetative buffer between the ROW and parking/display area.

Philip D'Avanza (Acting Chair) said it was important for the Conservation Commission to have an opportunity to review the plans coming before the Board. The Board did not wish to potentially negate any issues the Conservation Commission might have. Patty Gale (Town Planning Assistant) mentioned, as staff representative to the Conservation Commission, she provided electronic copies of the plan submitted to the

Board, to the Conservation Commission. They did not wish to review the plans at their last meeting and decided to cancel it. She then stated no wetland issues appear to be impacted. The Board turned to Kimberly Peace (also a member of the Conservation Commission) for comment and she said she did not want to speak for the entire Conservation Commission but agreed with Patty that no wetland issues appear to be impacted by the project and that is the main purview of the Conservation Commission. Board noted there is a 30 day appeal time frame and it would be possible for the Conservation Commission to file if desired.

Board members voted to approve 4 waivers:

- Section 6 L. Site Specific Soil Mapping
- Section 4(C) (7) Site Plan Contents: Boundaries of the tract
- Appendix A Roadway Standards, Section 9: Sidewalks
- Appendix F, Section 2(2) (d): Landscaping and Screening Plan: Street shade trees

Board members voted to approve the revised site plan; on the condition review comments and requirements made by staff will be addressed completely, including State comments and requirements.

The Board was informed the Town has not received any applications for the next meeting, March 24, 2016 and the deadline for application submission has passed. The Board voted to cancel the meeting on March 24, 2016 due to no applications on the agenda.

The meeting adjourned at approximately 7: 50 pm.

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

66

Inquiries of Those Charged with Governance

Interviewee's name:	
Title:	

	Yes, No, N/A	Comments (If "Yes," please document the circumstances. If determined to be a finding, document in the table below.)
1. Are you aware of actual or suspected fraud affecting the entity?		
2. Are you aware of any allegations of fraud (e.g., received in communications from employees, former employees, analysts, regulators, or others)?		
3. Have you received any tips or complaints regarding the entity's financial reporting (including those received through internal whistleblower programs, if such programs exist) and, if so, how have you responded to such tips and complaints?		
4. Are you aware of any transactions entered into with related parties?		

Describe how the governing body exercises its oversight of the entity's assessment of fraud risks and the programs and controls the entity has established to address those risks (Obtain relevant minutes of governing body):

--

Describe your understanding of the risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist:

--

Document the identity of the entity's related parties including changes from the previous year, the nature of the relationships between the entity and each related party, and the type and purpose of transactions entered into:

--

Inquiries of Those Charged with Governance

Goffstown Board of Selectmen	
Title:	CHAIRMAN

	Yes, No, N/A	Comments (If "Yes," please document the circumstances. If determined to be a finding, document in the table below.)
1. Are you aware of actual or suspected fraud affecting the entity?	NO	
2. Are you aware of any allegations of fraud (e.g., received in communications from employees, former employees, analysts, regulators, or others)?	NO	
3. Have you received any tips or complaints regarding the entity's financial reporting (including those received through internal whistleblower programs, if such programs exist) and, if so, how have you responded to such tips and complaints?	NO	
4. Are you aware of any transactions entered into with related parties?	NO	

Describe how the governing body exercises its oversight of the entity's assessment of fraud risks and the programs and controls the entity has established to address those risks (Obtain relevant minutes of governing body):

Review of Auditor's Annual Report with implementation of changes annually. Town has a Fraud Policy and an Ethics Policy which are posted on the town's website.

Describe your understanding of the risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist:

Processes are in place for cash transactions with a cash turnover policy using sequential numbering of permits, etc. Town has a Purchasing Policy in place and a defined process for bids for products and services with the same dollar level for each department. BOS reviews & approves all bid specs and RFPs and bid openings are public.
--

Document the identity of the entity's related parties including changes from the previous year, the nature of the relationships between the entity and each related party, and the type and purpose of transactions entered into:



Procedures of the Goffstown Board of Selectmen
and
Committees appointed by the Board of Selectmen

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RECOGNITION OF VOLUNTEERS LEAVING OFFICE

1.0

GENERAL PROVISIONS

- 1.1 Applicability
 - 1.1.1 These Procedures are applicable to the Town of Goffstown (Town) Board of Selectmen (BOS) and all committees appointed by the BOS and their sub-committees.
 - 1.1.2 These Procedures do not apply to other Boards, Commissions, Committees or Councils, although the BOS encourages their adoption in whole or in part.
 - 1.1.3 These Procedures are enacted or amended by a majority affirmative vote during a BOS regular meeting.
 - 1.1.4 Procedures for appointments to Permanent Boards, Committees and Commissions, appointment of committees and filling of BOS vacancies are at Annex A.
- 1.2 Conduct of Business
 - 1.2.1 All work sessions, business discussions and decisions shall be conducted only during properly noticed meetings and with a quorum except as provided by RSA 91-A:2, I (a).
 - 1.2.2 All meetings shall be open to the public except as prescribed in RSA 91-A:3, II.
 - 1.2.3 No temporary committee or sub-committee shall hold a non-public session except as permitted by the BOS.
 - 1.2.4 Minutes, except those of non-public sessions which are sealed, shall be available as prescribed by RSA 91-A:3 III.
 - 1.2.5 All meetings shall be held within the geographic boundary of the Town.
 - 1.2.6 The BOS may meet outside the Town in situations allowed by law and with proper notice.
- 1.3 Officers and Recording Secretary
 - 1.3.1 A Chairman shall be elected at the first regular meeting of the BOS after Town Meeting, or the first meeting after the establishment of a temporary committee.
 - 1.3.2 The Chairman shall have the authority to set and approve meeting agendas and shall have the same rights, privileges, and responsibilities as other members.
 - 1.3.3 The BOS Recording Secretary is the Town Hall's Executive Secretary or minutetaker as assigned.
 - 1.3.4 The Chairman shall appoint a Vice Chairman. The BOS Vice Chairman shall be named not later than the second regular meeting after Town Meeting. The temporary committee Vice Chairman shall be named not later than the second meeting after establishment.
 - 1.3.5 For purposes of protocol and proper etiquette the BOS Chairman and Vice Chairman shall be recognized by these titles during meetings of Town government bodies as well as at unofficial gatherings, when appropriate.
 - 1.3.6 The BOS Chairman shall appoint Representatives and Liaisons not later than the third regular meeting after Town Meeting. See Annex A.
 - 1.3.7 Other officers and committees may be appointed by the Chairman as necessary.

- 1.4 BOS Authority to Direct. No BOS member or group of BOS members has the authority to direct any Town employee to perform an activity or cease to perform an activity except by majority vote during a properly posted and convened meeting.

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 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.
- 2.2 Special Meetings: Special meetings are those in addition to regular meetings and are for special purposes or if the volume of business is such that it cannot be conducted during a regular meeting. They may be held as necessary provided they are properly noticed.
- 2.3 Presiding Officer: The Chairman is the Presiding Officer at all meetings. In the Chairman's absence the Vice Chairman shall be the Acting Presiding Officer.
 - 2.3.1 In the absence of both the Chairman and Vice Chairman the members shall nominate and elect an Acting Presiding Officer for each meeting.
 - 2.3.2 The Presiding Officer shall control the meeting and preserve order and decorum. He is permitted to modify the Agenda.
 - 2.3.3 Any decision by the Presiding Officer may be overruled by majority vote in the affirmative. The vote applies only to the Presiding Officer's decision.
- 2.4 Conflict of Interest, Ethics and Disqualification – refer to BOS Code of Conduct.
- 2.5 Quorum. A quorum is required to convene and continue any meeting. Quorum is defined as three BOS members or a majority of the total number of the temporary committee or its subcommittee membership.
 - 2.5.1 Whenever a quorum ceases to exist the Presiding Officer shall adjourn the meeting immediately.
 - 2.5.2 Should a member have to temporarily excuse himself/herself from a meeting for a short personal issue and there is no longer a quorum, the Presiding Officer shall recess the meeting until the member returns.
 - 2.5.3 Whenever a member disqualifies himself the Presiding Officer must immediately determine if there is a quorum to continue the meeting.
 - 2.5.4 If a member of the BOS disqualifies himself under RSA 43:6 for hearings covered by RSA 43:1, the Presiding Officer shall determine if the BOS desires to appoint an alternate to take up the matter under the provisions of RSA 43:7; provided, however, that there is otherwise a quorum of members not counting the alternate. An alternate must be someone who has previously served on the BOS.

