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TOWN OF GOFFSTOWN

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BOARD OF SELECTMEN MEETING

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MARCH 28, 2016



# Town of Goffstown

## BOARD OF SELECTMEN

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

**March 28, 2016**

## **SELECTMEN MEETING AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

- 6:00 pm 1. **Acceptance/Correction of minutes:** 3/14/16 public and non-public minutes
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:15 pm 4. **Police Chief Browne and Public Works Director Jacobs re: Highway Safety Comm.**
- a. Request for Street Light on Robin Drive
  - b. Request for speed bump on Kennedy Hill
  - c. Request for crosswalk from front of Stark Hall to parking lot behind church
- 6:30 pm 5. **Public Works Director Jacobs re:**
- a. Main Street update regarding underground utilities
  - b. Road Project Update (Paige Hill)
  - c. LED Streetlight Conversion Update
  - d. Request to post 2 vacancies – Laborer and PT Solid Waste/Recycling Attendant
  - e. Turnaround Easement at 28 Petain St.
- 6:45 pm 6. **PUBLIC HEARING:** Accept and expend \$23,334 from the Town of New Boston for dispatch services, and expend on a third dispatch console
- 7:00 pm 7. **PUBLIC HEARING:** Amend ordinance reducing speed limit on East Union St. to 20 mph
- 7:15 pm 8. **Fire Chief O'Brien re: proposal to amend ambulance rates**
- 7:30 pm 9. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
  - b. Consensus Folder
  - c. Assessor's Recommendations
  - d. GASB 43 & 45 – Actuarial Valuation Services with USA Consulting Group
  - e. Adoption of BOS Rules of Procedure
  - f. Report from Team Engineering re: Town Hall foundation
  - g. Request to distribute Goffstown Gazette at Town Hall
  - h. Request to post Springfest traffic message on changeable signs
  - i. Recommendation from Library Trustees for appointment of alternates
  - j. RFP for Painting of Grasmere Town Hall
  - k. Fire Station Bond Schedules
  - l. Requests to attend out-of-town/overnight training conferences
  - m. RFP for Playground Equipment
- 7:45 pm 10. **Selectmen Discussion**
- a. Committee Reports: Library, P&R, Budget, HDC
  - b. New Business: no submissions
  - c. Old Business: Action Matrix
- 8:00 pm 11. **Public Comment**
- 8:10 pm 12. **Non-Public Session RSA 91-A:3 II (a) compensation, (b) hiring, (c) adversely affect reputation, (d) real estate**

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.

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**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 28, 2016

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

- |         |  |     |
|---------|--|-----|
| 6:00 pm | 1. <b>Acceptance/Correction of minutes:</b> 3/14/16 public and non-public minutes  | #1  |
| 6:05 pm | 2. <b>Announcements</b>  |     |
| 6:10 pm | 3. <b>Public Comment</b>   |     |
| 6:15 pm | 4. <b>Police Chief Browne and Public Works Director Jacobs re: Highway Safety Comm.</b>  |     |
|         | a. Request for Street Light on Robin Drive   | #4a |
|         | b. Request for speed bump on Kennedy Hill  | #4b |
|         | c. Request for crosswalk from front of Stark Hall to parking lot behind church   | #4c |
| 6:30 pm | 5. <b>Public Works Director Jacobs re:</b>   |     |
|         | a. Main Street update regarding underground utilities  | #5a |
|         | b. Road Project Update (Paige Hill)  |     |
|         | c. LED Streetlight Conversion Update   | #5c |
|         | d. Request to post 2 vacancies – Laborer and PT Solid Waste/Recycling Attendant  | #5d |
|         | <i>Motion needed.</i>  |     |
|         | e. Turnaround Easement at 28 Petain St.  | #5e |
|         | <i>Motion needed.</i>  |     |
| 6:45 pm | 6. <b>PUBLIC HEARING:</b>  | #6  |
|         | Accept and expend \$23,334 from the Town of New Boston for dispatch services, and expend on a third dispatch console   |     |
|         | Chairman reads legal notice and opens/closes public hearing.   |     |
|         | <i>Motion to accept \$23,334 from the Town of New Boston for dispatch services and to expend towards a third dispatch console furthermore to authorize the transfer of approximately \$10,000 from the wage/benefit lines towards the third dispatch console.</i>  |     |
| 7:00 pm | 7. <b>PUBLIC HEARING:</b>  | #7  |
|         | Amend ordinance reducing speed limit on East Union St. to 20 mph   |     |
|         | Chairman reads legal notice and opens/closes the second public hearing.  |     |
|         | Vote scheduled on 4/11/16.   |     |
| 7:15 pm | 8. <b>Fire Chief O'Brien re: proposal to amend ambulance rates</b>   | #8  |
|         | Chief O'Brien will present his recommendation for 2016 ambulance rates. If the Board concurs with the recommendation, then we can proceed with scheduling a public hearing as required by RSA 41:9-a.  |     |
|         | <i>Motion needed to proceed with a public hearing.</i>   |     |
| 7:30 pm | 9. <b>Town Administrator's Report</b>  |     |
|         | a. <u>Selectmen Meeting Schedule</u>   |     |
|         | Weds. 4/6/16 6:30 PM EDC Room 106  |     |
|         | b. <u>Consensus Folder</u>   |     |
|         | <ul style="list-style-type: none"> <li>• Response to Auditors</li> <li>• NH Highway Safety Agency Grant</li> <li>• 2015 Annual Facility Report for Transfer Station and Recycling Facility</li> <li>• CBA with Professional Firefighters</li> <li>• Cintas Uniform Contract</li> <li>• MS-232 Report of Appropriations Actually Voted</li> </ul> |     |
|         | <i>Motion needed.</i>  |     |

# Town Administrator's Report

## March 28, 2016

- c. Assessor's Recommendations
- **Solar Energy Systems Exemptions for the 2016 Tax Year (recommended):** Map 8, Lot 45; Map 7, Lot 111A-2-151; Map 21, Lot 96; Map 7, Lot 111A-2-138; Map 8, Lot 60-12
  - **Elderly Exemptions (recommended):** Map 6, Lot 46
  - **Veteran's Tax Credits (recommended):** Map 9, Lot 54; Map 6, Lot 17B-138; Map 6, Lot 66-2; Map 24, Lot 44R-10
  - **Tax Deferral Lien Application (recommended):** Map 32, Lot 26E-44
  - **Tax Abatement Application (recommended):** Map 4, Lot 4C; Map 32, Lot 9
  - **Tax Abatement Application (denial recommended):** Map 37, Lot 50
  - **Intent to Cut (recommended):** Map 8, Lot 39-3; Map 10, Lots 3 & 3-1
- Motion needed.**
- d. GASB 43 & 45 – Actuarial Valuation Services with USI Consulting Group  
This is the same firm which has done the town's previous Actuarial Valuations (2009 and 2013) and we have been satisfied with their work. The amount is less than \$10,000 so a RFP/Bid process is not required.  
**Motion needed to authorize chairman to sign the Engagement Agreement with USI Consulting Group for a GASB 43 & 45 Actuarial Valuation Services.**
- e. Adoption of BOS Rules of Procedure (see last week's packet)  
Does the Board wish to make any amendments to their Rules of Procedure? If not, then we need a motion to approve the procedures.  
**Motion needed.**
- f. Report from Team Engineering re: Town Hall foundation #9f  
As planned we had a follow-up report done to measure foundation settlement concerns on the southeast corner of Town Hall. Report is enclosed and recommends stabilizing the settling of the foundation with helical piers. If the Board concurs with the recommendation, then we will contact contractors as to the cost of this type of repair. I have contacted the Trustees of the Trust Funds about this problem and funding from the Mildred Stark Trust Fund. They will discuss at their next meeting on April 12.  
**Motion needed to get estimates for helical piers.**
- g. Request to distribute Goffstown Gazette at Town Hall  
The publisher of the Goffstown Gazette has requested the Board's authorization to leave copies of the publication in the stands at the rear of Town Hall.  
**Motion needed.**
- h. Request to post Springfest traffic message on changeable signs  
The Board has received a request to post the following message on the changeable message boards from April 6<sup>th</sup> through 9<sup>th</sup> in two locations to warn motorists of traffic delays: "Spring Fest / Sat. 4/9 GHS 10-4 / Poss Delays". Last year the signs were posted across from the Villa, and across from Grasmere Town Hall.  
**Motion needed.**
- i. Recommendation from Library Trustees for appointment of alternates #9i  
The Library Trustees voted at their March 16<sup>th</sup> meeting to recommend the following three alternates for appointment by the Board of Selectmen: Lisa Iodice, Steve Bouchard, and Kurt Huxel.  
**Motion needed to appoint Lisa Iodice, Steve Bouchard and Kurt Huxel as alternates on the Board of Library Trustees.**
- j. RFP for Painting of Grasmere Town Hall #9j  
Late last year we went out for RFP but it was subject to funding approval at Town Meeting, and as a result we did not receive any bids. Now that the budget has passed, recommend that we go out to bid again as the cost will meet the bid threshold in the town's purchasing policy. We have added the option to repaint the front so that everything matches.  
**Motion needed.**

# Town Administrator's Report

## March 28, 2016

- k. Fire Station Bond Schedules #9k  
 Finance Director Borrer provides a memo and bond schedule options – level principal or level payment – with the Municipal Bond Bank. Interest rate is 3.15% on each 20 year bond schedule.  
**Motion needed.**
  - l. Requests to attend out-of-town/overnight training conferences #9l
    - Occupational Health & Safety Conference, May 19-20, Boston MA (Fire Dept.)
    - Northern New England Police Accreditation Coalition Training Conference, May 11-13, Lincoln NH (Police Dept.)
    - PRIMEX Annual Conference, May 11-12, Bretton Woods (four department heads)**Motion needed.**
  - m. RFP for Playground Equipment at Roy Park #9m  
**Motion needed.**
- 7:45 pm 10. **Selectmen Discussion**
- a. Committee Reports: Library, P&R, Budget, HDC, Conservation #10a
  - b. New Business: no submissions
  - c. Old Business: Action Matrix #10c
- 8:00 pm 11. **Public Comment**
- 8:10 pm 12. **Non-Public Session RSA 91-A:3 II (a) compensation, (b) hiring, (c) adversely affect reputation, (d) real estate** #12

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GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF MARCH 14, 2016

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

Absent: Selectman Collis Adams

**6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS**

The Board said the Pledge of Allegiance.

**OATHS OF OFFICE: John Allen Brown and David Pierce**

Chairman Georgantas said both Selectmen were sworn in previously in the Town Clerk's office.

**ACCEPTANCE/CORRECTION OF MINUTES: 01/13/16 – Bond Hearing; 02/03/16 – BOS Meeting after Deliberative Session and 02/29/16 public & non-public minutes**

Town Administrator Desruisseaux said she had a couple of corrections. In the minutes to the January 13, 2016 Bond Hearing, on page 1 of 4, Superintendent Balke's name is spelled incorrectly. Also, about six paragraphs down on the same page, the figure of \$177,265 for the bond payment is approximate. The word "about" should be inserted in two places before the payment amount. Lastly, the minutes to the February 3, 2016 meeting after the Deliberative Session has the word "amendments" misspelled.

*Vice Chairman Lemay made a motion to accept the minutes to the Bond Hearing of January 13, 2016, the minutes to the February 3, 2016 Board of Selectmen meeting after the Deliberative Session, and the public and non-public minutes to the Board of Selectmen meeting of February 29, 2016. Selectman Brown seconded the motion. VOTE: 3-0-1. Selectman Pierce abstained. Motion carries.*

**ANNOUNCEMENTS**

The DPW announces construction work related to the Paige Hill Road Reclamation Project, starting Monday, March 14<sup>th</sup>. The work zone will be between Winter Hill Road and Locust Hill Road and will be closed to all thru traffic. Only local residents or businesses needing access in and out of the work zone will be allowed. Delays should be expected 7 am to 5 pm Monday through Friday. All thru traffic must use the detour from Elm Street to Locust Hill Road. The road will reopen to thru traffic each night. This notice, project, updates, and plans are posted on the Town's website [www.goffstown.com](http://www.goffstown.com) (go to department of public works—construction projects). Please contact Eric Gustafson, Engineering Technician at 603-497-3617 ext 227 with any question. Thank you for your patience.

Chairman Georgantas said posted weight limits on roads are effective March 14, 2016 during the spring thaw. Those roads include 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 and Brien Road.

**TOWN ADMINISTRATOR'S REPORT**

**Selectmen's Meeting Schedule**

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF MARCH 14, 2016

Town Administrator Desruisseaux said the Selectmen's meeting schedule for the next two weeks includes the Library Trustees meeting this Wednesday at 6:30 pm. Parks & Recreation will meet this Wednesday at 7 pm. Selectmen Pierce said he would attend. On Thursday, the Budget Committee meets at 7 pm. Chairman Georgantas said he would be there. Town Administrator Desruisseaux said on Tuesday, March 22 is the Public Info Meeting with Senator D'Allesandro & Health & Human Services Commissioner regarding Medicaid expansion. On Wednesday, March 23rd the HDC meets at 6:30 pm. Vice Chairman Lemay said he would be there. Town Administrator Desruisseaux said on Thursday, March 24, the Planning Board normally scheduled at 7 pm. was canceled.

**Consensus Folder**

Town Administrator Desruisseaux said there is an employee Status Report of the resignations of two paramedics. There is a Mutual Aid and Assistance Agreement with Weare for Building Inspection and also for New Boston. And there is a Proclamation for an Eagle Scout.

*Selectman Brown made a motion to approve the Consensus folder. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Assessor's Recommendations**

Town Administrator Desruisseaux said there are recommended Solar Energy Systems Exemptions for 2016 for Map 2, Lot 25B, Map 9, Lot 66, and Map 17, Lot 177. There is a recommended Current Use LUCT Lien Release for Map 12, Lot 19. There are recommended Elderly Exemptions for Map 6, Lots 17B-20 and 22-45; Map 11, Lot 13B; Map 15, Lot 13 and Map 21, Lot 111.

*Vice Chairman Lemay made a motion to accept the Assessor's recommendations. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**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**

*Selectman Pierce made a motion to accept a \$30 donation from the Republican Party for the use of Grasmere Town Hall, depositing it into the Grasmere Town Hall Restoration Fund. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Draft of Property Tax Bill insert regarding Pinardville and 911**

Town Administrator Desruisseaux said in their packets at Tab 5e is the draft insert for the first half property tax bill. It advises them to identify themselves as a Goffstown resident if they have to call Emergency 911. This will go to the owners to the property. Selectman Pierce asked about sending a copy to the actual addresses. Chairman Georgantas said we have asked in the letter for the landlord to provide copies of the letter to the occupants of the property.

*Selectman Brown made a motion to accept the letter to insert in the property tax bill. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

Town Administrator Desruisseaux said she received an email from a resident of Holly Street that her veterinarian advised her to register her dog in Manchester, not in Goffstown.

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**PUBLIC COMMENT—6:10 pm**

Senator Lou D'Allesandro said he has his class from St. Anselm's College. It is his State and Local government class. We will have a public information meeting on March 22 here in Goffstown to go over Medicaid Expansion. It will be open to the public. It is the most significant issue facing the legislature in this session. The amendment passed by one vote. It will come before the Senate. They have taken both the Finance Committee and the Health and Human Services Committee to hear this piece of legislation. The bill calls for a two year extension and no general funds will be used.

He talked about local government and the five member Board of Selectmen. About half of our communities in the state do that. He congratulated the Goffstown Women's Basketball on their championship this year. The bill has a two year sunset provision. The State has received over \$400 million from the federal government. We are moving in the right direction and want the public to provide input and for them to know what the legislation is about. Selectman Pierce said it was over 200 people in Goffstown who are enrolled in the extension program.