- 2.5.5 Members who vote to abstain are still counted for purposes of a quorum (Merrimack v. McCray 150 NH 811) (2004).
- 2.6 Member Participation in Business Meetings
 - 2.6.1 Members are expected to participate in all aspects of meetings except as provided in paragraph 2.7 of these Procedures. Texting and emailing between members (whether present or absent) during a business meeting is prohibited.
 - 2.6.2 On an exceptional basis members may participate in all aspects of meetings via teleconference provided a quorum is present at the official, noticed location of the meeting; and the member can be heard by all persons attending the meeting, including the public present in the room. Use of this rule shall be infrequent.
 - 2.6.3 Abstaining from voting is never appropriate to avoid making a difficult decision. Member should provide a reason for abstaining,
- 2.7 Voting
 - 2.7.1 Business matters requiring an official decision shall first have a motion and second recognized by the Presiding Officer. The vote on the motion shall require a majority vote in the affirmative to pass or a majority vote in the negative to fail unless otherwise stipulated in these Procedures.
 - 2.7.2 A majority is calculated based on the total votes cast "yea" plus "nay". Abstentions count neither as "yea" or "nay".
 - 2.7.3 If there are an equal number of "yeas" and "nays" cast, the motion fails. That motion may not be revisited in that meeting but may be reintroduced at a future meeting with a motion to reconsider from a member of the prevailing side.
 - 2.7.4 The names of members voting "yea", "nay" and "abstain" shall be recorded in the minutes for all votes.
 - 2.7.5 Members shall vote in unison including the Chairman.
- 2.8 Public Participation in the BOS Meetings
 - 2.8.1 Each person desiring to speak during public comment shall state his name, street and if not a Goffstown resident, his/her town and shall fill out the roster provided by the Town Administrator.
 - 2.8.2 The Presiding Officer shall schedule appropriate public comment time for Goffstown residents at the beginning of each regular meeting and at 7:30 pm unless meeting has concluded. The Presiding Officer, at his/her discretion, may allow other speakers for a germane topic. Public comment speakers are limited to three minutes each.
 - 2.8.3 Goffstown residents may request an agenda appointment with the BOS for a regular meeting through the Town Administrator. The Presiding Officer has the discretion to schedule a different date and time.
 - 2.8.4 Goffstown residents may voice concerns at the public comment period or at an agenda appointment. Unless the concern is an urgent matter the BOS may take up the concern at the next regular meeting under Old Business.
 - 2.8.5 Special BOS meetings shall not have public comment nor agenda appointments unless the appointment is the purpose of the special meeting.
- 2.9 Public Hearings

- 2.9.1 Public Hearings shall be an agenda item during regular meetings unless a Special Meeting is necessary due to anticipated turnout. All Public Hearings shall be properly noticed.
- 2.9.2 Procedures for conducting Public Hearings are at Annex C.
- 2.10 Agendas
 - 2.10.1 All regular meetings shall have an Agenda which is set and approved by the Chairman or Vice Chairman in the Chairman's absence. In the absence of both the Town Administrator shall set the agenda with another Selectman.
 - 2.10.2 The Agenda shall be posted prominently in Town Hall at least one business day prior to the meeting as well as posted or made available in the meeting room at the time of the meeting. Additionally, the BOS agenda shall be posted on the Town's website.
 - 2.10.3 Members may request that a matter be placed on the Agenda and the Presiding Officer shall rule to accept the matter or postpone it to the next regular meeting. Such matters should be brought to the Chairman or Acting Presiding Officer in his absence prior to approval of the Agenda.
 - 2.10.4 The Agenda shall list non-public sessions and cite the appropriate RSA 91-A:3 II subparagraphs of the items to be taken up.
 - 2.10.5 The business of all meetings shall be transacted according to the posted Agenda; provided, however, that the Presiding Officer has the discretion during the meeting to rearrange, postpone to a future meeting or add agenda items.
 - 2.10.6 BOS Agenda for regular meetings is at Annex B.
- 2.11 Minutes
 - 2.11.1 Minutes shall be recorded for all meetings included all non-public sessions in accordance with RSA 91-A:4.
 - 2.11.2 Unofficial minutes shall be available, including on the Town's website, within the time prescribed by law. Such minutes shall be marked "Unofficial" until they are approved.
 - 2.11.3 Unofficial minutes shall be corrected and approved at the next regular meeting unless there are extenuating circumstances.
 - 2.11.4 No later than three business days after approval the original (unapproved) minutes shall be changed to reflect any corrections made during the approval process, marked "Approved" and with the approval date.
- 2.12 Non-Public Sessions
 - 2.12.1 Non-public sessions shall be conducted only for the purposes stated in RSA 91-A:3 II. Procedures for non-public sessions, including disposition of minutes are at Annex D.

3.0 GRANT/DONATION PROCEDURES

- 3.1 Prior Approval of Grant Application: Prior to applying for any grant, the Department Head shall present the name of the grantor, purpose of the grant, the amount of the grant requested and copies of the blank grant application, including all grant conditions, to the Board of Selectmen for prior approval. This information shall be submitted to the Town Administrator one week prior to the Board's discussion and will be posted on the town's website, as well as, in the Selectmen packet before the Selectmen meeting. A website page shall be

maintained, which will show all grants submitted and awaiting Selectmen approval, as well as, a listing of grants awaiting grantor approval. This page shall also list the final disposition of submitted grant applications and, if approved and accepted, the grant's current status.

- 3.2 Notice of Grant Award or Donation: When the Department Head receives a notice of grant award or donation, they shall notify the Board of Selectmen. The Selectmen will review award and make a motion to proceed to the next step to accept and expend. The town's website of pending grant applications shall be updated with the notice of award date, amount awarded and the dates of the Public Hearing and/or acceptance by the Selectmen.
- 3.3 Authority and Procedure to Accept and Expend Unanticipated Revenues: The procedure to accept and expend unanticipated revenues as outlined in RSA 31:95-b shall be followed by the Selectmen. Following the acceptance of a donation or a grant, the list on the website shall be updated to reflect the date accepted by the Selectmen.

4.0 RELATIONSHIPS WITH LEGAL COUNSEL

- 4.1 Agreement for Legal Services: The Town Attorney works for the Town of Goffstown under such terms and conditions as may be determined solely by the Board of Selectmen. Consultations between the Selectmen and legal counsel are exempt from the Right to Know Law RSA 91-A:2 I (b)
- 4.2 Access to Legal Opinions: Requests for legal opinions shall be submitted to the Office of the Town Administrator. Often times the Town Administrator may be able to provide legal answers without incurring any legal expenses. Also, this practice reduces duplication of requests.
- 4.3 Notice of Service: From time to time Selectmen are individually served with a lawsuit in the exercise of their duties or in relation to other town litigation. Because the timing of the Town's response can be a critical component in a lawsuit, Selectmen should immediately notify the Town Administrator if they have been sued as a Town Official or been served notice of other town litigation. The Town Administrator will then forward copies of the lawsuit to all of the Selectmen and the Town Attorney and the Town's insurance carrier. (Sometimes the Town's insurance carrier will provide and pay for legal counsel in which case the Town Attorney may not be involved in the proceedings.)

ANNEX A
Appointments and Board of Selectmen Vacancies

- 1.0 Members of Permanent Boards, Committees and Commissions appointed by the BOS
 - 1.1 Appointments shall be made expeditiously.
 - 1.2 Appointees to positions filled by the BOS shall be Goffstown residents.
 - 1.3 The BOS shall solicit candidates from the public prior to electing an appointee. BOS members may nominate candidates. BOS will seek committee recommendations to fill vacancies on their respective committees.
 - 1.3.1 During the appointment process each BOS member shall have the opportunity to speak regarding the qualification of any nominees.
 - 1.3.2 Candidates are selected by motion and second recognized by the Presiding Officer followed by a majority affirmative vote. In the event there are more candidates for a vacancy than positions the Presiding Officer shall call each candidate by name and members shall vote "yea"; provided, however, that members have only the number of votes for which there are vacancies.
 - 1.3.3 If all open positions are not filled the Presiding Officer shall call upon the Town Administrator to seek additional candidates.
 - 1.3.4 Library Trustees may submit recommendations to the Board of Selectmen for appointments of alternates or to fill vacancies per RSA 202-A:10.

- 2.0 Ad Hoc Committees Appointed by the BOS
 - 2.1 Ad Hoc Committees may be appointed by the BOS as needed to address specific complex matters for which the BOS needs detailed analysis and/or subject expertise and recommendations.
 - 2.1.1 Ad Hoc Committees may appoint any subcommittees it requires.
 - 2.2 Membership is limited to Goffstown residents, non-resident Town employees, Goffstown taxpayers, and other officials deemed necessary by the Board of Selectmen.
 - 2.3 Only the BOS shall fill vacancies on Ad Hoc Committees and shall do so expeditiously.
 - 2.4 For each ad hoc committee established, the BOS shall provide a written charter. The charter shall contain the following paragraphs and information:
 - Committee mission or objectives
 - Deliverables and deadlines
 - Operational constraints and guidelines. At a minimum there shall be statements that these procedures govern the committee and that the committee and sub-committees shall conduct no non-public sessions unless permitted by the BOS.
 - Representatives or liaisons permitted to other organizations.
 - Specific period of existence. Ad Hoc Committees are established for a specific term as determined by the Board of Selectmen. Subcommittees do not exist beyond the life of the ad hoc committee.
 - Budget (state amount and restrictions) and other resources.

- 3.0 BOS Representatives

3.1 The Chairman shall appoint representatives and liaisons not later than the third meeting after each Town Meeting. Typically the Chairman asks members to state their non-binding preferences prior to appointments.

3.1.1 Representatives are appointed to the following:

- CIP. Voting member.
- Conservation Commission. Non-voting member, advisory member.
- Budget Committee. Voting member. This is an ex-officio position by law and the BOS member is expected to reflect the BOS majority's voted position; or, in the absence of a majority voted position, to vote his/her free will.
- Economic Development Council. Voting member.
- Historic District Commission. Voting member.
- Library Trustees. Non-voting representative.
- Parks and Recreation Commission. Voting member. This is an ex-officio position and the BOS member is expected to reflect the BOS majority's voted position; or in the absence of a majority voted position, to vote his/her free will.
- Planning Board. Voting member. This is an ex-officio member by law.
- Sewer Commission. Non-voting representative.
- Solid Waste Commission. Voting member.

3.1.2 At the Chairman's discretion representatives may be appointed to the following:

- Highway Safety Committee. Voting member.
- Wellness Committee. Voting member.
- Joint Loss Safety Management Committee. Voting member.

3.1.3 Representative's Role:

- Voting Representative will attend committee meetings and be available to Committee Chairmen for discussion of committee issues.
- Non-Voting Representative will check with the Committee Chairman regarding the meeting agenda to determine if attendance would be beneficial to the BOS. Representative shall be available to Committee Chairmen to discuss committee issues. If committees or their chairmen have issues for the full BOS, then they can schedule an appointment with the full Board by completing a Selectmen Agenda Request form and submitting it the Thursday before the BOS meeting to the Town Administrator.

4.0 BOS Relationship to Town Departments

4.1 The selectmen must act as a board, by majority vote at public meetings that comply with the Right to Know Law, RSA Chapter 91-A.

4.2 Although the selectmen often exercise administrative and executive powers, one selectman has no authority.

4.2.1 The Town Administrator shall serve as liaison between department heads and the Board of Selectmen, so as to afford the department head the opportunity to gauge the Board's sentiments on budget, expenditures, proposals, grants, and other potentially sensitive matters.

- 4.2.2 Individual selectmen shall not direct any department head or town employee without the prior authorization of the Board of Selectmen.
 - 4.2.3 Requests for town or department information shall be made through the Town Administrator.
 - 4.2.3.1 Board members requesting information shall email request to the Town Administrator any copy all other members of the Board.
 - 4.2.3.2 Requested information, when received, will be forwarded, by the Town Administrator, to the entire Board.
 - 4.3 Sections 4.1 and 4.2 should not be construed as prohibiting conversations between Board members and Department Heads. Open conversations of a general nature are necessary to establish good working relationships.
- 5.0 Vacancies on the Board of Selectmen
- 5.1 References: RSA 652:12; 669:61; and 669:63. The BOS shall expeditiously begin the replacement process whenever a vacancy occurs.
 - 5.2 The process to fill a vacancy shall be:
 1. The process to fill a vacancy shall be an agenda item within a public session.
 2. Each member may nominate one candidate.
 3. Members may speak to candidate qualifications, strength and drawbacks.
 4. Members vote "yea" or "nay" by voice. The candidate receiving the majority affirmative vote shall fill the vacancy.
 5. Should the BOS fail to elect a replacement at this vote the candidates receiving the highest two vote counts shall continue as candidates.
 6. The Presiding Officer shall continue the process to fill the vacancy no matter the number of attempts, giving members a chance to speak to the candidates prior to each vote.
 7. Any vacancy which occurs during the time frame beginning with the opening of the filing period (RSA 669:19) to Town Meeting cannot be filled by official ballot until the annual town election the following year.
 - 5.3 If the process to fill a vacancy continues to within thirty calendar days of a Town Meeting or Special Town Meeting the BOS may vote to suspend the process with a majority affirmative vote.

Annex B
Agenda for Board of Selectmen Regular Meetings

1.0 Approval of Agendas

- 1.1 The Town Administrator shall submit a draft agenda to the Chairman (or Acting Presiding Officer) by Thursday preceding the day of the meeting.
- 1.2 A copy of the approved agenda and all supporting materials shall be available for each Selectman by 3:00 PM Friday prior to the day of the meeting.
- 1.3 Included in the supporting materials shall be the Action Item Matrix of all old business items which are still pending. The Matrix is maintained by the Town Administrator. The format of the Matrix shall be agreed by the Chairman.

2.0 Order of Business

- 2.1 The order of business is:
 - 6:00 PM Call to Order
 - Pledge of Allegiance
 - Correction and approval of the prior week's minutes
 - Announcements. These are limited to important matters and Town employee recognition.
 - Public Comment
 - Department Head Quarterly Reports
 - Appointments
 - Town Administrator's Report
 - Selectmen Discussion: Committee Reports; Old Business (use Action item Matrix); New Business
 - Non-Public Session(s). Cite specific paragraphs of RSA 91-A:3 II for Agenda items to be discussed.
 - 10:00 PM Adjournment
- 2.2 The Presiding Officer may continue the meeting beyond 10:00 PM stating the agenda items to be taken up during the extended meeting and an anticipated time to adjourn. The Presiding Officer shall take a straw poll to determine if the majority agrees.
 - 2.2.1 Any member may move to continue or not continue the meeting beyond 10:00 PM. The motion to continue shall specify the agenda items to be taken up during the extended meeting. Approval requires a majority vote in the affirmative.

**Annex C
Public Hearings**

- 1.0 Public Hearings shall be properly posted and noticed.
- 2.0 Proceedings
 - 2.1 Each person desiring to speak during public comment shall fill out the roster provided by the Town Administrator indicating legible name and street.
 - 2.1.1 At the outset of each Public Hearing the Presiding Officer shall announce that the hearing is open and state its purpose, or call upon the Town Administrator to state the purpose.
 - 2.2 The Presiding Officer shall announce when the BOS will vote on the matter.
 - 2.3 The Recording Secretary shall call upon any Goffstown resident who wishes to speak to the matter. Each speaker shall state his name and street for the record. Speakers shall have a maximum of three minutes.
 - 2.3.1 The Presiding Officer may allow non-residents to speak after all residents have spoken. Speakers shall state name and Town and are limited to three minutes. Non-residents are afforded only one opportunity to speak.
 - 2.4 Once all residents and non-residents have had a chance to speak once the Presiding Officer shall call upon any resident who wishes to speak again. Speakers are limited to three minutes.
 - 2.5 BOS members shall be permitted to question speakers on matters relevant to the Public Hearing. The Presiding Officer has the discretion to determine the relevancy.
 - 2.6 After the second speaking round is complete the Presiding Officer shall close the Public Hearing.
 - 2.7 If the vote on the matter is to be taken at the same meeting the Presiding Officer shall ask for a motion on the matter and then the vote. If the vote is not taken at the meeting the Presiding Officer shall announce when the vote on the matter is to be made.
- 3.0 If there are multiple Public Hearings at the same BOS meeting each hearing shall be conducted separately according to these Procedures.

Annex D
Non-Public Sessions

- 1.0 Every non-public session must be held during a properly noticed and convened public meeting. Non-public sessions shall be conducted only for the purposes stated in RSA 91-A:3 II.
- 1.1 Each non-public item shall be treated as a separate non-public session. That is, when multiple items are discussed under a single paragraph of RSA 91-A:3 II, each item shall have its own non-public session. Therefore, the BOS may have to enter and exit non-public sessions multiple times. This allows non-public minutes of one item to be separate from those of another.
- 2.0 Procedures
- 2.1 The BOS shall enter a non-public session as follows:
1. Motion and second stating the specific sub-paragraph of RSA 91-A:3 II.
 2. A roll call vote to adopt the motion. A majority of members present (including those attending telephonically) must vote "yes".
 3. Presiding Officer declares the non-public meeting open for business as specified in the motion.
 4. The Presiding Officer shall ensure that adequate safeguards are taken to prevent unauthorized persons from overhearing the meeting. Typically the Town Administrator and Town Hall's Executive Secretary attend non-public meetings.
- 2.2 The BOS shall exit a non-public session as follows:
1. Motion and second to exit. Approval requires a majority vote in the affirmative.
 2. No roll call is necessary to exit.
- 2.3 The Presiding Officer shall announce the BOS has returned to the Public Session of the meeting.
- 2.4 The Presiding Officer shall ask for a motion, second and vote to seal the non-public minutes.
- 2.5 In the public session the Presiding Officer shall ask for any required motion(s), second(s), and vote(s) pertaining to business conducted in non-public session.
- 3.0 Whenever there are multiple agenda items for non-public session, each agenda item shall be taken up in a separate non-public session. Stated another way the BOS shall enter and exit a non-public session for each individual agenda item (not groupings of items by RSA 91-A:3 II sub-paragraph) to be taken up.
- 4.0 Sealing and Unsealing Minutes of Non-Public Sessions
- 4.1 Approval to seal requires the affirmative vote of $\frac{2}{3}$ of the members present and a roll call vote is required.
- 4.1.1 If the motion does not carry, the minutes of the non-public session become public records seventy two hours after the meeting in which the non-public session was conducted.
- 4.1.2 Minutes of any non-public session which are or become public records shall be posted in the minutes of the public meeting in which the session was conducted.
- 4.2 Non-public minutes shall remain sealed unless unsealed by the BOS or court order. Non-public minutes shall be unsealed by the BOS only after a duly recognized motion and second by the Presiding Officer and a vote in the affirmative by a majority of the quorum.