**TOWN ADMINISTRATOR'S REPORT--continued**

**Letter from Goffstown Historical Society**

Town Administrator Desruisseaux said she sent this letter to Parks & Recreation because this is the department responsible for the common. Parks & Recreation staff will attempt to clean off the plaque and statue but they did not budget for any electric improvements to the lights. We will wait to see the estimate and decide how to proceed. Chairman Georgantas said he thinks it's important that this is taken care of.

**Letter regarding barking dogs**

Town Administrator Desruisseaux said they received a letter from Robert Girard regarding barking dogs in his neighborhood. He is asking for a local ordinance. We follow State law and, unless the dog is barking for 30 minutes, there's not much we can do about it. Chairman Georgantas said we'd pass it on to the Police Department. He can come to us with a recommendation and go from there.

**Report of replacement of two town bounds with Dunbarton**

Town Administrator Desruisseaux said replacement of the Town bounds with Dunbarton has been completed and the enclosed record requires signature by an authorized representative of the Board.

*Vice Chairman made a motion to authorize the required Board member to sign the perambulation record. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Schedule Date for EDSAT Presentation**

Town Administrator Desruisseaux asked if the Board is available to hear the EDSAT Presentation on Tuesday, April 19<sup>th</sup> at 4 pm. It would be an in person presentation. Chairman Georgantas said we can move ahead with that date. Town Administrator Desruisseaux said they would poll the EDC and Planning Board for their availability.

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MEETING OF MARCH 14, 2016

**Review Town Meeting Results and discuss implementation**

Town Administrator Desruisseaux said the Town Meeting results are unofficial until Tuesday, which is the deadline to request a recount. So any votes later tonight to start the implementation should be conditional on the certification of the official results. She needs a vote on Article 16 for the Firefighter's Apparatus CRF. Because of the time delay, RSA 35:11 requires us to deposit the money with the Trustees of the Trust Funds within 10 days of the certified vote. This Board doesn't meet within 10 days of that certified vote, which would be 10 days from tomorrow. Chairman Georgantas said this will be deposited in the Capital Reserve Fund.

*Selectman Brown made a motion to approve the payment to the Trustees of the Trust Fund within the required 10 days upon certification of the vote by the Town Clerk. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Police Chief's request for 3<sup>rd</sup> dispatch console with funding plan**

Town Administrator Desruisseaux said a motion is 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. It won't be quite enough but he will have extra money in his wage line because of vacancies that have not been filled yet. Chairman Georgantas said the Police Chief taking on this dispatching for New Boston didn't require taking on additional personnel.

*Vice Chairman Lemay made a motion 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. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**SELECTMEN'S DISCUSSION**

**Committee Reports:**

**EDC**

Vice Chairman Lemay said they talked of the Springfest and what they will present. They talked about the EDSAT. They discussed that the Economic Revitalization Zone needs to be recertified every five years. There was a discussion about designated ERZ and if additional sites would be nominated. They reviewed the welcome sign in Goffstown and they had a round table meeting with the Main Street Director and a realtor.

**Planning Board**

Vice Chairman Lemay said they discussed Map 26, Lot 12A and 12 for KRG. There was nothing in the plan for lighting or signage. It stays the way it is. There is no meeting on March 24<sup>th</sup>.

**Highway Safety Committee**

Town Administrator Desruisseaux said they will be coming forward with any recommendations.

**NEW BUSINESS**

**Response to Auditors**

Town Administrator Desruisseaux said she put in their response from last year and a blank form for this year. The Board gave their responses to questions concerning issues of fraud and risk. We do a good separation of duties and several tiers of approval to prevent fraud.

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**Elect Chairman**

Chairman Georgantas said he spoke with Selectman Adams, who is not here this evening. He will also not be at our next meeting so we will go forward with electing a chairman.

***Selectman Brown made a motion to appoint Peter Georgantas as Chairman. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

Chairman Georgantas asked Mark Lemay to continue as Vice Chairman. He said we will continue with the assignments for now. It's worked out well the way it's been. Selectman Pierce said he would be on Parks & Recreation and Conservation.

**OLD BUSINESS**

**Action Matrix**

Town Administrator Desruisseaux said they were at Grasmere Town Hall and removed the crash bar and installed it on the other fire escape and secured the back door. Further work is planned the week of April vacation. She checked with Assistant Town Administrator Derek Horne who said the window was ordered. Chairman Georgantas said Target would like to start as soon as possible on Grasmere Town Hall. He is available nights and weekends. Town Administrator Desruisseaux said we are waiting for a contract and a scope of the work, as well as deliverables and a payment schedule. Chairman Georgantas said we have the EDSAT meeting and will get that out of the way before having a meeting with EDC. Selectman Pierce said he will meet with Derek Horne to get caught up. Town Administrator Desruisseaux said we are looking toward the end of April for the report from the subcommittee. Chairman Georgantas said we addressed the zip code issue with the letter tonight. Vice Chairman Lemay asked if they could put notices on Station 19 on the bulletin board. People come by and look there. Chairman Georgantas asked if we could put some in the businesses in town. Town Administrator Desruisseaux said we can't put them in mailboxes unless we mail them.

**2016 Committee Assignments**

Chairman Georgantas said he thinks they should stay with the same assignments this year.

**FIRE CHIEF O'BRIEN**

**Purchase of Ambulance**

Chief O'Brien thanked the voters for their support, especially on the Fire Department articles. He said they are here tonight to request approval for the purchase of a new ambulance. They request to use the Houston-Galveston Area Council Cooperative Purchasing Program for purposes of awarding the vendor to purchase an ambulance. And they recommend going through Minuteman Trucks as a contractor for the purposes of purchasing a new Road Rescue Freightliner Medium Duty ambulance. The cost is \$229,968.00. It includes a \$5,200 trade in for a 2005 ambulance. Town Administrator Desruisseaux said this is contingent upon certification of the vote tomorrow.

***Vice Chairman Lemay made a motion to move forward with HGAC program to purchase a new Road Rescue Freightliner Medium Duty ambulance at a cost of \$229,968, contingent upon a certified vote. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

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Chief O'Brien said the Jaws of Life would be a complete set of jaws. It is through a Massachusetts state bid. It is \$40,000 and includes a trade in with the oldest set of jaws we have, valued at about \$2,000.

***Selectman Pierce made a motion to move forward with the \$42,000 expenditure. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

Chief O'Brien addressed the replacement SCBAs. It would be 38 SCBAs without the cylinders, 25 face pieces, 3 Rit Pak bags and 3 Pak Tracker Receivers with batteries. The cost is \$239,684.00. This should be the final figure. The vendor is Industrial Protection Services, Massachusetts Bid Pricing.

***Vice Chairman Lemay made a motion to move forward with IPS to purchase the SCBAs. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

**Out of State Conference Training**

Chief O'Brien addressed an out of state conference request. The cost is about \$2,000 and is budgeted within the Fire Department budget.

***Selectman Brown made a motion to approve the out of state conference request. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

**RFP for Church Street Renovations**

Chief O'Brien addressed a request to proceed with the RFP for the Church Street renovation project. They would like to get a construction manager for the project, who will coordinate and ensure competition of the preconstruction phase, as well as the construction phase. The Construction Manager will agree up front to a Guaranteed Minimum Price (GMP) as established. The cost is \$2.3 million.

***Vice Chairman Lemay made a motion to proceed with the RFP for the Church Street renovations, contingent upon a certified vote. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.***

Town Administrator Desruisseaux said this will go out with the June issuance for the bond with the municipal bond bank. Don Borrer is working out the timeline with the Bond Council on this.

**DPW DIRECTOR ADAM JACOBS**

**CMAQ Intersections/Main Street Construction**

DPW Director Jacobs said they attended a meeting with DOT to discuss our decision to close out the project. They realized the Town was very capable as far as roadwork is concerned, and understood our reasoning. The first thing is that the \$80,000 reimbursable from the first half doesn't have to be refunded, as long as we proceed with the plans that were approved. They will abide by the good faith clause.

The second piece of business was they dangled an 80% match in front of us. It was 55% prior. It introduces more problems with the timing of the project. We let them know of our concerns with the impact to Main Street with a multi-year project. He wasn't sure how the Board would feel about that so they prepared estimates to determine how to proceed.

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Town Administrator Desruisseaux clarified the 80% funding is just for the construction phase. DPW Director Jacobs said the outlying areas wouldn't be included. It is only for the intersections themselves. We would be paying market value for the parts they don't cover. It would be tough to coordinate with Sewer and Water. You are guaranteed a multi-year impact. It didn't make sense to put the Main Street part out to bid.

Option 1 is to put out to bid the two CMAQ intersections with Main Street in between. The cost is about \$300,000 higher than taking on the whole project ourselves. Option 2 is to not take DOT up on their offer and do it all in house. We would save about \$300,000. We would try to adhere to the one year timeline. Option 3 would be to take up the state on their 80/20 funding on the CMAQ intersections, and do the remainder in house the following year. Its \$170,000 cheaper on paper, but it's not the greatest plan. He's not sure about the impact to Main Street.

Selectman Brown said this would be a two year project. You wouldn't get Water and Sewer in there at the same time. He advocates option 3. DPW Director Jacobs said his gut tells him they will be happier going with option 2. Chairman Georgantas said there is a potential to save \$170,000 but we won't necessarily save it. Selectman Pierce clarified options 1 and 3 involve an outside contractor. With the risk in Water and Sewer work, you have unknowns which are change orders. They can be costly. By doing the work internally you can be more flexible in how you address those unknowns. Chairman Georgantas said the Water and Sewer departments are responsible for their costs.

Selectman Brown said he thinks it may be too much for DPW to take on. DPW Director Jacobs said now the plan for 2017 is to drop everything and this project is it. Chairman Georgantas said when we discussed it as a group we thought that was the way to go because we don't disrupt the businesses downtown as much. Town Administrator Desruisseaux asked how many years to get through the design. DPW Director Jacobs said the grant process is 6 years old. When you follow a grant it is different and more formal. Selectman Pierce said it is complicated when you follow the CMAQ federal guidelines. When you are working internally it is less complicated to execute.

*Selectman Brown made a motion to move forward with option 2. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**PUBLIC HEARING: Amend Speed Limit on East Union Street to 20 mph**

Chairman Georgantas said this is the first of two public meetings to be held on amending the speed limit on East Union Street.

Chairman Georgantas opened the hearing to the public at 7 pm. There was no comment from the public. The public hearing was closed at 7:01 pm.

**LED Street Light Conversion.**

DPW Director Jacobs said work is expected to begin at the week of March 21<sup>st</sup> and will take about three weeks. Fixtures have been ordered and are on route. It is just street lights only. If we want to do more later, we can discuss that. There are 475 fixtures. None were deleted and two were added. We are going from a 58 watt fixture to a 15 watt fixture. It will be about 1/3 the energy and you should start seeing the savings soon. The first year everything is under

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warranty and some fixtures will be available. The contractor will take care of the first year and Eversource will beyond that.

**Road Plan—Construction Plans and Update for Paige Hill Road**

DPW Director Jacobs said they propose 10 new structures on Paige Hill Road. They have started on branch trimming and under drain work. They will be meeting with the residents. He brought plans for a Town Hall copy and Selectmen review. He thanked the voters for their support in the additional funding for the road plan. They will be able to get additional work done. We will finish Black Brook Road from Tirrell Hill to East Dunbarton Road. We'll talk more about College Road as we come closer. They will work on Worthley Hill Road to Tyler Drive. Then they will finish the Glenridge/Maplewood neighborhood. If there is time at the end of the year they'd like to get to Stinson Road. It's in pretty rough shape and we'd like to get from Paige Hill Road to the beaver dam.

The final pedestrian bridge on Pleasant Street will need to be completed. We have a maintenance overlay of Elm Street. That is going to be from Paige Hill Road through Center Street to the roundabout. We will topcoat the three roads that were only base coated last year: Hooksett Road, Paige Hill Road and Black Brook Road. We have some thick shim and overlay on Snow Road and Rosemont. Both are in rough shape. Rosemont will hopefully be done post playground project. Seasonal road postings go in effect today. He doesn't have updates yet on the Joffre Road turnaround. He met with Country Squires Condo Association and is waiting to hear from them.

**Approval of RFP/Vendor Posting**

DPW Director Jacobs said there are five requests to advertise. There are 2 Roll-Off Utility Trailers, a 2016 Keith Walking Floor, Replacement for a Keith Walking Floor or equivalent, Closed Top Walking Floor Trash Trailer, AWD Ford Escape SUV--used, and a Ford F550 Crew Cab Pick-up.

*Selectman Brown made a motion to approve the RFPs for these items. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Closed Top Walking Floor Trash Trailer**

DPW Director Jacobs said this would be a request to non-advertise. We normally have a company come in for asphalt and gravel recycling. They have a vendor who is willing to hold their 2014 pricing. He recommends they continue with them—Bigfoot Crushing.

*Selectman Brown made a motion to move forward with this request. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Street Sweeping**

DPW Director Jacobs said street sweeping has an increase of \$5/hr. We've been happy with them. He only does 45 hours per year.

*Vice Chairman Lemay made a motion to continue with the street sweeping vendor. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF MARCH 14, 2016

**Uniform Service**

DPW Director said they have received no bids for uniforms. He contacted the vendors. Two have gone out of business. One was our current vendor. The others don't perform T-shirt laundering. If we change the specs we could contract with CINTAS under the US Communities contract for 3 years. Town Administrator Desruisseaux said it should contain a non-appropriation clause for a 3 year agreement.

*Selectman Brown made a motion to use CINTAS for Uniform Services, contingent upon it containing a non-appropriation clause and a three year agreement. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Request to post for seasonal laborers**

DPW Director Jacobs said there is no change from last year. There would be 3 cemetery and 3 highway employees. They would be hired for less than 6 months.

*Selectman Pierce made a motion to go forward with the post for seasonal laborers, to be less than six months. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Surplus in budget**

DPW Director Jacobs said he has about \$68,000 in Overtime in the budget and \$87,000 in salt in the budget leftover from last year. As we get further into the year, we will talk about it. This time last year the Overtime budget was gone. The 4 day work weeks starts the first week of April. Based on the work done on Paige Hill on Friday, he identified a serious safety item. Until now the Town has been using a basket manufactured by staff and mounted to the front of a bucket loader to raise a man up to trim trees. He would like to investigate getting a used bucket truck to do it safely. He's taken theirs out of service. Rental prices are about \$1,800 per week. After we get a chance to rent one, he will come back with a proposal, if they think it is something to add. Once you have a bucket truck, they may use it to trim things they've not reached before.

Chairman Georgantas asked if the dozer issue is closed out. The budget passed and would be effective tomorrow. Selectmen Brown asked about training people to use a bucket truck properly. If you hire a good crew that does this every day, they can get a lot done. Chairman Georgantas said that will be a discussion when it is brought forward to us. Town Administrator Desruisseaux said our insurance provider may also have training opportunities.