Annex E
Conduct with the Media

1.0 Selectmen are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Town Administrator is the official spokesperson for the Town's position.**

The Town Administrator is the designated representative of the Board to present and speak on the official Town position. If an individual Selectman is contacted by the media, the Selectman should be clear about whether their comments represent the official Town position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Annex F

Recognition of Volunteers leaving Office

When a volunteer leaves office, then the Board of Selectmen shall recognize the volunteer as follows:

1-3 years	Letter of Thanks
4-6 years	Certificate of Appreciation
7-9 years	Pin
10-12 years	Plaque

The Board of Selectmen reserves the right to recognize volunteers who have exceeded the number of years above with forms of recognition which they deem appropriate.

2015 SELECTMEN ASSIGNMENTS

<u>COMMITTEES/COMMISSIONS</u>	<u>MEETING DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>2015</u>
Budget Committee	Quarterly 3 rd Thurs. 5/21/15 & 9/17/15 Oct.-Dec. TBD	7:00 PM	Town Hall	Peter Georgantas Scott Gross, Alt. #1 Mark Lemay, Alt. #2 Scott Gross, Alt. #3 Collis Adams, Alt. #4
CIP Committee (<i>summer schedule</i>)	1 st & 3 rd Thurs.	7:00 PM	Town Hall	Peter Georgantas
Conservation Commission	4 th Weds.	7:00 PM	Town Hall	Scott Gross
Economic Development Council	1 st Weds.	6:30 PM	Town Hall	Mark Lemay
Historic District Commission/Heritage	4 th Weds.	6:30 PM	Grasmere	Mark Lemay
HR Committee (non-union)	quarterly	8:30 AM		Mark Lemay
Board of Library Trustees	3 rd Weds.	6:30 PM	Library	Allen Brown
Parks & Recreation Commission	3 rd Weds.	7:00 PM	P&R	Scott Gross
Planning Board	2 nd & 4 th Thurs.	7:00 PM	Town Hall	Collis Adams Mark Lemay, Alt. #1 Allen Brown, Alt. #2 Scott Gross, Alt. #3 Peter Georgantas, Alt. #4
Rail Trail Committee	Fri. (as needed)	9:00 AM	Town Hall	Allen Brown
Sewer Commission	2 nd Tuesday	6:00 PM	Town Hall	Collis Adams
Solid Waste Commission	3 rd Weds. (as needed)	7:00 PM	DPW	Allen Brown
*Highway Safety Committee	Weds. each quarter	9:00 AM	Police Station	Allen Brown
Joint Loss Safety Mgmt. Comm.	1 st Thurs. each quarter	9:00 AM	Town Hall	Allen Brown
Wellness Committee	monthly	9:00 AM	Town Hall	Mark Lemay

**Highway Safety Committee 2015 Schedule: March 11th, June 17th, Sept. 9th, and Dec. 9th*

OLD BUSINESS: 3/14/16 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 & approvals 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	April vacation week - remove crash bar from rear fire escape door and install on side fire escape door; remove rear fire escape; secure side fire escape entrance
06/22/15	EDC	Schedule Meeting with EDC 10/7/15 Agenda - Discuss scheduling meetings with real estate developers and real estate agents; 12/2/15 EDSAT review - EDC & 2 members of BOS	EDSAT PRESENTATION - TUESDAY APRIL 19TH
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 3-14-16 Draft of Property Tax Insert
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	scheduled 2/22/16; 2/29/16; 3/14/16

#6c



Town of Goffstown ^{#7}

BOARD OF SELECTMEN

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

TOWN OF GOFFSTOWN PUBLIC HEARINGS

In compliance with RSA 41:14-b the Selectmen announce Public Hearings on 3/14/16 and 3/28/16 at 7:00 PM at Town Hall 16 Main St. Goffstown NH to accept public input on the proposed ordinance entitled "East Union St. Speed Limit" Copy of the proposed ordinance is available online at www.goffstown.com or in the Town Clerk's Office. A vote is scheduled on this ordinance on 4/11/16. *Any person with a disability who needs a reasonable accommodation, please call the Town Hall (497-8990 ext 100) at least 72 hours in advance for arrangements.*

Union Leader 3/2/16 Pg C-6

Legal Notice

BOARD OF ADJUSTMENT TOWN OF PELHAM, NEW HAMPSHIRE

LEGAL NOTICE OF HEARING

Notice is hereby given that a hearing will be held Monday, March 14, 2016 at 7:00 p.m. at the Pelham Town Hall, 6 Village Green, to hear the following petitions:

Case #Z02016-00003 PIERCE, Carolyn 10 William Drive Map 4 Lot 9-144-19 seeking a Special Exception concerning Article XII, Section 307-76 (III) to permit the operation of a dog grooming business in an existing garage.

Case #Z02016-00004 MARSHALL, John 30 Lane Road Map 7 Lot 4-2-3 seeking a Special Exception concerning Article XII, Section 307-76 (III) to permit a general home occupation to expand dog breeding.

Case #Z02016-00005 BARLO SIGNS 28 Bridge Street Map 41 Lot 10-279 seeking a Variance concerning Article XI, Sections 307-69S, 307-69 S2 & 307-69O permit the installation of (1) one internally illuminated ground sign, 20' tall, 70.2 sqft, with a front setback of zero and a side setback of 12'. Ground sign contains an electronic sign which will display full color messages and graphics.

Case #Z02016-00006 MUSTO, Dominic 17 Cara Lane Map 35 Lot 10-352-3 seeking a Special Exception concerning Article XII, Section 307-74 to permit an accessory dwelling unit. (UL - March 2, 2016)

Legal Notice

There will be a hearing conducted by the New Hampshire Health and Education Facilities Authority (the "Authority") in the Authority's Board Room, 54 South State Street, Concord, New Hampshire, on March 17, 2016 at 8:00 a.m. The hearing is open to the public and is held pursuant to the provisions of Section 147(f) of the Internal Revenue Code of 1986, as amended, with regard to the proposed issuance of up to \$10,000,000 of Revenue Bonds (the "Bonds") in one or more series by the Authority to provide for a plan of financing and refinancing for Frisbie Memorial Hospital (the "Borrower") to: (A) finance the purchase, installation, and implementation of an electronic health record system; (B) fund or reimburse routine capital expenditures and miscellaneous construction, renovation, improvements and equipping of the Borrower's facilities; and (C) pay certain costs of issuing the Bonds.

The facilities to be financed or refinanced with the proceeds of the Bonds are or will be located at the Borrower's main hospital campus located at 11 Whitehall Road, Rochester, New Hampshire 03867. All of the facilities to be financed or refinanced with the proceeds of the Bonds will be owned and operated by the Borrower.

DAVID C. BLISS
EXECUTIVE DIRECTOR
NEW HAMPSHIRE HEALTH AND
EDUCATION FACILITIES AUTHORITY
(UL - March 2)

A TRUE COPY, ATTEST:
Dated: February 2, 2016
Cheryll-Ann Andrews, Clerk of Court
PO Box 789
Kingston, New Hampshire 03848-0789
1-(855) 212-1234
(UL - Feb. 24; March 2)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue of a Power of Sale contained in a certain mortgage given by **Paul W. Fernald a/k/a Paul Fernald and Estalee Fernald** ("the Mortgagor(s)") to Mortgage Electronic Registration Systems, Inc., as nominee for Coldwell Banker Mortgage, Its successors and assigns, dated December 1, 2006 and recorded with the Grafton County Registry of Deeds at Book 3356, Page 155 (the "Mortgage"), which mortgage is held by Federal National Mortgage Association, the present holder of said Mortgage, pursuant to and in execution of said power and for breach of conditions of said Mortgage and for the purposes of foreclosing the same will sell at:

Public Auction
on
Thursday, March 10, 2016
at
1:00 p.m.

Said sale being located on the mortgaged premises and having a present address of **320 AGASSIZ ST, BETHLEHEM, Grafton County New Hampshire**. The premises are more particularly described in the Mortgage.

For mortgagor(s)'s title see deed recorded with the Grafton County Registry of Deeds in Book 3356, Page 153.

NOTICE

PURSUANT TO NEW HAMPSHIRE RSA 479:25, YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

The address of the mortgagee for service of process is 9 Capitol Street, Concord, NH 03301 and the name of the mortgagee's agent for service of process is CT Corporation System.