*7:22 pm Selectman Brown made a motion to enter into non-public session per RSA 91-A: 3 II (a) compensation, (b) hiring, (c) affect reputation and (d) consideration of acquisition of personal property. Vice Chairman Lemay seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

*7:43 pm Selectman Brown made a motion to exit non-public session. Vice Chairman Lemay seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

*Vice Chairman Lemay made a motion to seal the minutes to the non-public session. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice*

GOFFSTOWN BOARD OF SELECTMEN  
MEETING OF MARCH 14, 2016

*Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

*Vice Chairman Lemay made a motion to accept the Fire Chief's recommendation to hire a temporary firefighter for less than 6 months. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

*Vice Chairman Lemay made a motion to accept the Fire Chief's recommendation for acting Lieutenant for less than 6 months. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

*Selectman Pierce made a motion to authorize the Public Works Director to offer quote 7118 to the homeowner, and anything beyond that scope would be at the homeowner's expense. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

*7:45 pm Selectman Brown made a motion to adjourn. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

Respectfully submitted,

Gail Labrecque  
Recording Secretary

*Subject to approval by the Board of Selectmen.*

HIGHWAY SAFETY COMMITTEE  
MEMORANDUM  
03/16/16

TO: Board of Selectmen  
FROM: Director Adam Jacobs *AJ*  
IN RE: Shawna Vaccaro  
10 Robin Dr

Request for street light on Robin Drive

The Highway Safety Committee met on March 9, 2016 to discuss the aforementioned request. Present were Committee Members: Director of Public Works Adam Jacobs, Town Planner Jonathan O'Rourke, Captain Kerry Steckowych, Police Department Representative, Citizen Representative Ruth Gage, and Selectman Allen Brown.

The Committee had previously reviewed the surveying officer's report. After a discussion, the Committee voted 5-0-0 NOT TO RECOMMEND the installation of a street light on Robin Drive. This recommendation is based on the following:

- 1) There has not been any criminal activity reported in this particular area.
- 2) Recommendation made to the requestor to contact Eversource to obtain a private street light.

AJ/dmr

Selectmen Meeting Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Chairman, Board of Selectmen

HIGHWAY SAFETY COMMITTEE  
MEMORANDUM  
03/16/16

TO: Board of Selectmen  
FROM: Director Adam Jacobs *AJ*  
IN RE: Christine Templeton  
176 Kennedy Hill Rd

Request for speed bump on Kennedy Hill Rd.

The Highway Safety Committee met on March 9, 2016 to discuss the aforementioned request. Present were Committee Members: Director of Public Works Adam Jacobs, Town Planner Jonathan O'Rourke, Captain Kerry Steckowych, Police Department Representative, Citizen Representative Ruth Gage, and Selectman Allen Brown.

Mr. Brian Templeton was in also attendance.

The Committee had previously reviewed the surveying officer's report. After a discussion, the Committee voted 5-0-0 TO DENY the installation of speed bumps on Kennedy Hill Rd. Mr. Templeton then requested the committee to consider other signage such as Children at Play or Tractor Crossing. The Committee voted 5-0-0 to TABLE the request for other signage indefinitely until Mr. Templeton comes back to the Committee if issues are not resolved through enforcement. These recommendations are based on the following:

- 1) Speed bumps are ineffective and won't address the speed problem.
- 2) The Police Department will assign directed patrols for speed enforcement.

AJ/dmr

Selectmen Meeting Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Chairman, Board of Selectmen

Hc

HIGHWAY SAFETY COMMITTEE  
MEMORANDUM  
03/16/16

TO: Board of Selectmen  
FROM: Director Adam Jacobs *AJ*  
IN RE: Congregational Church of Goffstown  
8 Main St.

Request for a crosswalk from in front of Stark Hall to the parking lot behind the Church.

The Highway Safety Committee met on March 9, 2016 to discuss the aforementioned request. Present were Committee Members: Director of Public Works Adam Jacobs, Town Planner Jonathan O'Rourke, Captain Kerry Steckowych, Police Department Representative, Citizen Representative Ruth Gage, and Selectman Allen Brown.

The Committee had previously reviewed the surveying officer's report. After a discussion, the Committee voted 5-0-0 NOT TO RECOMMEND the installation of another crosswalk on Church St. This recommendation is based on the following:

- 1) There is one crosswalk on Church St at Main Street and another crosswalk by the Post Office/Citizen's Bank.
- 2) There is a safety concern of the proposed crosswalk leading directly into the parking lot behind the church.
- 3) Public Works Director Adam Jacobs advised that Church St is on the short list of attention from DPW and he will look for ways to rectify this problem.

AJ/dmr

Selectmen Meeting Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Selectmen

# Memorandum

**To:** Board of Selectmen

**From:** Adam L. Jacobs, Director of Public Works

**Date:** March 25<sup>th</sup>, 2016

**Re:** PRELIMINARY ESTIMATES FOR UNDERGROUND UTILITIES – MAIN ST.

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Per the BOS request, the DPW asked Eversource to provide an estimate of the cost of moving utilities underground in concert with the planned reconstruction of Main Street in 2017. The NH Public Utilities Commission allows costs of such work to be passed through to the requesting municipality. Eversource has provided a rough estimate of their costs as \$1.374M.

In addition to Eversource costs, the town would be responsible for moving all other utilities and installation of supporting infrastructure. The Town Engineer has used costs from the recent project in Concord to apportion a range of expected costs for the remainder of the work as roughly \$1.5 (town-as-GC) to \$2M (fully contracted). **The total cost of the undergrounding project (Factory Street- Summer Street) would be \$2.8M-\$3.3M.**

In order to move forward with design, Eversource would require a 10% up-front payment of their costs: \$137,000. During this design process, Eversource investigates the alternative of moving utilities to back alleyways to possibly achieve some savings.

If the town wants to remove overhead utilities on Main Street, this is definitely the time to do it. However, the overall cost seems to outweigh the potential economic and aesthetic gains. Due to the impact on the scope of work and the budget/warrant article approval process, I also think that it may be unrealistic to expect all work to be completed in 2017. If the BOS wishes to proceed, will need to determine the funding source for design costs and begin coordination immediately.

*Attachment: Village Underground Estimates*

## Village Underground Estimates

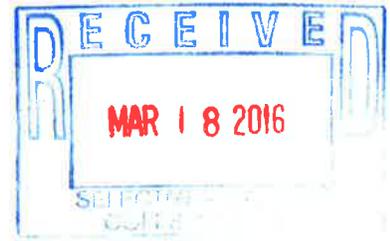
Utility	Concord Main Street	Goffstown Project	% of Total
Power	\$ 800,000.00	\$ <b>1,374,000.00</b>	41%
Phone	\$ 100,000.00	\$ 172,300.00	5%
Cable	\$ 20,000.00	\$ 34,500.00	1%
Fire Dept	\$ 25,000.00	\$ 43,100.00	1%
Contractor - Trench & Conduit	\$ 700,000.00	\$ 1,206,100.00	36%
Private Property Connections	\$ 300,000.00	\$ 516,900.00	15%
	\$ 1,945,000.00	\$ 3,346,900.00	100%

### **NOTES:**

***The Eversource estimated cost for relocation of power does not include the following and would be the responsibility of the Town or other utilities:***

- 1) All trenching, conduit systems, all cement foundations for transformer slabs, manholes, switchgear and sector cabinet bases will be furnished and installed by the customer to meet Eversource utility standards and any other applicable codes. This includes any ductbank that needs to be installed/attached to the Main St Bridge superstructure.
- 2) The new conduit underground system required to replace overhead services to existing building will be installed by the town or their agent. Installation must meet Eversource utility standards and any other applicable codes. There may be locations that incur additional cost as a result of the conversion. The preparation of these locations is the customer's responsibility.
- 3) The town may need to obtain easements from residential and business sites if the municipality or state does not have adequate space within the state or municipal ROW for the placement of Eversource equipment, and the acquisition of any permits needed for the Piscataquog River crossing and modifications to the bridge.
- 4) Eversource will supply standard meter sockets for the conversion from overhead to underground but is not responsible for their installation.
- 5) This estimate is for replacing Eversource facilities only; the town is responsible for acquiring estimates for relocation and/or replacement of other utilities.
- 6) Please be aware that when Eversource installs underground facilities that serve more than 26 customers, backup and loop feeds are required, so to properly feed the downtown area underground, it may be necessary to install new or upgrade existing overhead facilities adjacent to the project area, for example along Kendall Hadley Row, or Reed St or Cottage St.
- 7) Contractor costs would be much less as we are not paying for labor but will have to pay for conduit pipe and concrete for all foundations as required in Note #1.
- 8) Concord Main Street estimates were from McFarland Johnson for comparison purposes only as each job site is very unique and estimates will vary greatly.

5c



**FOR IMMEDIATE RELEASE**

**Energy Efficient Street Light Upgrade Project Commences in Goffstown**

*March 18th, 2016* – Residents of Goffstown will soon experience the benefits of the Town’s Energy Efficient Street Light Upgrade Project, which will convert existing street lights to Light Emitting Diode (LED) technology. The project will provide better lighting, save energy, and reduce the Town’s lighting bill by nearly 60%.

Utilizing public funds as well as a rebate from Eversource, the Town will convert 475 street lights to LED fixtures manufactured by GE. The project is managed by Tanko Lighting of San Francisco, CA and started in August 2015 with a comprehensive infrastructure audit to collect locations and characteristics of the Town’s existing street lighting system. After evaluating projected energy savings and approving sample LED lighting fixtures, the Town is proceeding with the implementation phase of the project. Installation will start in the next 7-10 days and be performed by Red Thread, based in East Hartford, CT. Work is expected to be completed by the end of April.

Not only will the project reduce the Town’s energy use, but it will also improve the color and quality of light throughout the town. The project was paid for by budget surplus in 2015 and that cost will be repaid by energy savings in less than three years.

For project information, contact the Department of Public Works at 497-3617 x200 or visit our website at: <http://www.goffstown.com/construction-projects.html>

###

# Memorandum

**To:** Board of Selectmen  
**From:** Adam L. Jacobs, Director of Public Works  
**Date:** March 24<sup>th</sup>, 2016  
**Re:** REQUEST TO ADVERTISE DPW POSITIONS

---

The DPW has two staff positions that are currently open, and I would like to request permission to advertise for these openings. Job descriptions for both are attached.

The first opening is a full-time Laborer. Primary duties include winter and summer maintenance operations for the Highway, Stormwater, and Cemetery Divisions. The pay range for this position is \$14.08 - \$21.08. Benefits per the Teamsters collective bargaining agreement.

The second is a part-time regular (20 hours/week) Solid Waste & Recycling Attendant for the Transfer Station. Primary duties include screening and loading recyclables, disposition and disassembly of appliances and larger items, brush and demo pile cleanup, and directing/assisting residents with item drop-off. I would propose a starting pay for this non-union position of \$13.93/hour (Grade 29, Step 1) with prorated benefits per the Town Personnel Plan.

Thank you for your consideration.

**JOB TITLE:** LABORER

**Job Description:** Performs general unskilled and skilled manual work requiring the ability to do heavy and strenuous physical labor in an efficient manner.

**Accountability:** Reports to Working Foreman or Job Captain

**Equipment Used:** Hand and power tools; sidewalk plow; pick-up trucks.

**Environment:** Inside: 5% Outside: 95%

### Duties and Responsibilities:

- Works on road maintenance crew doing general laboring tasks and heavy manual work in connection with sidewalk, street and highway maintenance and construction, bridge construction, cemetery projects (ie. opening and closing graves, etc.) and other Public Works projects.
- Ability to understand and follow simple verbal or written instructions.
- Attaches and removes snow plows and associated equipment from vehicles and performs sidewalk snow plowing, sidewalk salting and sanding operations, and/ or other activities to mitigate conditions caused by extreme weather conditions. Also may be required to perform as "wing man" on the dump trucks during snow plow operations.
- Loads and unloads stone, gravel, dirt, asphalt, timber and heavy mechanical equipment.
- Shovels, rakes and hand rolls asphalt and mixes concrete.
- Sweeps, shovels and cleans work site.
- Uses chain saw to fell trees and to cut wood into manageable lengths.
- Rods sewers and cleans catch basins. Cleans gutters, culverts, and other drainage structures.
- Mows grass, rakes grass and trims shrubbery at the Town owned cemetery and other DPW facility locations as required.
- Familiar with and executes safe work procedures associated with assigned work.
- Maintains effective working relationships with other employees and the public.
- Operates heavy and light equipment, if properly licensed and/ or in training.
- Availability 24 hours per day to meet emergency situations.
- Performs related work as required.

### Cognitive and Sensory Requirements:

**Talking:** Necessary for communicating with others.

**Hearing:** Constantly required when receiving instructions and communicating with staff and public.

**Sight:** Necessary to perform job effectively and safely.

**Tasting and Smelling:** Necessary for detecting fumes and gases.

### Special Vocational Preparation Requirement(s):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1. Short Demonstration only.                          | <input type="checkbox"/> 4. 91-180 days        | <input type="checkbox"/> 7. 2 to 4 years  |
| <input type="checkbox"/> 2. Any beyond short demo up to and including 30 days. | <input type="checkbox"/> 5. 181 days to 1 year | <input type="checkbox"/> 8. 4 - 10 years  |
| <input type="checkbox"/> 3. 30 - 90 days                                       | <input type="checkbox"/> 6. 1 - 2 years        | <input type="checkbox"/> 9. Over 10 years |

**Licensure/ Certification Requirements:** Valid NH drivers license.

**Other Training, Skills and Experience Requirements:** HS diploma or GED and experience in heavy manual labor in Public Works or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform all the necessary work required by Public Works.

### Summary of Occupational Exposures:

May be exposed to long periods of sunlight and/ or other adverse weather conditions. May be exposed to poisonous plants (ie. poison oak, sumac, ivy) and to insects (ie. bees, wasps, hornets, etc.). May be exposed to paints, solvents, hydraulic fluids, fuels. May be exposed to loud noises associated with construction equipment and activities. May be exposed to long periods of sitting and driving.

## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

**LIFT up to 10 lbs.:** Constantly required.  
**LIFT 11 to 25 lbs.:** Frequently required.  
**LIFT 26 to 50 lbs.:** Frequently required.  
**LIFT over 50 lbs.:** Occasionally required. Assistance may be available.

**CARRY up to 10 lbs.:** Frequently required.  
**CARRY 11 to 25 lbs.:** Frequently required.  
**CARRY 26 to 50 lbs.:** Occasionally required.  
**CARRY over 50 lbs.:** Occasionally required. Assistance may be available.

**REACH above shoulder height:** Occasionally required.  
**REACH at shoulder height:** Constantly required.  
**REACH below shoulder height:** Frequently required.

**PUSH/PULL:** Frequently required.

### HAND MANIPULATION

**Grasping:** Constantly required.  
**Handling:** Constantly required.  
**Torquing:** Occasionally required.  
**Fingering:** Frequently required.  
**Controls & Equipment:**  
 Hand and power tools and equipment; motor vehicles; telephone.

### OTHER PHYSICAL CONSIDERATIONS

**Twisting:** Occasionally required.  
**Bending:** Frequently required.  
**Crawling:** Occasionally required.  
**Squatting:** Occasionally required.  
**Kneeling:** Occasionally required.  
**Crouching:** Occasionally required.  
**Climbing:** Occasionally required.  
**Balancing:** Occasionally required.

### WORK SURFACE(s)

Rough, wet, slippery terrain. Concrete floor, dirt surfaces; trench work. Vehicle and equipment cabs.

### DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
Sit	①	2	3	4	5	6	7	8	①	2	3	4	5	6	7	8
Stand	1	2	③	4	5	6	7	8	1	2	③	4	5	6	7	8
Walk	①	2	3	4	5	6	7	8	1	2	3	④	5	6	7	8

**JOB TITLE: Solid Waste and Recycling Attendant**

**Job Description:** Hourly employee who works at the Transfer Station on a part time basis. The Attendant will be required to work Saturdays to assist the Solid Waste Operator and Scale-House Operator. Focus of responsibilities will be to assist Transfer Station users in the proper placement of refuse and recyclables materials at the Transfer Station. Employee is also, responsible for educating users on proper recycling methods to help increase Transfer Station recycling tonnage.

**Accountability:** Reports to the Utilities Superintendent.

**Equipment Used:** Hand and power tools; heavy and light construction equipment and vehicles; telephone and computer.

**Environment:** Inside 20% Outside 80%

**Duties and Responsibilities:**

- Serves as a liaison between Transfer Station users and the Town.
- Encourages public participation and helps with educational components of all of the solid waste, hazardous waste and recycling programs.
- Helps enforce recycling / solid waste ordinances, records and report violations to Utilities Superintendent.
- Will ensure the safety of the Public and co-workers during Transfer Station hours of operation.
- Will help implement new solid waste, hazardous waste and recycling programs for the community.
- Supports activities and personnel at the solid waste facility.
- Familiar with and executes safe work procedures associated with assigned work.
- Maintains effective working relationships with other employees and the public.
- Performs other duties as assigned.

**Cognitive and Sensory Requirements:**

**Talking:** Necessary for communicating with others.

**Hearing:** Constantly required when receiving instructions and communicating with staff and public.

**Sight:** Necessary to perform job effectively and safely.

**Tasting and Smelling:** Necessary for detecting fumes and gases.

**Special Vocational Preparation Requirements:**

**Licensure/Certification Requirements:** Valid NH drivers license required. NHDES Solid Waste Operators Certification (optional).

**Other Training, Skills and Experience Requirements:** High School education preferred and considerable experience as a skilled worker in solid waste and recycling required. Any combination of experience and training which provides the required knowledge, skills and abilities to perform all the necessary work required by the Department of Public Works.

**Summary of Occupational Exposures:**

May be exposed to long periods of sunlight and/or other adverse weather conditions.

May be exposed to poisonous plants (ie. poison oak, sumac, ivy) and to insects (ie. bees, wasps, hornets, etc.).

May be exposed to paints, solvents, hydraulic fluids, fuels and other potentially toxic chemicals.

## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

**Lift up to 10 lbs.:** Frequently required  
**Lift 11 to 25 lbs.:** Frequently required  
**Lift 26 to 50 lbs.:** Frequently required  
**Lift over 50 lbs.:** Occasionally required

**Carry up to 10 lbs.:** Frequently required  
**Carry 11 to 25 lbs.:** Frequently required  
**Carry 26 to 50 lbs.:** Frequently required  
**Carry over 50 lbs.:** Occasionally required

**Reach above shoulder height:**  
Occasionally required  
**Reach at shoulder height:**  
Frequently required  
**Reach below shoulder height:**  
Frequently required

**Push/Pull:** Occasionally required

### OTHER PHYSICAL REQUIREMENTS

**Twisting:** Frequently required  
**Bending:** Frequently required  
**Crawling:** Occasionally required  
**Squatting:** Frequently required

**Kneeling:** Frequently required  
**Crouching:** Frequently required  
**Climbing:** Frequently required  
**Balancing:** Frequently required

### WORK SURFACE (S)

Cabs of equipment and utility vehicles; wet, rough, slippery surfaces; concrete, asphalt, grass, dirt surfaces.

### HAND MANIPULATION

**Grasping:** Frequently required  
**Handling:** Frequently required  
**Torquing:** Occasionally required  
**Fingering:** Frequently required

**Controls & Equipment:**  
 Light construction  
 Equipment, light utility vehicles,  
 Hand and power tools, telephone, computer,  
 two-way radio

### DURING AN AVG 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
<b>Sit</b>	①	2	3	4	5	6	7	8	1	②	3	4	5	6	7	8
<b>Stand</b>	①	2	3	4	5	6	7	8	1	②	3	4	5	6	7	8
<b>Walk</b>	①	2	3	4	5	6	7	8	1	2	3	④	5	6	7	8

**RETURN RECORDED ORIGINAL TO:**

ADAM L. JACOBS  
DIRECTOR OF PUBLIC WORKS  
TOWN OF GOFFSTOWN  
404 ELM STREET  
GOFFSTOWN, NH 03045

5e

**TURNAROUND EASEMENT**

Know all men by these presents, that **Robert R. and Monica St. Onge** ("Grantors"), 28 Petain Street, Manchester, NH, 03102, located in the County of Hillsborough, State of New Hampshire, for and in consideration of the sum of one (\$1.00) dollar paid hereby does give, grant, bargain, sell, transfer, convey and confirm unto the Town of Goffstown, with a mailing address of 16 Main Street, Goffstown, N.H., 03045, and its successors and assigns forever the following:

*Perpetual easements* in and upon the *easement premises* described below, for the purposes and subject to the terms and conditions set forth herein.

**EASEMENT PREMISES**

The property which is made subject to the within easement by means of this conveyance and which is identified herein as the '*Easement Premises*', is a *portion* of that certain tract or parcel of land situated on **28 Petain Street** in Goffstown, Hillsborough County, State of New Hampshire, shown on the Town of Goffstown Tax Maps as **Map 18, Lot 38-4**. The portion of said Map 18, Lot 38-4 to which easements conveyed hereunder shall apply, shall be limited to the following area: a 25 foot wide by 35 foot deep area and located in the southwest corner of the property along Petain Street Right-of-Way. Within this area the Town will maintain a turnaround. The easement area shall also extend to such reasonable additional immediately contiguous property as may be necessary to maintain, repair and replace the same.

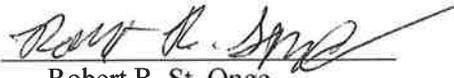
**EASEMENT TERMS**

The right and easement conveyed hereby shall consist of the perpetual right and easement to construct repair and maintain a turnaround under and across the aforementioned Property of Grantor beyond the limits of the present highway passing through and by Grantors' Property in the Town of Goffstown, as will or may be necessary to construct and maintain said turnaround in accordance with the Standard Practice of Highway Construction.

The Town shall have the right and easement to enter said Property at any and all reasonable times for the purpose of clearing out, maintaining or repairing said turnaround, providing however, that the Town shall be responsible for any and all damages to persons or property (including the property of Grantors) caused thereby. All damage incurred shall be repaired as well as the original upon completion of work performed. Grantors shall be notified prior to work being performed.

IN WITNESS WHEREOF, the parties have executed this Turnaround Easement as of the 21<sup>st</sup> day of March, 2016 at Goffstown, New Hampshire.

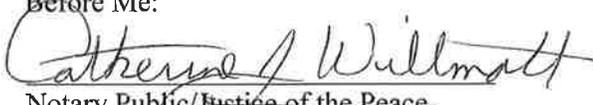
\_\_\_\_\_  
Witness

By:   
Robert R. St. Onge

By:   
Monica St. Onge

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

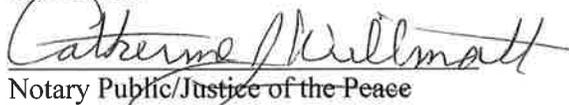
Personally appeared before me on the 21<sup>st</sup> day of March, 2016 the above-named **Robert R. St. Onge**, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

Before Me:  
  
Notary Public/Justice of the Peace

**CATHERINE J. WILLMOTT, Notary Public**  
My Commission Expires February 28, 2019

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

Personally appeared before me on the 21<sup>st</sup> day of March, 2016 the above-named **Monica St. Onge**, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

Before Me:  
  
Notary Public/Justice of the Peace

**CATHERINE J. WILLMOTT, Notary Public**  
My Commission Expires February 28, 2019

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### Legal Notice

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#### TOWN OF GOFFSTOWN PUBLIC HEARING

The Selectmen will conduct a Public Hearing (RSA 31:95-b) on **3/20/16 at 6:45 pm** at Goffstown Town Hall, 16 Main St. to accept and expend \$23,334 from the Town of New Boston for Police Dispatch Services and to spend said amount on a third dispatch console. *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 17)

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**TOWN OF GOFFSTOWN  
PUBLIC HEARING**

The Selectmen will conduct a Public Hearing (RSA 31:95-b) on 3/28/16 at 6:45 pm at Goffstown Town Hall, 16 Main St. to accept and expend \$23,334 from the Town of New Boston for Police Dispatch Services and to spend said amount on a third dispatch console. *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.*



# Town of Goffstown

7

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## 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](http://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 **520 AGASSIZ ST, BETHLEHEM, Grafton County, New Hampshire**. The premises are more particularly described in the Mortgage.

For mortgagor(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](mailto: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. Gavriluk A/K/A Susan Wijk Gaveriluk A/K/A Susan E. Gavriluk.** 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 3/28/16 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](http://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](http://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-





## TOWN OF GOFFSTOWN, NEW HAMPSHIRE

### AMBULANCE SERVICE RATES & PATIENT BILLING / COLLECTION POLICY

#### AMBULANCE SERVICE RATES:

The Town of Goffstown charges for all transported users or responsible parties that receive emergency ambulance services. The ambulance service rate / fee structure has been established to represent the current Medicare Rate + 35% designated additional percentage (adjusted annually as necessary), along with recognized fees. The 2016 recognized ambulance rates are as follows:

BLS (Basic Life Support) Emergency	\$568.63
ALS (Advanced Life Support) 1	\$814.65
ALS (Advanced Life Support) 2	\$1,527.54
SCT (Specialty Care Transport)	\$1,684.73
Mileage	\$16.25 per mile
Paramedic Intercept	\$300.00

The Town of Goffstown Fire Department also offers scheduled ambulance stand-by services for events (e.g. football games, concerts, political events). The rate for an ambulance to stand-by at an event is:

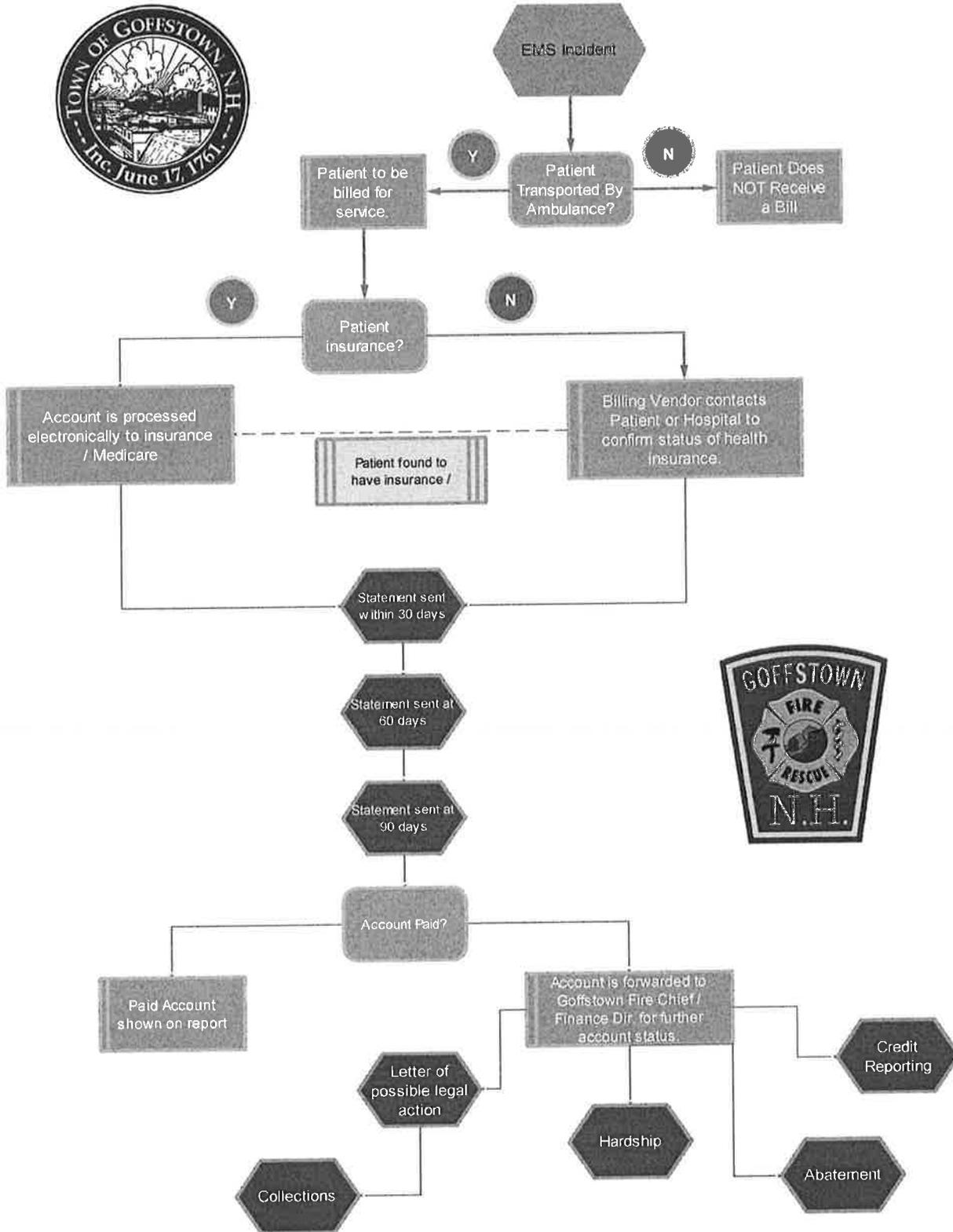
\$75.00 per hour for the ambulance;

*plus* the current established Special Detail Rate for each of the EMS attendants assigned to the event.

Note: Ambulance stand-by charges do not include any patient transport charges that may arise from services rendered at an event.

The purpose for charging for ambulance transport services is to recover costs necessary to maintain the Town's ambulance service (within the fire department). All revenue collected shall be placed into an established EMS Special Revenue Fund designed for the sole purpose of funding ambulance service operations. In order to maintain a desired level of ambulance services in the Town, future rate increases may be necessary to cover ambulance service costs.

# Town of Goffstown Ambulance Billing Process



### **ACCOUNT ABATEMENT REVIEW:**

Each month, the third-party ambulance billing agency will produce a list of patient accounts that have not been paid and balance due after exhausting the ambulance billing process. The review process will be conducted by representatives from the Town (e.g. Fire Department Secretary, and the Fire Chief).

The listed patient accounts disposition is to be routed to the Finance Director and the Fire Chief to:

- a. Send patient account to credit reporting bureau (see Delinquent Account Collection Process); or,
- b. Send patient account to third-party collection agency (see Delinquent Account Collection Process); or,
- c. Return patient account to billing agency for further consideration (pending newly discovered information); or,
- d. Abatement of the patient account balance due.

The Finance Director and Fire Chief shall forward all abatement / settlement actions to the Board of Selectmen.

The Fire Chief may (at his discretion) negotiate a settlement charge with payers to resolve any or all debts owed the Town of Goffstown due from ambulance charges.

The Fire Chief has been authorized by the Board of Selectmen (12/14/2015) to waive any ambulance charges related to any Town employee work-related ambulance transport.

Each patient may appeal to the Board of Selectmen if he/she disagrees with the decision that results from the review process.

### **HARDSHIP REVIEW & CRITERIA:**

Ambulance service financial hardship applications (see Attachment A) can be requested by any Goffstown resident that has been transported by the Goffstown Fire Department and feels that he/she cannot financially cover the costs for ambulance services rendered. The Town of Goffstown shall establish Hardship criteria based upon the nationally recognized poverty income levels (based on family size and residency; adjusted on an annual basis). The person(s) requesting an adjustment of any ambulance charges must show proof of income and assets (e.g. copy of latest payroll stubs, bank statements, and any other proof of an inability to pay) or special circumstances making it impossible to pay for any charges.

The Town of Goffstown shall assemble the services of designated Town Officials to address patient concerns related to patient hardship of ambulance service billable fees.