You can contact the New Hampshire Banking Department by e-mail at nhbd@banking.nh.gov. For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire Banking Department. There is no charge for this call.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

Notice to: Heirs, Devisees, and Legal Representatives of Susan W. Gavrilluk A/K/A Susan Witt Gaveriluk A/K/A Susan E. Gavrilluk. If you do not comply with these requirements, you will be considered in default and the Court may issue orders that affect you without your input.
Send copies to:

Amie DiGiampaolo, ESQ
Harmon Law Offices PC
150 California Street
Newton MA 02458

BY ORDER OF THE COURT
February 18, 2016
Marshall A. Buttrick
Clerk of Court

(UL - Feb. 24; March 2, 9)

Legal Notice

MORTGAGEE'S SALE OF REAL ESTATE

By virtue of and in execution of the Power of Sale contained in a certain mortgage given by **Murdock J. Macaskill Jr. and Michelle T. Macaskill** to Wilmington Finance, a division of AIG Savings Bank, dated August 2, 2003 and recorded with the Rockingham County Registry of Deeds in Book 4114, Page 0341 of which mortgage The Bank of New York Mellon f/k/a The Bank of New York as successor trustee for JPMorgan Chase Bank, N.A., as Trustee for the benefit of the Certificateholders of Equity One ABS, Inc. Mortgage Pass-Through Certificates Series 2003-4 is the present holder by assignment, for breach of conditions of said mortgage and for the purpose of foreclosing the same, the mortgaged premises located at **380 Manchester Road, Auburn, NH** will be sold at a Public Auction at **3:00PM on March 16, 2016**, being the premises described in the mortgage to which reference is made for a more particular description thereof. Said public auction will occur on the Mortgaged Premises.

A copy of the Mortgage may be examined by any interested person and any inquiries regarding the foreclosure sale may be made of the undersigned at Korde & Associates, P.C., 321 Billerica Road, Suite 210, Chelmsford, MA during regular business hours.

For mortgagor's title, see deed recorded with the Rockingham County Registry of Deeds in Book 3420, Page 1187.

NOTICE TO THE MORTGAGOR AND ALL INTERESTED PARTIES: YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE, TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

THE AGENT SERVICE OF PROCESS IS:

THE BANK OF NEW YORK MELLON F/K/A THE BANK OF NEW YORK (as successor trustee for JPMorgan Chase Bank, N.A., as Trustee for the benefit of the Certificateholders of Equity One ABS, Inc. Mortgage Pass-Through Certificates Series 2003-4), 225 Liberty Street, New York, NY 10286 (MORTGAGEE)

Legal Notice

TOWN OF GOFFSTOWN PUBLIC HEARINGS

In compliance with RSA 41:14-b the Selectmen announce Public Hearings on **3/14/16 and 3/29/16 at 7:00 PM** at Town Hall 16 Main St. Goffstown NH to accept public input on the proposed ordinance entitled "East Union St. Speed Limit" Copy of the proposed ordinance is available online at www.goffstown.com or in the Town Clerk's Office. A vote is scheduled on this ordinance on 4/11/16. Any person with a disability who needs a reasonable accommodation, please call the Town Hall (497-8990 ext 100) at least 72 hours in advance for arrangements. (UL - March 2)

Going Online?
See more public notices at
www.unionleader.com

Legal Notice

MORTGAGEE'S SALE OF REAL ESTATE

By virtue of and in execution of the Power of Sale contained in a certain mortgage given by **William Lloyd Grinnell and Karen Elliott-Grinnell** to Mortgage Electronic Registration Systems, Inc. acting solely as a nominee for Wilmington Finance, Inc., dated December 1, 2006 and recorded with the Carroll County Registry of Deeds in Book 2587, Page 0776 of which mortgage U.S. Bank, National Association, as Trustee for C-BASS 2007-CB2 Trust, C-BASS Mortgage Loan Asset-Backed Certificates, Series 2007-CB2 is the present holder by assignment, for breach of conditions of said mortgage and for the purpose of foreclosing the same, the mortgaged premises located at **72 Woodland Road, North Sandwich, NH** will be sold at a Public Auction at **10:00AM on March 30, 2016**, being the premises described in the mortgage to which reference is made for a more particular description thereof. Said public auction will occur on the Mortgaged Premises.

A copy of the Mortgage may be examined by any interested person and any inquiries regarding the foreclosure sale may be made of the undersigned at Korde & Associates, P.C., 321 Billerica Road, Suite 210, Chelmsford, MA during regular business hours.

For mortgagor's title, see deed recorded with the Carroll County Registry of Deeds in Book 2587, Page 774.

NOTICE TO THE MORTGAGOR AND ALL INTERESTED PARTIES: YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE, TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

THE AGENT SERVICE OF PROCESS IS:

U.S. BANK, NATIONAL ASSOCIATION (as Trustee for C-BASS 2007-CB2 Trust, C-BASS Mortgage Loan Asset-Backed Certificates, Series 2007-



MEMORANDUM

#8a

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 14, 2016

RE : BOS Request – Ambulance Purchase Approval

The purpose of this memorandum is to request the Board of Selectmen to give purchasing approval for a new ambulance:

- The FD requests to utilize the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program - HGACBuy Program for the purposes of awarding a vendor to purchase a new ambulance.
- The FD solicited HGAC pricing for a specified ambulance;
 - Utilizing the same bid format.
 - Vendors were required under HGAC to submit itemized pricing for any added components beyond the base bid contract.
 - The FD was easily able to compare ambulance specifications and pricing.
- After receiving several specifications and HGACBuy program pricing, the FD recommends the BOS award the following vendor:
 - HGAC Cooperative Purchasing Program – Minuteman Trucks (Contractor) for the purpose of purchasing a new Road Rescue-Freightliner Medium-Duty ambulance.
 - Cost: \$229,968.00 (includes \$5,200.00 trade-in of the 2005 ambulance.)

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this request, please feel free to contact me. Thank you.



MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 14, 2016

RE : BOS Request – Jaws-of-Life Purchase Approval

The purpose of this memorandum is to request the Board of Selectmen to give purchasing approval for a new set of Jaws-of-Life:

- The FD requests to purchase a complete set of Jaws-of-Life, which includes:
 - 1 Battery-Operated Cutter
 - 1 Battery-Operated Spreader
 - 1 Battery-Operated Ram
 - 1 Battery-Operated Door Opener
 - Spare Batteries, Vehicle Chargers
 - Mount Brackets for all tools.
- This vendor of rescue equipment is similar to other sets of Jaw-of-Life currently being used.
 - Cost: \$40,000.00 (includes trade-in of old set of Jaws-of-Life – value approx \$2,000.00)

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this request, please feel free to contact me. Thank you.



MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 14, 2016

RE : BOS Request – SCBA Project Purchase Approval

The purpose of this memorandum is to request the Board of Selectmen to give purchasing approval for the approved SCBA project to replace current SCBAs:

- The FD requests to purchase 38 new Scott Air-Pak X3 SCBAs (without cylinders), 25 additional SCBA Facepieces (20 with voice amps), 3 Pak-Tracker Receivers with chargers, and 3 Rit-Pak bags.
 - Cost:
 - \$ 239,684.00
 - Vendor: Industrial Protection Services (MA Bid Pricing)
- Remaining funds for this project will be used to make final vehicle up-fit for GFD response needs.

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this request, please feel free to contact me. Thank you.



MEMORANDUM

#86

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 14, 2016

RE : BOS Approval of Out-of-State Conference / Training

The purpose of this memorandum is to request the Board of Selectmen to give approval for an Out-of-State Conference / Training for the Fire Chief.

- The Conference is the Annual International Association of Fire Chiefs Conference.
 - Dates: August 17-20, 2016
 - Location: San Antonio, TX
 - Cost: Approx. \$2,000 (conference, travel, hotel)
- This conference is currently budgeted for within the Fire Department budget.

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this request, please feel free to contact me. Thank you.



MEMORANDUM

8c

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 14, 2016

RE : BOS Request – RFP Process

The purpose of this memorandum is to request the Board of Selectmen to give approval to begin the process for a Request-for-Proposal (RFP) for the Church Street Fire Station renovation / addition project:

- The FD requests to announce a RFP for a Construction Manager (CM) for the Church Street Fire Station Project. The responsibilities of the CM will be coordinating and ensuring:
 - Competition of the Pre-Construction Phase – Planning, Architectural / Construction Plans & Documents, Project scheduling.
 - Competition of the Construction Phase – Coordination and contracting with vendors and services within the scope of the project.
- The CM shall agree to a Guaranteed Maximum Price (GMP) as established.

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this request, please feel free to contact me. Thank you.