- a. A Hardship Review process shall be maintained for those patients who feel the fee for the ambulance service causes an undue financial hardship. The review process will be conducted by representatives from the Town (e.g. Fire Department Secretary, and the Fire Chief).
- b. Any patient transported by the fire department ambulance who informs the third-party billing agency that the fees cause an undue hardship shall be informed by the Town's Ambulance Billing Agency that the Hardship Review exists and that they may make application for consideration for a waiver of all or part of the fees or a payment plan for the fees. The patient shall have thirty (30) calendar days to make application to the Town from the date of the first invoice.
- c. The Hardship Review representatives shall meet at mutually agreed times and dates as necessary to discuss these hardship applications. If the patient is absolved of any or all of the obligation to pay the fee, the Fire Chief may approve the write-off of the waived portion of the account. If the Fire Chief rules that the patient should pay the fees, the Town of Goffstown shall be permitted to collect all fees by all means allowed by policy and law.
- d. The Fire Chief shall forward all Hardship write off / settlement actions to the Board of Selectmen.

Patients who do not reside in town at the time of the ambulance transport are not eligible for hardship consideration.

The Town of Goffstown utilizes the following income and liquid assets criteria (as established by the United States Department of Health and Human Services) to determine eligibility to cancel any or all ambulance charges:

Household Size	Annual Income
1	\$11,770
2	\$15,930
3	\$20,090
4	\$24,250
5	\$28,410
6	\$32,570
7	\$36,730
8	\$40,890

Note: The above eligibility criteria may be adjusted to conform to updates from U.S. Dept. of Health & Human Services and/or Census Bureau.

The Town of Goffstown may exercise its right to reduce the ambulance charges based on the information submitted through the Hardship process or establish a monthly payment plan (see Attachment B) to resolve any charges due the Town of Goffstown by the patient(s).

**DELINQUENT ACCOUNT COLLECTION PROCESS:**

The Town of Goffstown may exercise the right to send delinquent patient accounts to a credit reporting agency or to a contracted third-party collection agency. Accounts eligible for the collection process are those that have not been paid in full within 120 days from the date of service and are not in the active Hardship application process. This process will commence after review and approval by the Finance Director and the Fire Chief. The account information will be sent to the contracted agency for processing.

Collection Process actions may include the following:

- Telephone and written notification to the patient (or responsible party) of the collection activity on the account (completed by the ambulance billing service);
- Reporting to the Credit Bureau (Equifax and/or Trans Union), after written 2<sup>nd</sup> written notification and a 30-day opportunity to pay the account;

- If all efforts fail to collect on any delinquent accounts, a decision will be made whether further action is necessary (e.g. legal action, additional written action) through dialogue between the collection agency and the Town.

**AUTHORIZING SIGNATURES:**

The Ambulance Service Rates - Patient Billing / Collection Policy shall be in effect as of the following date and supersedes any / all previous established ambulance fee collection policy:

Date: \_\_\_\_\_

**BOARD OF SELECTMEN**

\_\_\_\_\_  
Peter Georgantas, Chairman

\_\_\_\_\_  
Mark Lemay, Vice Chairman

\_\_\_\_\_  
John "Allen" Brown, Selectman

\_\_\_\_\_  
Collis Adams, Selectman

\_\_\_\_\_  
David Pierce, Selectman



# Goffstown Fire Department

*"Committed to providing quality services to the community"*

18 Church Street, Goffstown, NH 03045  
Telephone (603) 497-3619  
Fax (603) 497-5704



## ATTACHMENT "A"

### APPLICATION FOR AMBULANCE SERVICE FINANCIAL HARDSHIP

I, \_\_\_\_\_ am requesting assistance with the ambulance service bill for (patient's name) \_\_\_\_\_, date of service \_\_\_\_\_, run number \_\_\_\_\_ for the amount of \$ \_\_\_\_\_. I am requesting: (please check one)

- Waiver of all or part of the amount due.
- To pay the bill using a monthly payment plan. (complete the next page only)

If requesting a waiver of the ambulance bill, please complete the form below and mail to the above address within 30 days:

I understand that this application is made so that the Town of Goffstown can determine my eligibility for uncompensated services based on the established criteria established by the Town. If any information I have given proves to be untrue, I understand that the Town of Goffstown may re-evaluate my financial status and take whatever action is deemed to be appropriate to recoup the ambulances charges owed.

I certify that the current information given is true and accurate to the best of my knowledge. I further attest that payment would create a hardship for me and I request a waiver of the ambulance service fee. Further, I will make application for any assistance (Medicare, Medical Assistance, Etc.) which may be available for payment of my ambulance service charges and I will assign or pay to the Town of Goffstown any amount received toward the ambulance service charges.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Your household size: \_\_\_\_\_ Total annual household income: \$ \_\_\_\_\_

Employment: List current employer (or retirement information)

Insurance: List all medical insurance coverage

Insurance Company: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Reason for request:  Financial Hardship  Other (Explain): \_\_\_\_\_

\*\* Attach copies of past 4 weeks of pay stubs or show proof of income and assets (bank statements) along with proof of your basic monthly expenses (utility bills, rent, or routine medications) that you would like to have considered in determining eligibility.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)



# Goffstown Fire Department

*"Committed to providing quality services to the community"*

18 Church Street, Goffstown, NH 03045

Telephone (603) 497-3619

Fax (603) 497-5704



## ATTACHMENT "B" EXTENDED PAYMENT PLAN FORM

Use this form to agree to an extended payment program arrangement with the Town of Goffstown in order to pay your ambulance bill(s). Please complete every field on this form, sign it and mail the form to the address above within 30 days.

\_\_\_\_\_  
Run Number from Bill

\_\_\_\_\_  
Patient's First Name                      M.I.                      Last Name

\_\_\_\_\_  
Patient's Address                      City/Town                      State                      ZIP

(     ) \_\_\_\_\_                      (     ) \_\_\_\_\_                      \_\_\_\_\_  
Home Phone                      Cell Phone                      email address

I authorize the Town of Goffstown ambulance billing agency to bill me once a month as indicated below. The Town of Goffstown will not charge you interest on this payment plan (Minimum \$50.00 per month).

- Check this box to pay \$100 per month until your bill is paid in full.
- Check this box to pay \$75 per month until your bill is paid in full.
- Check this box to pay \$50 per month until your bill is paid in full.

Or, you can check the box below and indicate how much you will pay per month:

Enter the amount here: \$ \_\_\_\_\_

Your signature below affirms that you need an extended payment arrangement and authorizes the Town of Goffstown and its ambulance billing agency to bill you once per month for the amount indicated above until your bill is paid in full.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## MEMORANDUM

To : Susan Desruisseaux, Town Administrator  
Board of Selectmen

From : Chief Richard O'Brien

CC : file

Date : March 23, 2016

RE : BOS Request – Ambulance Billing Policy / Rate Change

The purpose of this memorandum is to request the Board of Selectmen to approve the attached revised Ambulance Service Rates & Patient Billing / Collection Policy.

Each year, the Centers for Medicare Service (CMS) revise its allowable Medicare Rates. The new rates reflect the rate adjustment and the 'mileage' rates to reflect a reasonable charge for fuel and to maintain the fleet of ambulances.

The revised policy also includes the BOS decision not to bill Town employees if injured while working for the Town.

If you have any further questions or concerns regarding this issue, please feel free to contact me. Thank you.



TeamEngineerNH, PLLC  
67B North Mast Street  
Goffstown, NH 03045-1729  
Tel 603.497.3137  
Fax 603.497.4918  
www.engineernh.com

March 15, 2016

Town of Goffstown  
Attn. Derek Horne  
16 Main Street  
Goffstown, NH 03045

Property:  
Goffstown Town Hall Extension  
16 Main Street  
Goffstown, NH 03045

Re.: Settlement Concerns at Goffstown Town Hall

Dear Derek,

At your request an engineering consultation regarding the above property was performed on March 15, 2016. The primary purpose of this report is to measure and document settlement concerns with the extension. This report was performed as a follow up to our May 15, 2015 study on the same subject.

This inspection was performed by and report written by John Turner, P.E. For your interest, a copy of Mr. Turner's resume is attached.

#### **SUMMARY**

The south corner of the building continues to settle abnormally. We measured the additional settlement (in the last 10 months) of the corner at ¼" and about ½" below the outboard end of the mobile file system.

There has been no additional settlement of the interior column directly below the mobile filing system.

We recommend that this condition be at least arrested (if not corrected) using perimeter helical pier (or similar) foundation support technology.



## **LIMITATIONS**

This report is the complete response to your request for a study or an inspection of this property. If you have any questions about this report or our inspection, please call your engineer for clarification.

As you requested, this evaluation is limited in scope, focusing on the main floor - south corner settlement and related foundation questions only.

As Professional Engineers, it is our responsibility to evaluate available evidence relevant to the purpose of this inspection. We are not, however, responsible for conditions that could not be seen or were not within the scope of our service at the time of the inspection.

## **DESCRIPTION**

This study concerns the circa 1969 extension of the Goffstown Town Hall.

This portion of the building is a one plus story gable style structure with brick masonry exterior walls and a mostly finished half depth basement.

There are perimeter cast in place concrete foundation walls and a steel beam with wood plank floor system for the upper floor.

## **BACKGROUND**

In addition to observations made in 2015, the staff in the Town Offices reported a perception that wall cracks have increased and that the moveable file system operation has changed. We witnessed a demonstration of one of the moveable files “rolling downhill”. The perception and observations are consistent with our measurements.

## **OBSERVATIONS AND COMMENTS**

We repeated settlement measurements performed in 2015. Again, we used a combination of a Zip brand level and laser level technology. We have included a sketch showing these measurements and respective locations. The following table summarizes results – all numbers are in inches relative to a common location.

Location	2015-Laser	2015-Zip	2016-Laser	2016-Zip	Change – Laser	Change – Zip
Former Entry Door/Window	-1 1/2	-1.6	-1.5	-1.6	0	0
Perimeter Foundation Below Moveable Files	-2	-2.2	-2 7/16	-2.4	-7/16	-.2
Southeast Corner of Foundation	-3 ¼	-3.4	- 3 ¾	-3.7	-1/2	-0.3
Inboard Column Below Moveable Files	-1/4	-0.3	-1.4	-0.3	0	0

I have deliberately maintained the units as fractions for the laser level (measurements are made with a tape measure) vs. the digital display of the Zip Level. The results are not perfect between the two technologies, but they are consistent. Both technologies show no ten month settlement of the inboard column and of the foundation near the former entry door (now east side window).

This year’s observations were very significant with regard to the specific location of the settlement problems. By our measurements, the “current problem” is limited to the corner of the foundation now labeled as “10 month settlement observed.” We have also labeled an “affected south wall” as when the corner is involved, clearly the adjacent wall is also affected. This means that any foundation repair should provide improved support at both the east and south sides near the southeast corner.

The most common repair technology for this condition are helical piers. These could be installed to arrest further movement/settlement. Restoration of this corner to “level” would add significantly to consequential damage and cost. I have enclosed a brochure to give you a general understanding of this technology. Please advise if you wish further assistance with establishing and/or implementing a repair plan.

Thank you for the opportunity to be of assistance to you.

Sincerely,




John Turner, PE

JPT/

Enclosures

Distribution via email to: [dhome@goffstownnh.gov](mailto:dhome@goffstownnh.gov)



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**A SOLID FOUNDATION SOLUTION<sup>®</sup>**

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Helical Anchor/Foundation Capacity Software

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The only interactive software in the industry that lets you solve your project requirements with helical anchor solutions. Immediately!

Available on CD.  
For a FREE demo, visit our web site!



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Helical Anchor/Foundation Capacity Software  
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# The standard construction practice to build on — CHANCE® INSTANT FOUNDATION® Systems

## History

We have continually introduced new tension and compression anchor products over the 90 years since founder A. Bishop Chance developed his first patented earth anchor. PISA® (power-installed screw) anchors are among the most significant, developed for electric and telephone utilities, pipeline and construction industries.



## Case Histories

On request, briefs about jobs by Chance certified contractors give such details as geotechnical data, loads and anchors used for most types of applications listed.

## Bearing-Plate Theory

The bearing calculations are suitable for both compression and tension as long as the soils being loaded are considered.

Foundation design typically can be divided into two steps:

1. Select anchor-helix configuration based on soil characteristics and load.
2. Select shaft configuration based on load and anticipated installation torque.

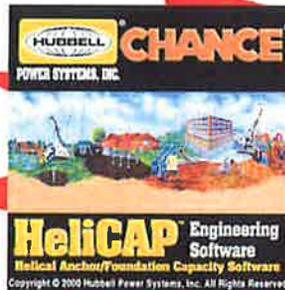
### Capacity Equation

The design procedure utilized by the A.B. Chance Company is based upon the well-known General Bearing Capacity Equation:

$$q_u = cN_c + \bar{q}N_q$$

where  
 $q_u$  ultimate soil bearing pressure  
 $c$  cohesion of soil  
 $\bar{q}$  overburden pressure  
 $N_c$  } bearing capacity factors for  
 $N_q$  } local shear conditions

## Computer Assisted Design Package



**NEW!  
EXCLUSIVE!**  
Available on CD!

For a FREE demonstration, visit our web site:  
[www.hubbell/abchance.com](http://www.hubbell/abchance.com)

The only computer program of its kind, Chance® HeliCAP™ Engineering Software is an easy-to-use interactive program that provides helical anchor solutions for foundation and retaining projects. Its graphics simulate “virtual anchoring” on screen in a PC Windows environment. It performs powerful, sophisticated calculations, based on your project parameters, to derive the proper Chance anchor.

Available on CD, it includes Help screens and Reference materials as close as your keyboard. It gives you prompts to maintain control over essential criteria to

effect the same process Chance anchor-application engineers employ daily to analyze problems and specify solutions.

### You make these inputs:

1. Soil type, layer depths, strength parameters;
2. Anchor length, helix configuration, angle of installation, distance to datum;
3. Load — magnitude and direction.

### It gives you this output:

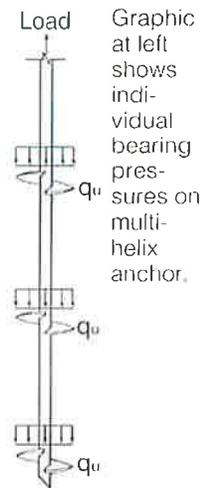
Bearing capacities in tension and compression of an anchor in the given soil conditions.

The load capacity of a multi-helix anchor is the sum of all individual helix capacities. Individual helix bearing capacity is the product of its projected area ( $A_h$ ) and the bearing pressure ( $q_u$ ). Reduction in load capacity should be accounted for in sensitive soils. Allowances should be made when the zone of influence for a helix includes strata of different strengths. This analysis depends on a “deep bearing” failure mode. This condition is satisfied when the helix depth-to-diameter ratio is a minimum of 5.

### Holding Strength related to Installing Torque

Monitoring installation torque helps indicate anchor capacity. The ratio between holding capacity in pounds and installation torque in foot-pounds may range from 7 to

more than 20, but the rule-of-thumb value of 10 can be used in many soils. Torque monitors are available from Chance. Their use provides a good method of quality control during installation.



Model in clay, above, illustrates “deep anchorage” failure mode. (Bobbitt, 1968)

# The standard construction practice to build on — CHANCE® INSTANT FOUNDATION® Systems

## Product Benefits

The standard construction practice using Chance helical anchors comprises round and square steel shafts for the best economies to carry certain loads. To increase product life in aggressive soils, hot-dip galvanizing to ASTM specifications normally is supplied.

For new construction, expansion or repair projects, compression and/or tension loads and soil conditions dictate the Chance anchor solution. In most soils, the steel anchors alone provide the needed performance. Only where extremely troublesome soils exist do Chance anchors and grout need to be combined.