Memorandum

To: Board of Selectmen

From: Adam L. Jacobs, Director of Public Works

Date: March 10th, 2016

Re: CMAQ INTERSECTIONS / MAIN STREET RECONSTRUCTION

On March 2nd, Town Administrator Desruisseaux, Town Engineer Theriault and I met with representatives from the NHDOT Planning and Community Assistance Division to discuss our request to close out the CMAQ grant project at the end of the design phase. After a discussion of our concerns about project timelines, surrounding work, and overall costs, NHDOT provided the following information:

- 1) **The design-phase reimbursements (roughly \$80,000) do not need to be refunded** if the town proceeds using the current design and follows National Environmental Policy Act (NEPA) review items. Buy America provisions would also apply to the construction phase of the project. After the design is fully approved, the project would be closed out.
- 2) **NHDOT would like to increase the offer of state match from 55% to 80% for the construction phase of the project**, should the town decide against closeout. Main Street reconstruction could either be:
 - a) added to the contract and bid out with the CMAQ project as non-participating work, or
 - b) performed with North Mast Street in subsequent year by DPW.

The Town Engineer and I have reviewed the estimated costs of the two grant options and the project closeout option (see attached). *These estimates include only the work from Mountain Road to Summer Street.*

DPW recommends discarding Option #1 due to the high cost of contracted work between the two CMAQ intersections that isn't reimbursable.

Option #2 is projected to save the town approximately \$300,000 in out-of-pocket costs. All work would be performed DPW-as-GC, with the goal of accomplishing the work in a single construction season. There is very limited bid risk (subcontractors), but all construction risk would be placed on the town. This option offers the most flexibility and accountability during construction.

Option #3 is the least expensive out-of-pocket option, estimated to save an additional \$175,000. Both intersections would be reimbursed at 80%, and the remaining work on Main Street and North Mast Street would be performed by DPW. There are factors to consider before pursuing what is the lowest cost option on paper:

- 1) **Timeline** - The Main Street project would last (at least) two construction seasons (2017 for contractor, 2018 for town work). Attempts by DPW or utilities to perform work in advance could mean a three year impact to the village.
- 2) **Utility coordination** – Reconstruction of Main Street requires coordination with GVWP and Goffstown Sewer, and potential for other utilities. These utilities would need to work within the contractor and town schedules and respective overlapping project extents.
- 3) **Construction admin and oversight** – Federal grant project compliance and administration places a burden on our engineering staff, particularly in the case of change orders that inevitably arise. Right of way acquisitions will also need to follow grant procedures and add to the timeline.
- 4) **Project quality** – There are several hundred feet of corrugated metal drainage pipes in the CMAQ project areas not addressed as part of that project, and this would have to somehow be added to the DPW project list this summer or left as-is. The Elm/High intersection does not receive pavement reclaim in the current scope of work either.
- 5) **Project flexibility** – The town does not have ultimate control over the contractor's means and methods. If scope, schedule, or traffic issues arise in this sensitive village area, change orders and disruptions could slow work. Price escalation (either at the bidding or construction phase) is somewhat mitigated by the increased grant funding.

CMAQ #20246

Goffstown - Village Intersections & Main Street (E.Union to Church)

OPTION 1 - 80/20 FUNDING (Total Project Cost \$1.5M - \$1.8M)*	
\$ 805,000.00	CMAQ Intersections Construction Cost (PAR) (2017)
\$ (644,000.00)	80% CMAQ Grant on Intersections Only (2017)
\$ 743,257.12	Main St Construction Cost (NON-PAR) (2017)
\$ 904,257.12	Town Out of Pocket Cost for Project (20% Match & NON-PAR)

OPTION 2 - GRANT PROJECT CLOSEOUT OPTION	
\$ 360,000.00	CMAQ Intersections Construction Cost (2017)
\$ 242,029.32	Main St Construction Cost (2017)
\$ 602,029.32	Town Out of Pocket Cost to Build In-House

OPTION 3 - CONTRACTOR (2017) & TOWN (2018) CONSTRUCTION AS SEPARATE PROJECTS	
\$ 805,000.00	CMAQ Intersections Construction Cost (2017)
\$ (644,000.00)	80% CMAQ Grant on Intersections Only
\$ 266,232.25	Main St Construction Cost (2018)**
\$ 427,232.25	Town Out of Pocket Cost to Build over 2 years

These estimates do not include North Mast Street From Summer to Church/Autumn, which is NON-PAR in all scenarios and estimated at \$932,362.50 for Contractor and \$375,506.50 for In-House Hybrid Cost Cost.

** Expect bids prices would be 10-20% higher due increased traffic, difficult working environment, grant contract administration and Davis Bacon wage rates. Range shown for contractor cost includes no markup to 20% markup.*

*** Assume 10% increase in construction costs (inflation) by pushing out one year.*

CMAQ #20246

Comparison of Main Street Construction Costs (E.Union to Elm St)

~ CONTRACTOR COST ~		
\$	530,241.60	Contractor Cost - Urban Reclaim ***
\$	59,645.00	Sidewalk (additional side)
\$	88,482.99	15% Design from Consultant for addtl phase into bid plans
\$	64,887.53	11% for CE Phase Services since part of entire Grant Project
\$	743,257.12	Contractor Cost w/extra sidewalk and addtl CE Phase Services

~ IN-HOUSE HYBRID COST ~		
\$	182,384.32	Town Cost Urban Reclaim ***
\$	59,645.00	Sidewalk (additional side)
\$	12,101.47	5% Engineering - Peer Review and Permitting Assistance Only
\$	242,029.32	Town Cost Urban Reclaim with extra sidewalk

*** Unit costs utilized in above calculations:

5872 SY

\$	90.30	SY	Contractor Urban Reclaim
\$	25.21	SY	Hybrid In-House Urban Reclaim
\$	5.85	SY	1.5" Overlay/sqyd
\$	39.50	LF	Sidewalk One Side

Memorandum

To: Board of Selectmen
From: Adam L. Jacobs, Director of Public Works
Date: March 11th, 2016
Re: 2016 DPW VENDOR RECOMMENDATIONS

Asphalt & gravel recycling

At the January 25th Board meeting, we discussed continuation with Continental Paving Industries and other subcontracts for road work in 2016. At the time, the Board asked me to see if the pit reclamation/crushing vendor would hold pricing as well. DPW has received confirmation that the previous low bid contractor, Big Foote Crushing, will hold 2015 prices for 2016. **I recommend that we continue with this vendor for one more season before going out to bid again in 2017.**

Street Sweeping

We have received 2016 pricing information from the current street sweeping vendor, Mike Rabbitt Enterprises. The vendor's prices have increased by \$5/hr for 2016, so I am requesting BOS guidance before moving forward. The early arrival of "spring" means that we could likely get started earlier in the season by remaining with the current vendor, and we have been very satisfied with the overall results (compared to previous lower-cost vendors). In 2015, street sweeping was completed in a total of 45 hours. The small savings that might be realized by going out to bid will be outweighed by the unknown quality and speed of another vendor. **I recommend continuing with the current vendor for at least another year before going out to bid again.**

Uniform service

Finally, the DPW recently advertised for bids to provide uniform cleaning and step-off floor mat laundering. No bids were received. During the process of contacting vendors for feedback about their non-bids, I discovered that Cintas holds the U.S. Communities national contract. The pricing is favorable compared to our outgoing vendor. **I recommend that we proceed with Cintas under the U.S. Communities cooperative purchasing contract.** If the board would like to proceed with this option, I will provide the necessary 3-year contract documents.



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Town of Goffstown, NH

INVITATION TO BID

Sealed bids will be received at the office of the Board of Selectmen, 16 Main St., Goffstown, NH for the partial replacement and refurbishment of a Keith walking floor in a recycling trailer located at the Town of Goffstown Public Works Facility, 404 Elm St., Goffstown, NH 03045.

2016 – Replacement Keith Walking Floor or equivalent

Bids will be received until 1:00 PM, April 4, 2016 at the Town Offices, 16 Main Street, Goffstown, NH 03045. Bids will be publicly opened and read at that time.

Copies of the Bid Documents/Bid Specifications may be obtained on the Town's website at www.goffstown.com. All questions will be directed to Mark Urella at the Public Works Department (603) 497-3617 ext. 222.

Bids, when opened, shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

BID FORM

**Keith Walking Floor (or equivalent)
Partial Replacement and Refurbishment**

Manufacturer/Model _____

Total cost \$ _____

Delivery/ completion _____ days after receipt of purchase order

Name of Firm: _____ State of Incorp. _____

Business Address: _____

Signature of Responsible Official: _____

Title: _____ Printed Name: _____

Telephone Number: _____ Fax: _____

Cell Phone: _____ E-Mail: _____

BID SPECIFICATIONS

Partial Replacement and Refurbishment of Keith Walking Floor

The Town of Goffstown is seeking proposals for partial replacement and refurbishment of a Keith walking floor in a 2010 Steco Trailer (48'x96", 118 cubic yards). Floor is a Keith model 2426 high impact 6" slats with bearings. Any slats not requiring full replacement shall be rotated from high wear areas to low wear areas.