### General advantages:

- Predictable results
- Lower installed costs
- Achieve design loads in given soils
- Clean – No excavation spoils to remove
- One-trip convenience: No site preparation
- Install in any weather
- Easy to store/transport
- Install in limited-access situations

**All-steel** HELICAL PIER® Foundation Systems  
INSTANT FOUNDATION® Systems

### helical-anchor advantage:

- Can be loaded immediately

**Grouted** HELICAL PULLDOWN™ Micropiles

### helical-anchor advantage:

- Installs through weak surface soils

Special techniques, tools, designs and sizes derived over 93 years of engineering experience and expertise give Chance helical anchors advantages not easily duplicated. They extend bearing plates into stable strata under expansive surface soils without significant disturbance. For additional load, both friction and end-bearing capacities can be mobilized with the addition of a grout column.

For your assurance of high quality, the Chance Company manufacturing system has earned registration by ISO certification. When you specify Chance anchors, you have selected the highest caliber from leader of the anchor industry.



ISO 9001-1994  
Cert. No. 001136

A. B. Chance Co.  
Centralia, MO USA

## Universe of Products and Applications

### • HELICAL PIER® Foundation Systems and HELICAL PULLDOWN™ Micropiles —

#### Residential & Commercial Repairs . . . . . 4-6

- Lifting and/or stabilizing structures
- Seismic-restraint retrofitting foundations
- Foundation wall straightening/stabilization

#### New Commercial & Industrial Foundation Construction & Expansion . . . . . 4-6

- New-construction deepened foundations

#### Telecom & Power Towers Supports & Guys . . . 6-7

- Foundations for self-supporting and guyed structures

#### SOIL SCREW® Retention Wall System . . . . . 8-9

- Gravity walls for earth retention, revetments, dams, levees, roadways

#### Tieback Tension-Anchor System . . . . . 8-9

- Sitework preconstruction tiebacks, revetments, dams, levees, roadways

#### Geo-environmental Support Systems . . . . . 12

- Environmental walkway supports
- Harbor boat and aquaculture moorings
- Pipeline and storage tank supports and restraint anchors

### • INSTANT FOUNDATION® System —

#### Equipment Platform Foundations . . . . . 7

- Such as related to telecom and power towers

#### Lighting & Construction Uses . . . . . 10-11

- Area, parking, bollard, street and roadway
- Solar panels, CATV, telephone callbox and pay stations

## Services

For a variety of projects, Chance screw anchors have proven reliable in all soil conditions. This cumulative experience gives Chance unique support resources for:

- Certified installers
  - Training and field supervision
- Design assistance
  - Geotechnical engineering guidance for special cases
- Standard and special designs to match applications and soils.

## Capabilities

Because screw anchors are reliable for predictable holding capacities and low installed costs, they are being used in a growing number of applications. Compression loads per anchor as high as 300,000 lb. and tension loads as high as 200,000 lb. can be achieved. Special terminations transfer structure load to the anchors.

Chance engineering expertise, with 1,400,000 sq. ft. of manufacturing facilities, leads the world in anchor development and quality.

• **Foundation Repairs — Residential & Commercial**  
**HELICAL PIER® Foundation Systems**  
**HELICAL PULLDOWN™ Micropiles** see pages 6 & 7.

**Description**

Square-Shaft (SS) HELICAL PIER® Foundation Systems anchors are designed for installation ease and to maximize load capacity of each helix. Shafts and helices are of steel selected for specific installing torques and design loads. Chance screw anchors are effective in compression because soil supports the shafts against buckling.

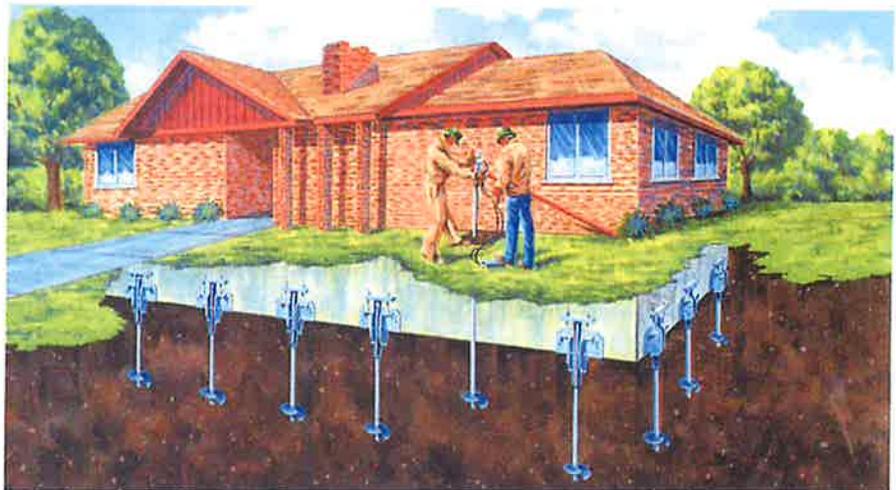
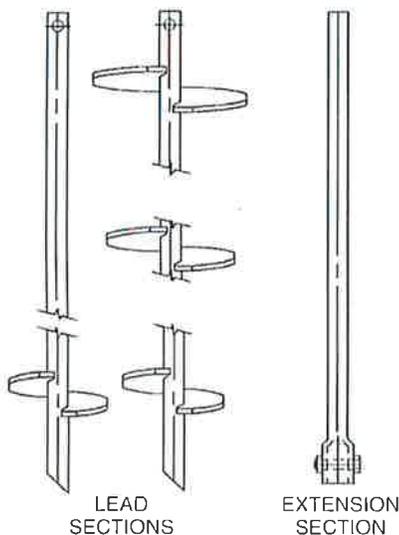
**Only dealers trained and certified by the Chance Company are to install the patented HELICAL PIER® Foundation Systems.**

Installing equipment may be a portable rotary tool or a digger motor on a utility truck, caisson drill, backhoe or skid-steer loader with torque motor attached. Important equipment characteristics are torque output, rotational speed, down pressure capability and angle control.

Torque can be monitored during anchor installation for production control. An empirical factor (usually 10 ft.<sup>-1</sup>) is multiplied times the average torque over the final 3 feet of installation to estimate ultimate capacity.

Typical applications are deepened foundation anchors for new construction and stabilizing/lifting repairs of existing foundations.

**Components, Parts**



For retrofit applications, brackets are placed at intervals around the building. Anchor bolts hold brackets to the footing. HELICAL PIER® Foundation Systems anchors install through the brackets. Special tool permits hydraulic jack to transfer load to brackets and foundation anchors. Nuts on each bracket's two vertical bolts lock off load before jack is removed.

For new construction applications, HELICAL PIER® Foundation Systems anchors install at intervals between footing forms and tie into the rebar gridwork prior to pouring concrete.

For such higher loads as commercial and industrial construction or expansion applications, HELICAL PULLDOWN™ Micropiles may be installed in the same manner as above. That is, at intervals between

**Engineering Guide Specifications**

Details on Chance HELICAL PIER® Foundation Systems are available upon request in the three-part section Manu-Spec® format.

**Building Code Listings**

Building code listings for Chance HELICAL PIER® Foundation Systems include:

- BOCA Report No. 94-27,
- ICBO Report No. ER5110,
- SBCCI Report No. 9504B.

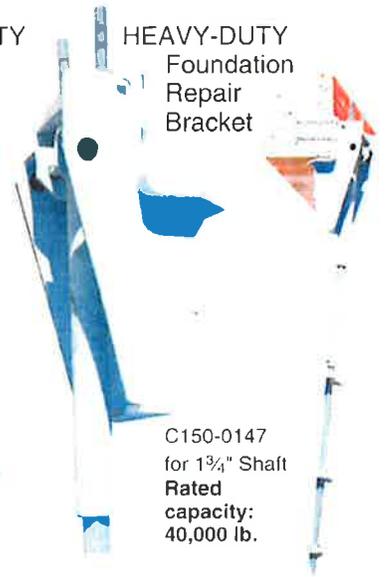
LIGHT-DUTY Bracket



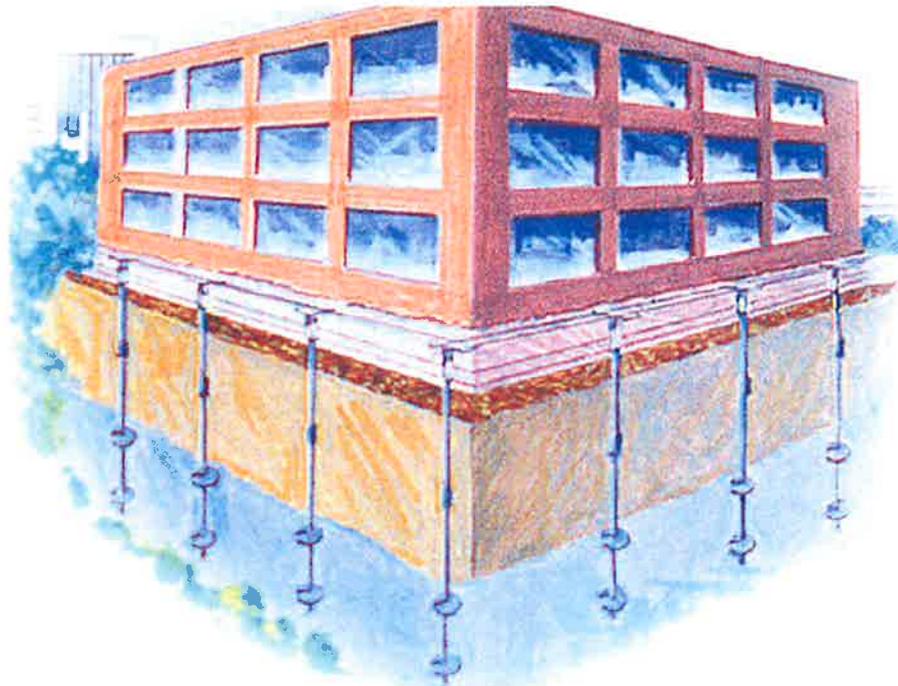
STANDARD-DUTY Foundation Repair Brackets



HEAVY-DUTY Foundation Repair Bracket



• **New Foundation Construction — Residential & Commercial**  
**HELICAL PIER® Foundation Systems**  
**DURA-GRIP™ Wall Repair System and Screw Anchor Wall Kit**



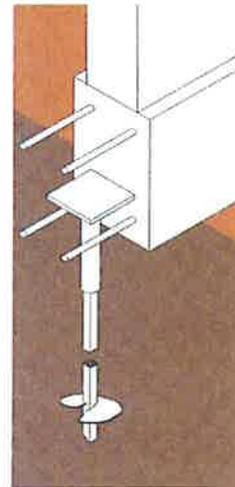
footing forms and tied into the rebar gridwork prior to pouring concrete. For more information on this compos-

ite friction/end-bearing pile method utilizing screw anchor technology, see pages 6 and 7.

**NEW-CONSTRUCTION BRACKET**



Brackets for new construction are placed on anchors in between footing forms and tied to rebar before concrete pour.



Catalog No. C150-0458 for 1½" Shafts and C150-0459 for 1¼" Shafts

**SEISMIC/UPLIFT-RESTRAINT BRACKET KIT**



U.S. Patent 5,213,448

Rated Capacity: 7,500 lb.

Fits on Standard Brackets

Catalog No. C150-0298 and C150-0299



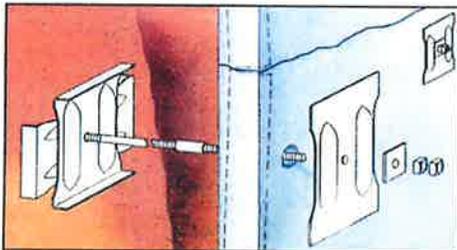
Remedial bracket resists upward forces that can damage foundations and structures.

In seismic areas, locate at the ends of a shear wall. In expansive soils, place around the perimeter.

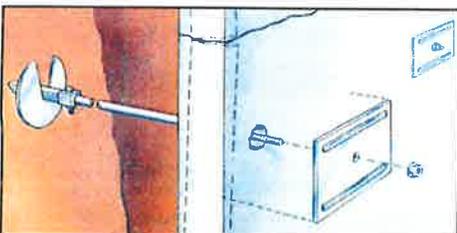
To resist uplift only, Kit may be installed with only T-Pipe E150-0294

or E150-0295 on an anchor. Kit requires 20" to 24" vertical surface above the bottom of the foundation and concrete with a minimum rating of 2,000 psi. Kit includes bracket, epoxy bond, instructions and anchor bolt/stud requirements.

**DURA-GRIP™ WALL REPAIR SYSTEM AND SCREW ANCHOR WALL KIT**



Above, DURA-GRIP™ Wall Repair System cross plate anchors tie back retaining and foundation walls.

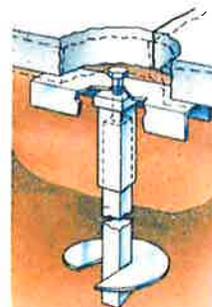


Here are two fast alternatives for saving foundation walls at less expense and trouble than replacement. DURA-GRIP™ Wall Repair System uses cross plate anchors placed in vertical holes in undisturbed soil away from the wall. Rods are driven through holes in the wall and secured to the wall with steel plates, washers and nuts. Torquing the rods stabilizes the wall against further movement. If the wall is to be straightened immediately, first excavating along the entire length and depth of the wall to relieve pressure permits using either the DURA-GRIP System or the Screw Anchor Wall Kit.

At left, screw anchors tie back retaining and foundation walls.

**SLAB-REPAIR BRACKET**

Slab-repair bracket kit for stabilizing uneven or damaged floors. Bolt adjusts through cap fitting on top of anchor so channel lifts floor.



Catalog No. T150-0085 for 1½" Shaft, includes channel, bolt and anchor terminator. Rated capacity: 5,000 lb.

- **Underpinning Commercial/Industrial Construction/Expansion**
  - **Tower Foundations for Telecom and Power Transmission\***
- HELICAL PULLDOWN™ Micropiles** \*For guying, see SS anchors, pp. 8 & 9.

## Description

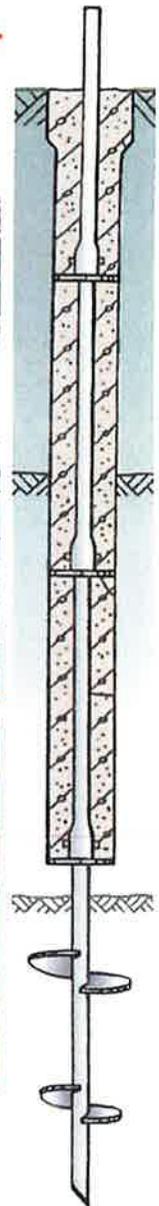
HELICAL PULLDOWN™ Micropile is a patented composite end-bearing/friction pile well suited for resistance to bending moments and lateral loads in poor soil conditions by transferring load to high end-bearing-capacity helical plates. It consists of a steel screw anchor with a 4" to 10" grout column around the shaft above the helical plates. Design is specified per application and may consist of Type SS (square-shaft, pages 8 & 9), Type HS (page 7) or their combination. Displacement plates added at extension joints form void in the soil filled by grout reservoir on grade as anchor is torqued into the soil. Column may be sleeved during installation if required.

Torque monitoring contributes to production control. To estimate ultimate bearing capacity, an empirical factor (usually 10 ft.<sup>-1</sup>) is multiplied times the average torque over the final 3 feet of installation.

Typical applications are construction and expansion of commercial and industrial building foundations, and tower foundations for power and telecommunications. Connections may be by steel fabricated brackets or integration into rebar gridwork of concrete pile cap.