The trailer is in service daily, but will be made available for inspection at the Public Works Department, 404 Elm Street, Goffstown, NH upon appointment by calling Mark Urella at (603) 497-3617 ext. 222



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Town of Goffstown, NH

INVITATION TO BID

Sealed bids will be received at the office of the Board of Selectmen, 16 Main St., Goffstown, NH for purchase of:

Two (2) Roll-off Utility Containers

Bids will be received until 1:15 PM, April 4, 2016 at the Town Offices, 16 Main Street, Goffstown, NH 03045. Bids will be publicly opened and read at that time. Bids should be clearly marked on the outside **"2016 Transfer Station Roll-Off Containers"**. Bids will be opened and publicly read at that time.

Copies of the Bid Documents/Bid Specifications may be obtained on the Town's website at www.goffstown.com. All questions will be directed to Mark Urella at the Public Works Department (603) 497-3617 ext. 222.

Bids, when opened, shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Town of Goffstown, NH

BID SPECIFICATIONS

Roll-off containers

The Town of Goffstown is seeking proposals for purchase of two (2) utility roll-off containers to store and deliver construction debris and scrap metal.

Length: 34'

Max overall height: 92" ground to top rail – inside height is 82"

Capacity: 64 cubic yards

Construction:

Floor: ¼" steel

Main rails: 6"x2"x3/8"

Top structural tube: 4"x3"x1/4"

Sides/bulkheads/door: 10GA steel

Wheels: 6 (minimum)

Crash plate: ½"

Rear door frame and inserts: 4"x3"x1/4" structural tube

Bidders are encouraged to submit optional proposals meeting or exceeding these specifications (e.g. In-stock equipment).

Questions should be directed to Mark Urella at (603) 497-3617 ext. 222

Town of Goffstown, NH

BID FORM

Two (2) Roll-off Containers, New

Manufacturer/Model _____

Cost (each) \$ _____

Total cost \$ _____

Delivery/ completion _____ **days after receipt of purchase order**

Name of Firm: _____ **State of Incorp.** _____

Business Address: _____

Signature of Responsible Official: _____

Title: _____ **Printed Name:** _____

Telephone Number: _____ **Fax:** _____

Cell Phone: _____ **E-Mail:** _____



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Town of Goffstown, NH

INVITATION TO BID

Sealed bids will be received at the office of the Board of Selectmen, 16 Main St., Goffstown, NH for purchase of:

2016 Closed Top Walking Floor Trash Trailer

Bids will be received until 1:30 PM, April 4, 2016 at the Town Offices, 16 Main Street, Goffstown, NH 03045. Bids will be publicly opened and read at that time. Bids should be clearly marked on the outside "2016 Closed Top Walking Floor Trash Trailer"

Copies of the Bid Documents/Bid Specifications may be obtained on the Town's website at www.goffstown.com. All questions will be directed to Mark Urella at the Public Works Department (603) 497-3617 ext. 222.

Bids, when opened, shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Town of Goffstown, NH

BID SPECIFICATIONS

Closed Top Walking Floor Trash Trailer

Vehicle type: Closed Top Walking Floor Trash Trailer

Body capacity: 118 cubic yard minimum

Construction type: Aluminum (provide weight of trailer)

Dump type: Keith Walking Floor (severe duty ¾" impact 2426 6" floor slats), min 15' wear strips

Grabbers: 66" from ground to center of grab, 10 1/4" from gate when closed to front of grab. Height 12", Thickness 2".

Manufacturer's Representative is responsible to verify field dimensions for exact grabber location on trailer.

Manufacturer's Representative is responsible to verify size of Bumper/ Pusher with 2 tow hooks to fit against wall.

Floor height: 51" from ground to floor of trailer

Length: 48' ft, Width: 96" In., Sides: 100" Min .190", ¼" rear 12'

Structure: Trailer structure and reinforcement of rear section of the trailer to be detailed in specification sheet attached to bid form.

Trailer must be able to withstand loads up to 34 tons net weight and 70,000 lbs push force delivered from existing trash compactor.

Bids received without structural specification sheet will be rejected.

Tailgate: Door in Door (hinged curbside), 67" from ground to top of lower gate

Ladder: Front driver side, steps inside

Suspension: 52,000# capacity, 9 Leaf minimum (Reyco) or equal

Air Lift/Air Ride: Tag axle, front axle with rims and tires

Brakes: 16-1/2" x 7" with auto slack adjusters, ABS

Wheels: 10 hole, Hub Piloted, outboard drums

Rims: 8.25 x 24.5

Tires: 11R24.5 x 16

King Pin: 38" on a 3/8 weld-on plate (center to front), 48" center to side

Fifth Wheel Ht: Standard 49"

Landing Gear: Holland Mark V or equivalent

Lights: LED, on rear gate (mid mount)

Light plug: 7 Way

Flaps: Aluminum front and rubber rear of suspension

Hyd. Fittings: Parker "Butterfly" 1x1" and 1x1-1/4"

Hyd. Hose: Two-108" x 1"

Warranty: Maximum available on ALL body components

Optional Equipment: Extended warranty

Bidders are encouraged to submit optional proposals meeting or exceeding these specifications (e.g. in stock vehicles).

Please direct all questions to Mark Urella at (603) 497-3617 ext. 222

BID FORM

2016 BID SPECIFICATIONS

Closed Top Walking Floor Trash Trailer

Body

Manufacturer/Model _____ Price \$ _____

Price of Optional Equipment

Truck lettering (to match existing Trailers) 18" blue vinyl letters

"Town of Goffstown", two sides

Price \$ _____

Extended Warranty

Price \$ _____

Delivery _____ days after receipt of Purchase Order

Do you have an optional proposal submitted/attached? Yes _____ No _____

Name of Firm: _____ State of Incorp. _____

Business Address: _____

Signature of Responsible Official: _____

Title: _____ Printed Name: _____

Telephone Number: _____ Fax: _____

Cell Phone: _____ E-Mail: _____



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Town of Goffstown, NH

INVITATION TO BID

Sealed bids will be received at the office of the Board of Selectmen, 16 Main St., Goffstown, NH for the purchase of:

**Late model (2013-current) AWD Ford Escape SUV
(maximum odometer reading of 60,000 miles)**

Bidders with multiple vehicles in stock meeting the bid specifications are encouraged to submit multiple proposals.

Bids will be received until 1:45 PM, April 4, 2016 at the Town Offices, 16 Main Street, Goffstown, NH 03045. Bids will be publicly opened and read at that time. Bids should be clearly marked "Used Ford Escape bid".

All questions will be directed to Mark Urella at the Public Works Department (603) 497-3617 ext. 222.

Bids, when opened, shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Town of Goffstown, NH

BID FORM

Late model (2013-current) Ford Escape, AWD

Year: _____

Model: _____

Non-standard options: _____

Odometer: _____

Cost, delivered: \$ _____

Delivery/ completion _____ days after receipt of purchase order

Name of Firm: _____ State of Incorp. _____

Business Address: _____

Signature of Responsible Official: _____

Title: _____ Printed Name: _____

Telephone Number: _____ Fax: _____

Cell Phone: _____ E-Mail: _____



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Town of Goffstown, NH

INVITATION TO BID

Sealed bids will be received at the office of the Board of Selectmen, 16 Main St, Goffstown, NH for the furnishing and delivery of the below listed equipment to the Town of Goffstown Public Works Facility, 404 Elm St, Goffstown, NH 03045.

2016— Ford F550 CREW CAB Pickup Truck 4x4

Bids will be received until 2:00 PM, by the Town of Goffstown April 4, 2016 at the Town Offices, Selectmen's Office. All bid proposals must be submitted in a sealed envelope, clearly marked on the outside with the words "**2016 Ford F550 Crew Cab Pickup 4x4 with Dump Body**" Bids will be publicly opened and read at that time.

Copies of the Bid Documents/Bid Specifications are available on the Town's website: www.goffstown.com. All questions will be directed to Mark Urella at the Public Works Department (603) 497-3617, ext. 222.

Bids when opened shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Town of Goffstown, NH

BID SPECIFICATIONS

2016 Ford F550 Crew Cab Pickup Truck 4x4

Cab Chassis - new (2016/2017 model)

Vehicle type - 4-door crew cab

Wheelbase -176", 60"CA (for 9' Body)

Dual rear wheels

GVW Rating - Not less than 17,950 lbs.

Engine - Not less than V-8 Turbo Diesel

Transmission - Automatic 5-speed with auxiliary cooler and with external filter

Axle ratio - 4.88 with limited slip

Suspension - HD front

Manual Front Locking Hubs

Wheels - Stamped steel

Front tires - 225/70RX19.5 F steel radial twelve ply

Rear tires - 225/70RX19.5 F steel radial twelve ply

Cooling system - Factory installed A/C, HD/Tow pack

Color - White--non metallic—sample must be provided with bid

Brakes - Power 4-wheel disc with ABS

Vehicle Use - On/off highway

Additional Options:

Block heater	Repair & Operator Manual
Tinted windows	AM/FM radio
Spare tire and rim (full size)	Telescopic mirrors
Heated mirrors	Cloth bench seat
Vinyl flooring	Power windows & locks
35-gallon fuel tank/or larger	Roof clearing lights
Receiver hitch	HD Alternator
Full instrumentation including Trans gauge	
Locking differential/limited slip	
Tow Command integrated trailer towing package	

Warranty:

Five (5) year full coverage-unlimited mileage. cab rust warranty with options for extended warranty

Town of Goffstown, NH

BID SPECIFICATIONS

DUMP BODY

9'x7' with 18" sides and 24" tailgate

Stainless steel construction throughout

Sloping rub rails-tarp rails-3 vertical post and box top rail

Full depth rear corner post with full width apron

24" high 3 panel tailgate-yoke & pin style hardware

24" cab protector

3" structural channel cross-members 12" on centers

5" structural channel long sills

Single piston scissor hoist with full sub-frame with 9-ton lift capacity

Safety prop/backup alarm & body up alarm

Set of front and rear mud flaps

All lights and reflectors to meet FMVSS-108, rear lights to be LED, side box or vertical post mounting w/strobes

3-Sand doors with handle installed in tailgate

Manual crank with mesh net

Receiver hitch with ball pintle

½" plate with combo hook and "D" rings, with electric brake control mounted & wired from cab to receiver with 7- way RV style plug

Four light strobe package - two in cab shield and two in rear post

All items installed and operational

WARRANTY:

Standard manufacturer warranty w/options for extended warranty

1. ACCEPTANCE AND PAYMENT

The bidder shall deliver the truck and body to the Goffstown Public Works Department, 404 Elm Street, Goffstown, New Hampshire. The truck and body shall be inspected by the Director of the Public Works Department for compliance with the specifications or by a designated individual.

3. The intent of these documents is to include all labor, material, appliances and services of every kind necessary for the furnishing and delivery of One (1) 2016 Ford F550 Crew Cab Pickup Truck 4x4. The unit furnished shall be delivered in working order to the Town of Goffstown, 404 Elm Street, Goffstown, New Hampshire. Complete instructions in the correct operation and routine maintenance shall be provided at time of delivery. Complete parts, operation and service manual covering the equipment shall be provided.

4. Materials must be of the best commercial quality for the intended service and shall be produced by use of current manufacturing processes. Materials shall be treated against rust, corrosion, and wear.

5. Design of mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture or permanent deformation or undue wear on any member.
6. Bidder shall satisfy the Goffstown Mechanic Foreman that he maintains a shop or branch, with a staff of qualified service people and a representative supply of parts for the machine offered along with the provisions for securing parts from the manufacturer within a reasonable time or period.
7. Bidder must submit with his quote the latest printed specifications and advertising literature on the unit he proposes to furnish, along with copies of warranty information.
8. Vendor shall supply one service manual, one operator's manual and one parts manual with this unit.
9. Vendor shall give a complete demonstration of the merits of the machine offered as requested by purchaser. The machine so demonstrated shall be comparable as offered by the vendor for this quote.
10. The vendor shall list on a separate sheet, accompanying the quote, any variation or exception to conditions and specifications of the quote. This sheet shall be labeled "Exception to Quote Conditions Specifications".
11. All standard manufacturer's accessories and features included with these specifications shall be furnished mounted, and ready to operate.
12. All major wire harnesses shall be color coded or numbered and enclosed in conduit or other physical protection.
13. Vendor and/or manufacturer must provide training to Operations and Maintenance crews on the operation of this machine.
14. Machine shall be lubed, serviced, and ready to operate.
15. Minimum operating weight shall be 17,950 pounds.
16. All filters must be available through a minimum of two U.S. manufacturers.
17. Any item inadvertently omitted but required for the vehicle's intended purpose shall be approved by the Goffstown Mechanic Foreman and included in the bid price.

Town of Goffstown, NH

GENERAL PROVISIONS

Ford F550 Crew Cab Truck, 4x4/Dump Body

1. Each bid shall be submitted on the Proposal form included in these Bid Documents in a sealed envelope clearly identified with the Bidder's Name and marked "2016 Ford F550 Crew Cab Pickup Truck 4x4" and will be received at the Town Hall-Board of Selectmen's Office, 16 Main St., Goffstown, NH until 2:00 PM, by April 4, 2016.
2. Bids when opened shall be irrevocable for a period of sixty (60) calendar days following the bid opening date. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. The judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.
3. The price bid shall not include Federal or State taxes. If such are applicable, the successful bidder shall furnish the Town with the necessary tax exemption forms in triplicate upon submission of their invoice.
4. The bidder shall not, directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
5. The successful bidder shall not use the name of the Town in any advertisement without first obtaining the written consent of the Board of Selectmen.
6. Any change to the provisions or specifications of this bid shall be made by written addendum issued no later than two (2) working days prior to the bid due date. Prospective bidders shall have complete responsibility for being aware of any and all addenda.
7. The bidder shall indemnify the Town and its representatives against any and all suits and assume all liability for the use of any patented process, devise or article forming a part of the truck and body or appliance furnished under the bid.
8. Each bidder shall furnish satisfactory evidence of their ability to furnish the truck and body specified, and shall state the location of the factory where the truck and body are to be built. The bidder shall show that they are in a position to render prompt service and to furnish replacement parts for said truck and body.
9. EXCEPTIONS: Specifications contained herein are to be construed **minimums**. Truck and body will be inspected upon delivery for compliance with specifications. Exceptions taken to any of the bid specifications are grounds for rejection of a bid as determined by the Board of Selectmen.
10. However, bids listing exceptions may still be considered for award by the Town where it is determined to be in the Town's interest to do so. Any and all exceptions taken to any bid requirements or specifications shall be listed and fully explained on page(s) provided in the Proposal. Exceptions shall be listed on any item not meeting specifications. Exceptions shall refer to specification page number, paragraph and item. Descriptive information covering the truck and body to be supplied shall also be submitted with the proposal but this submission shall not relieve any bidder from clearly listing any and all exceptions.
11. The Town wishes to take possession of the 2016 Ford F550 Crew Cab Pickup Truck 4x4 as soon as possible after the bid is awarded. The vendor shall include the estimated availability date on the bid form. The vendor shall include in the bid price any costs involved in supplying the Town the truck and body as

- soon as possible. The vendor shall invoice the Town upon delivery of the truck and body. The Town of Goffstown shall inspect the truck and body for compliance with the specifications.
12. The bid documents shall include the "Invitation to Bid", "General Provisions", "Specifications", and "Bid Form", any issued addenda, and the final executed purchase order. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all. The intent of these documents is to include all labor, materials, appliances, and services of every kind necessary for the furnishing and delivery of equipment listed above to the Town of Goffstown Public Works Garage, 404 Elm Street, Goffstown, NH, and the terms and conditions of payment therefore.
 13. It is not the intention of these specifications to specify any particular make of dump body units or assemblies.
 14. Should the bidder find, during examination of the Documents/Bid Specifications, any discrepancies, omissions, ambiguities or conflicts in or among the documents, or be in doubt as to their meaning, they shall, in writing, bring the question to the Town of Goffstown, Director of Public Works attention not later than four (4) working days before bid due date. The Town of Goffstown Director of Public Works will review the question(s) and, where information sought is not clearly indicated or specified, he/she will issue a clarifying addendum, which will become part of the bid.
 15. This bid shall be interpreted as a Town of Goffstown bid in accordance with applicable ordinances of the Town of Goffstown, NH.
 16. Unit(s) bid on must be of the 2016/2017 model(s), which were recently produced by the manufacturer(s).
 17. The bidder shall submit their proposal showing unit price for furnishing and delivering the truck and body as soon as possible upon bid award to the Town of Goffstown Public Works Garage, 404 Elm Street, Goffstown, NH.
 18. Time is of the essence of any bid and bidder shall state in their proposal time to make delivery and is requested to submit a delivery time period they know they can meet.

Town of Goffstown, NH

BID FORM

Ford F550 Crew Cab Truck, 4x4/Dump Body

Dump body Manufacturer/Model _____

Total Price \$ _____

Price and term of optional extended warranty \$ _____

Delivery _____ days after receipt of Purchase Order.

Optional proposal submitted/attached? (Circle one) YES / NO

Name of Firm: _____ State of Incorporation _____.

Business Address: _____

Signature of Responsible Official: _____

Title: _____ Printed Name: _____

Telephone Number: _____ Fax: _____

Cell Phone: _____ E-mail: _____



Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

NOTICE OF JOB OPENINGS

LABORER, SEASONAL POSITIONS .

A NH LICENSE IS REQUIRED.

MUST BE 18 YEARS OF AGE.

START DATE OF MID MAY.

APPLICATIONS MUST BE RECEIVED

BY END OF DAY, APRIL 8, 2016.

APPLICATION FORMS ARE AVAILABLE ONLINE

WWW.GOFFSTOWN.COM OR AT THE

PUBLIC WORKS DEPT. OFFICE LOCATED AT

404 ELM ST., GOFFSTOWN, NH 03045

MONDAY THROUGH FRIDAY, 7:00 AM TO 3:30 PM.

EOE/AA/ADA