## Advantages

- **High-capacity: Tested to 300 kips**
- **Installs in limited access areas**
- **Cost-effective, proven method**
- **No excavation, no spoils**



*Typical application of HELICAL PULLDOWN™ Micropile using Type SS anchors and grout column above the helical plates.*



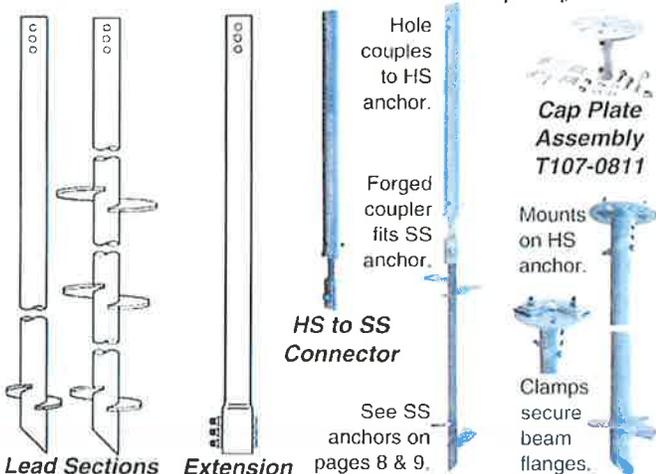
**Displacement plates form grout column to design depth. Measuring grout volume indicates formation of column. Torque monitoring contributes to field production control.**

- **Tower Foundations for Telecom and Power Transmission\***
  - **Equipment Platform Foundations** \*For guying, see SS anchors, pp. 8 & 9.
- HELICAL PULLDOWN™ Micropiles & INSTANT FOUNDATION® System**

## Description

High-Strength (HS) INSTANT FOUNDATION® anchors have 3½-inch-O.D. pipe shafts for resistance to bending moments and lateral loads. Type T/C (Tension/Compression) INSTANT FOUNDATION anchors have lead sections of 3½-inch-O.D. pipe and extensions of 8-inch-O.D. pipe with helical couplers. The lead section and extensions bolt together and have a maximum installation torque rating of 11,000 ft.-lb.

Monitoring installation torque contributes to production control. An empirical factor (usually 7 ft.<sup>-1</sup>) is multiplied times the average torque over the final 3 feet of installation to estimate ultimate capacity.



### Type HS INSTANT FOUNDATION® Anchors

Lead Sections		
Helices & Diameter	Length	Catalog No.
8" & 10"	3½ ft.	C107-0560
10" & 12"	5 ft.	C107-0561
12" & 14"	5 ft.	C107-0562
10"	7 ft.	T107-0813
10" & 12"	7 ft.	C107-0023
10" & 12" & 14"	7 ft.	C107-0564
10" & 12"	10 ft.	T107-0812
10", 12", 14" & 14"	10 ft.	C107-0567
Extension Sections		
N/A	3 ft.	C107-0573
N/A	5 ft.	C107-0574
N/A	7 ft.	C107-0575

HS to SS Connectors (100,000 lb. axial load rating)	
HS to SS175 (1¾" square shaft anchors)	T107-0808
HS to SS200 (2" square shaft anchors)	T107-0809

**Cap Plate Assembly for compression loading only**

4<sup>11/16</sup>" to 7<sup>5/16</sup>" bolt circle on 10"-dia. plate T107-0811 with 8 slots, each 1<sup>1/16</sup>" x 2" @ 45°; plus ¾" through bolt & nut, and 2 clamp plate sets

Typical applications are anchor grillages for guyed and self-supported telecom and power transmission tower and foundations for buildings and platforms. Connections may be by steel fabricated brackets or integration into rebar gridwork of concrete pile cap.

## Advantages

- Multi-element pile groups can be designed to match ultra-high loads
- Higher shear capacities
- Cost-effective, proven
- No excavation, no spoils



### Type T/C INSTANT FOUNDATION® Anchors

<p><b>Terminations</b> Bolted, welded or grouted for single elements plus multi-element grillages</p>	<p><b>&lt; Lead Sections</b> 5, 7, 10 ft. lengths and helices per job requirements</p>
<p><b>Extension &gt; Sections</b> 3, 5, 7, 10 ft. lengths with 14" diameter helical couplers</p>	

# CHANCE® • SOIL SCREW® Retention Wall System

## • Tieback Tension-Anchor System

### Description

For retaining projects, Chance screw anchors can be matched to soil and heavy tension loads in the same way HELICAL PIER® Foundation Systems anchors are for compression applications.

**Soil Nailing** – SOIL SCREW® Retention Wall System uses screw anchors as bearing devices as compared to grouted anchors which rely on friction. To construct a gravity wall to reinforce the soil, SOIL SCREW anchors have bearing plates spaced along their entire lengths. Anchor size and grid spacing are designed to local soil conditions and load requirements. A shotcrete-reinforced veneer often is applied to the wall face.

**Tieback** – Chance screw anchors for tiebacks in soldier-pile/waler walls come with shaft sizes and single- or multi-helix plate diameters selected for job-specific requirements. Applications include building sitework, roadways, retaining walls, levees, dams and revetments.

### SOIL SCREW® System: soil nail application



### Tieback tension-anchor application



### Advantages

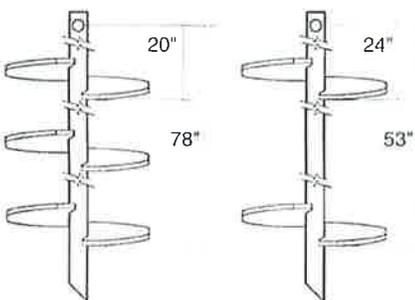
- Competitive installing costs
- Immediate loading
- Installs in any weather
- Speeds site preparation
- No spoils to remove
- Predictable results
- Removable where necessary
- Installs with available equipment
- Labor-saving - keeps crew size small
- True helix installs with ease, minimal disturbance
- Less equipment (no concrete trucks or grout pumps)

### Components, Parts — for SOIL SCREW® uses only on this page

Rated for 5,500 ft.-lb. maximum installation torque and 70,000 lb. mini-

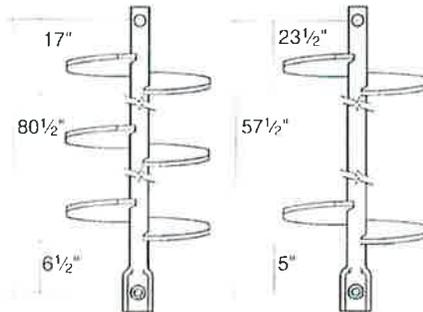
mum ultimate tension strength, SS5 anchors have 1½"-square steel shafts

and 8"-diameter helices and are hot-dip galvanized after assembly.



Three-Helix  
SOIL SCREW®  
Lead Section  
C110-0691

Two-Helix  
SOIL SCREW®  
Lead Section  
C110-0692

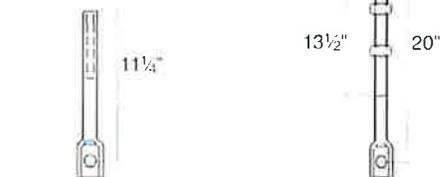


Three-Helix  
SOIL SCREW®  
Extension  
C110-0689

Two-Helix  
SOIL SCREW®  
Extension  
C110-0690

### SOIL SCREW® Termination Adapters

Both are hot-dip galvanized steel and fit 1½" square shaft SS5 anchors.

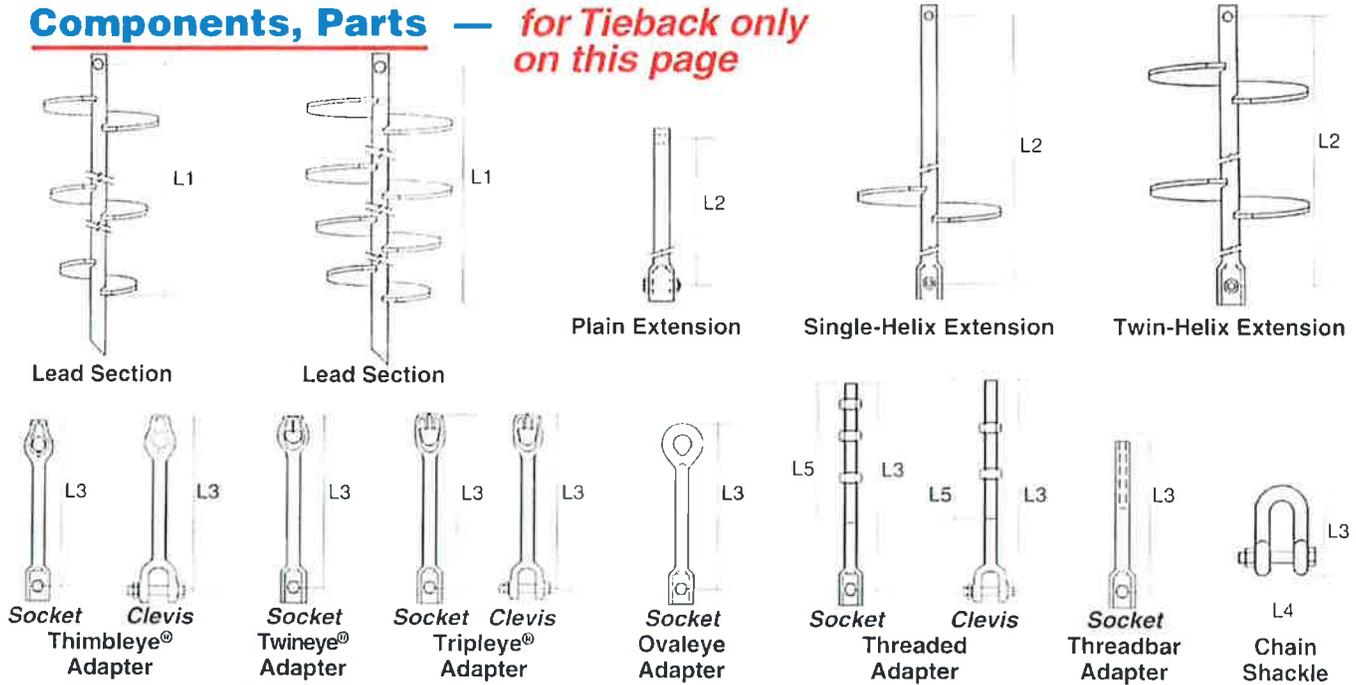


1" Threadbar  
Adapter  
C114-0009

Threaded  
Adapter  
C110-0026

**•SOIL SCREW® Retention Wall System**  
**•Tieback Tension-Anchor System**

**Components, Parts — for Tieback only on this page**



Mechanical Ratings	SS 150 1.50" Square Shaft			SS 175 1.75" Square Shaft			SS 200 2.00" Square Shaft			SS 225 2.25" Square Shaft			
	Max. Installation Torque	7,000 ft.-lb.			10,000 ft.-lb.			15,000 ft.-lb.			20,000 ft.-lb.		
Min. Ult. Tension Strength	70,000 lb.			100,000 lb.			150,000 lb.			200,000 lb.			
Lead Sections Helix Configuration and Diameter(s)	Catalog Number and Length												
	SS 150			SS 175			SS 200			SS 225			
	Galv.	Non-Galv.	L1	Galv.	Non-Galv.	L1	Galv.	Non-Galv.	L1	Galv.	Non-Galv.	L1	
8" & 10"	C110-0385	C114-0014	30"	C110-0227	C114-0020	30"	—	—	—	—	—	—	
6" 8" & 10"	—	—	—	—	—	—	C110-0569	C114-0214	60"	C110-0543	C114-0187	54"	
8" 10" & 12"	C110-0386	C114-0015	57"	C110-0235	C114-0021	60"	C110-0570	C114-0215	60"	C110-0544	C114-0188	75"	
10" 12" & 14"	—	—	—	T110-0674	—	77"	—	—	—	—	—	—	
14" 14" & 14"	C110-0504	C114-0149	120"	C110-0505	C114-0084	124"	C110-0572	C114-0216	122"	C110-0545	C114-0190	114"	
6" 8" 10" & 12"	—	—	—	C110-0571	—	79"	—	—	—	—	—	—	
8" 10" 12" & 14"	—	C114-0100	120"	C110-0247	C114-0101	124"	C110-0573	C114-0217	122"	C110-0591	C114-0189	115"	
Extension Sections	Galv.	Non-Galv.	L2	Galv.	Non-Galv.	L2	Galv.	Non-Galv.	L2	Galv.	Non-Galv.	L2	
None	C110-0388	C114-0016	37"	C110-0136	C114-0022	37"	C110-0563	C114-0209	37"	C110-0645	C114-0243	40"	
None	C110-0470	C114-0104	59"	C110-0137	C114-0105	59"	C110-0564	C114-0210	58"	C110-0646	C114-0244	52"	
None	C110-0389	C114-0017	80"	C110-0138	C114-0023	80"	C110-0565	C114-0211	80"	C110-0647	C114-0245	72"	
None	C110-0440	C114-0080	122"	C110-0140	C114-0081	124"	C110-0566	C114-0212	123"	—	—	—	
Single 14" helix	C110-0471	C114-0108	48"	C110-0472	C114-0109	48"	C110-0577	C114-0220	45"	C110-0650	C114-0238	52"	
Twin 14" helices	C110-0454	C114-0058	80"	C110-0450	C114-0057	80"	C110-0581	C114-0224	80"	C110-0652	C114-0252	72"	
Triple 14" helices	C110-0475	C114-0112	123"	C110-0476	C114-0113	124"	C110-0586	C114-0231	123"	—	—	—	
Termination Adapters	SS 150			SS 175				SS 200			SS 225		
	Galv.	L5	L3	Galv.	L5	L3	L4	Galv.	L4	L3	Galv.	L4	L3
Thimbleye Adapter (socket)	C102-0023	—	17"	—	—	—	—	—	—	—	—	—	—
Thimbleye Adapter (clevis)	—	—	—	T110-0311	—	17"	—	T110-0312	—	17"	—	—	—
Twineye Adapter (socket)	C102-0024	—	17"	—	—	—	—	—	—	—	—	—	—
Tripleye Adapter (socket)	C102-0025	—	17"	—	—	—	—	—	—	—	—	—	—
Tripleye Adapter (clevis)	—	—	—	T110-0465	—	17"	—	T110-0629	—	17"	—	—	—
Ovaley Adapter (socket)	C110-0041	—	17"	—	—	—	—	—	—	—	—	—	—
Threaded Adapter (socket)	C110-0026	13½"	20"	—	—	—	—	—	—	—	—	—	—
Threaded Adapter (clevis)	—	—	—	T110-0352	36"	48"	—	—	—	—	—	—	—
	—	—	—	C110-0514	13½"	20"	—	—	—	—	—	—	—
Chain Shackle	—	—	—	T110-0134	—	6¾"	11¾"	C110-0557	2½"	8¼"	C110-0558	2¾"	9"
1" Threadbar Adapter	C114-0009	—	11½"	C114-0010	—	11½"	—	C114-0227	—	13½"	—	—	—
1¼" Threadbar Adapter	—	—	—	—	—	—	—	C114-0256	—	13½"	C114-0262	—	16"
1¾" Threadbar Adapter	—	—	—	—	—	—	—	—	—	—	C114-0250	—	16"

<sup>†</sup>T110-0312 and T110-0629 each rated 70,000 lb. minimum ultimate tension strength.

# CHANCE® • INSTANT FOUNDATION® Anchors for Lighting & Construction Uses

## Description

Non-extendable INSTANT FOUNDATION® anchors are produced with high-strength pipe shaft for resistance to bending moments and installation torque. They often can be installed through macadam surfaces.

Typical applications are parking lots, street and highway lighting, architectural lighting, sign and column supports and building foundations.

Backhoes and skid-steer loaders fitted with hydraulic torque motors, digger-derrick trucks and other such conventional rotary equip-

ment are ideal for installing these foundation anchors.

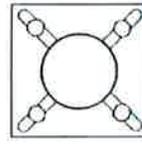
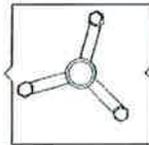
For an elevated light standard, anchor penetration is stopped at the desired base height. Power conduit is fed into the side cableway and out the baseplate. A tube-type form of the same above-grade height may be placed around the exposed shaft to encase all but the baseplate in a poured-concrete barrier, as with other methods.

To place a light standard on-grade, drive the foundation to full depth. Excavate to cableway and insert the power conduit up through the baseplate.

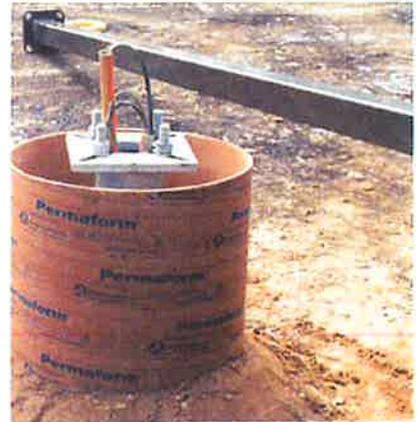


## Components, Parts

For combinations of bolt circles, base plates, shaft sizes and lengths other than those listed below, consult factory or your distributor.



Variable Bolt-Circle Base Plates  
Three-Bolt and Four-Bolt Patterns



## For Parking, Area, Site Lighting

Maximum installing torque ratings: 6<sup>5</sup>/<sub>8</sub>" O.D. shaft rated for 15,000 ft.-lb.  
8<sup>5</sup>/<sub>8</sub>" O.D. shaft rated for 20,000 ft.-lb.

Specifications for these anchors include:

- 1 in. x 12 in.-square Base Plate with 4-bolt variable Bolt Circle\*
- Four 1 in. x 4 in. Grade 5 Carriage Bolts with nuts and washers
- 2½ in. x 18 in. Cableway on shaft • All hot-dip galvanized to ASTM A153

Foundation Overall Length	Catalog Number		Distance: Bottom of Base Plate to Top of Cableway
	6 <sup>5</sup> / <sub>8</sub> " Shaft, 12" Helix, *8"-14" B.C.	8 <sup>5</sup> / <sub>8</sub> " Shaft, 14" Helix, *9½"-14" B.C.	
5 feet	T112-0563	T112-0566	18 inches
8 feet	T112-0564	T112-0567	48 inches
10 feet	T112-0565	T112-0568	48 inches

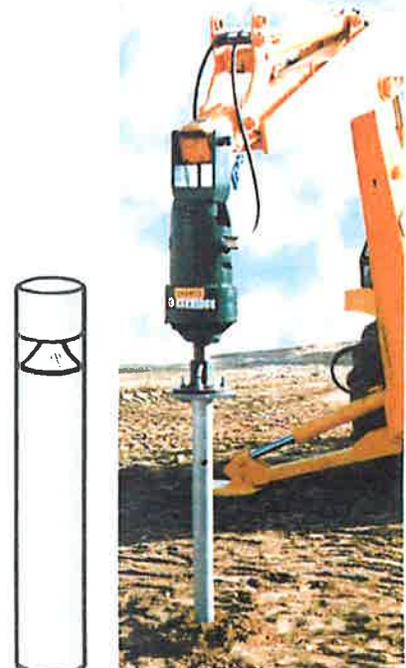
## For Bollard Walkway Lighting

Maximum installing torque rating: 2" NPS pipe rated for 2,500 ft.-lb.

Specifications for these anchors include:

- 3 ft. overall length with 8 in.-diameter helix 3 in. above end of shaft
- Baseplate with semi-circle wiring/conduit cutout & ½"-13-2B tapped hole
- Carriage bolts (3 or 4 as needed) square neck, ½" x 2¼", nuts, washers
- 1½ in.-dia. cableway, both sides of shaft, centered 24 in. below baseplate
- All components are hot-dip galvanized to ASTM A153

Catalog No.	Square Base Plate	Bolt Circle Range and Pattern
T112-0619	5 in. x 5 in.	2½ in. to 4 in. bolt circle, 3-bolt pattern
T112-0620	7 in. x 7 in.	4 in. to 8 in. bolt circle, 4-bolt pattern



# • INSTANT FOUNDATION® Anchors for Lighting & Construction Uses



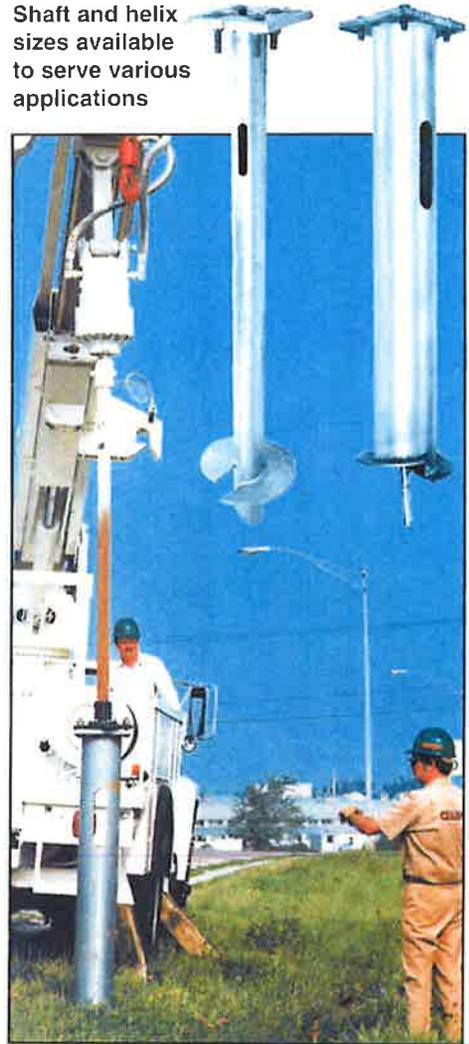
• **Telephone stations and bumper posts**  
INSTANT FOUNDATION® anchors install fast, even through blacktop. Baseplates are available for bolt-up to many phone brands. Bumper Post anchors can be installed at the same time for traffic guards.



• **CATV stations, microwave towers, solar-collector panels**  
On-line immediately after bolt-up to INSTANT FOUNDATION anchors with no concrete or weather delays.



Shaft and helix sizes available to serve various applications



## Components, Parts

For combinations of bolt circles, base plates, shaft sizes and lengths other than those listed below, consult factory or your distributor.

### For Street Lighting & Construction Uses

8,000 ft.-lb. maximum installing torque for 3½" & 4" shafts

Shaft O.D.	Length & Catalog No.	Helix Dia.	Square Base Plate	Bolt Circle Range & Pattern	Bolt Size & Type	Cableway Size & Dist. from Base Plate	Weight, lb.
3½ in.	64 in. T112-0302	12 in.	¾ x 12 in.	5 - 12 in. & 4-bolt	5/8" x 2½" Carriage	1¼ in. dia. hole & 12 in.	103
4 in.	56 in. T112-0338	10 in.	¾ x 8¾ in.	5 - 8 in. & 4-bolt	*T112-0393	1½ x 3 in. & 18 in.	65
4 in.	56 in. T112-0352	10 in.	¾ x 10½ in.	5 - 8 in. & 3-bolt	*T112-0392	1½ x 3 in. & 18 in.	73

15,000 ft.-lb. maximum installing torque for 6⅝" shafts

20,000 ft.-lb. maximum installing torque for 8⅝" & for 10¾" shafts

6⅝ in.	5 ft. C11232JG4VL†	12 in.	1 x 12 in.	9 - 14 in. & 4-bolt	1" x 4" Carriage	2½ x 12 in. & 12 in.	137
8⅝ in.	5 ft. C11242NG4VP†	14 in.	1 x 15¾ in.	11 - 17 in. & 4-bolt	1" x 4" Carriage	2½ x 12 in. & 12 in.	187
8⅝ in.	7 ft. C11242QG4VP†	14 in.	1 x 15¾ in.	11 - 17 in. & 4-bolt	1" x 4" Carriage	2½ x 12 in. & 12 in.	227
10¾ in.	7 ft. T112-0463	16 in.	1¼ x 17 in.	15 - 17 in. & 4-bolt	1¼" x 4" H.H.	2 x 6 in. & 18 in.	362

\* Bolt assembly for T112-0338 and T112-0352 ordered separately.

† Retaining washer for variable baseplates available. 5/8", 1" and 1¼" bolts.

# CHANCE®

• Geo-environmental Support Systems

## • Environment Enhancing Applications

### Description

For these applications, anchors principally are specified from the following groups:

- HELICAL PIER® Foundation Systems,
- HELICAL PULLDOWN™ Micropiles and
- INSTANT FOUNDATION® anchors, shown on the preceding pages. Special termination brackets and associated hardware items also are available for certain of these applications.



### • Supports and restraints for pipelines and storage tanks

Special bracket and fittings combine with anchors to overcome buoyancy

and provide support, considering tension and compression loads.



### • Walkway-support system

Beam-Seat bracket with 12"-long steel pipe sleeves a 1½" Square Shaft anchor. Bracket's 7"-wide flanges adjust as wide as 3½" to mount to lateral beams for deck structures.

Advantages give access to sensitive wetland areas with minimal disturbance:

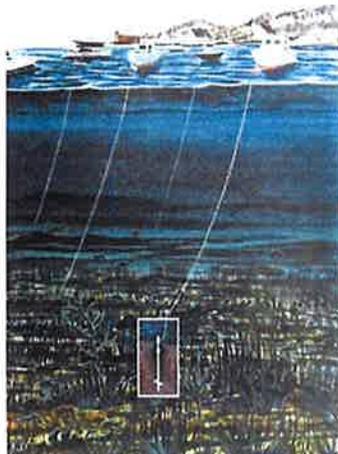
- Transfers loads to bearing stratum,
- Isolates structure from seasonal changes,
- Modular lead and extension sections,
- Portable hand-held driving equipment provides acceptable low-impact installation.



### • Moorings for harbors and aquaculture

To keep chains off fragile eco-systems as an alternative to the harmful scouring of habitat by conventional weights, complete system presents other benefits:

- Reduces scoping length of chain,
- Allows more boats per harbor,
- Dependable positioning,
- Installs from water surface,
- Predictable, verifiable capacity,
- Retrievable, reusable.



Anchored fish pens and ice barriers to protect the pens



POWER SYSTEMS, INC.

# CHANCE

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[www.abchance.com](http://www.abchance.com)

#### UNITED STATES

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Phone: 573-682-8414 Fax: 573-682-8660  
e-mail: [hpscontact@hps.hubbell.com](mailto:hpscontact@hps.hubbell.com)

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Phone: 905-839-1138 Fax: 905-831-6353  
e-mail: [infohps@hubbellonline.com](mailto:infohps@hubbellonline.com)

NOTE: Because Hubbell has a policy of continuous product improvement, we reserve the right to change design and specifications without notice.

-RGS-

**Sue Desruisseaux**

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**From:** Dianne Hathaway [dianneh@goffstownlibrary.com]  
**Sent:** Tuesday, March 22, 2016 11:12 AM  
**To:** Sue Desruisseaux  
**Cc:** Dianne Hathaway  
**Subject:** Alternates to LBT  
**Attachments:** LBOT March 2016.pdf

Hi Sue,

At their March 16 meeting, the Library Board of Trustees voted to recommend three alternates to the BOS to serve on their Board: Lisa Iodice, Steve Bouchard and Kurt Huxel. I've attached those minutes, and all three should be submitting a volunteer form to administration. Will you be able to put that action on the BOS agenda for March 28 or whenever the BOS will be acting on alternates?

Thanks,

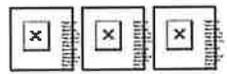
Dianne

Dianne Hathaway, Library Director

Goffstown Public Library  
2 High Street  
Goffstown, NH 03045  
(603) 497-2102

Town Extension 601

The Right-To-Know Law (NH RSA 91-A) provides that most e-mail communications, to or from Town employees regarding the business of the Town of Goffstown, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.



**GOFFSTOWN PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Goffstown Library – 3rd Floor Meeting Room – 6:30pm**  
**March 16, 2016, Meeting Minutes**

**Trustees Present:** Kathy Coughlin, Mike Lawler, Kathy Holt, Steve Bouchard (Alternate), Sue Riel, Kurt Huxel (Alternate) Aimee Huntemann, Janet Soderquist, Dianne Hathaway (Library Director).

**Call to Order:** *Mike Lawler* called the meeting to order at 6:30 pm.

**Public Comment:** none

**Election of Chair and Vice Chair**

- *Kathy Holt* nominates Mike Lawler for LBOT Chair. *Kurt Huxel* seconds. Approved.
- *Sue Riel* nominates Kathy Coughlin for LBOT Vice Chair. *Kathy Holt* seconds. Approved.

**Public Comments-** compliments on the Mentalist event held at the library in March.

**Friends of the Library Update**

- Springest April 9
- Book Sale June 4
- Pie event, November 2016
- Purchase new library tote bags
- Continue to update ByLaws

**Approval of the January, 2015, Meeting Minutes:** Correction. Library Director's Report, item #3, "5 full time staff were interviewed for job description and pay matrix. *Kathy Coughlin* motions to accept the March Minutes as amended, *Kurt Huxel* seconds. *Janet Soderquist* and *Aimee Huntemann* abstain. Approved.

**Acceptance of Donations:**

- *Kathy Coughlin* motions to accept a miscellaneous cash donations in the amount of \$38, no restrictions. Aimee Huntemann seconds. Approved.

**Library Financial Review-**

- There were no questions about the Monthly Manifest for February 2016
- There were no questions about the Bank Statements for February 2016
- There were no questions about the Treasurer's Report (minus the Town Budget) for February 2016
- Chair signature authorizations- Library Director's mileage for January and February.

**Library Directors Report**

- Announcing a Shakespeare program in April
- The bathroom upgrade project will begin soon
- GMILCS- A budget development meeting will take place for the 2018 fiscal year, with no changes to the formula
- West Manchester Library will reopen April 2016
- There were no changes in the statistics. High trends continue.

- A new, brief marketing plan was conducted by library employee and was successful
- Passport program moving forward. The generated revenue will go to the Town.
- Planning has begun for the 2016 Summer Reading Program, to include a Storywalk in cooperation with Parks & Rec. This will be the 58th Annual Goffstown Library Summer Program.
- New partnership with the Caregivers to reach homebound library patrons

## Committee Reports

### **Admin & Finance-**

- No meeting

### **Human Resources**

- Review the LBOT Self-Evaluations

### **Building & Facilities**

- Former LBOT member Gary Meehan will continue working with the Library Director and staff on as-needed basis.
- BSR Building Services selected to do the work on the stairwell and the bathroom
- New Planning Director in Goffstown (Jonathan O'Rourke)

### **Report on community and other meetings of note:**

- Update on Board of Selectmen and other meetings- nothing of note
- May 23- NHLTA Annual Trustee Meeting

### **New Business**

- Please review the Committee assignments and notify LBOT Chair of your first and second choice asap
- LBOT meeting time will continue to be 6:30pm
- Please remember to sign the card for the departing Trustees
- Review the LBOT annual calendar and refer feedback to LBOT Chair
- Implied Authority

*Implied Authority of LBOT leadership (Chair/Vice Chair)*

*As a result of Tess Marts' conversation with Terry Knowles at NH Dept. of Justice after our February RTK request, Terry recommended there be a designee for responses*

*I recommend the following motion for the next meeting to authorize directly for 2014... and then this same draft as a referral to A&F for a Board admin policy:*

*Implied Authority of LBOT Leadership (Chair & Vice Chair):*

*To execute routine documents for smooth operation of GPL*

*To respond to Right To Know requests for documentation*

*To acknowledge receipt of time-sensitive inquiries and determine appropriate means of response (e.g., refer to committee; bring before full board at next regular meeting; call a special meeting of LBOT\*; consult with Town Administrator for legal review)*

*\*Please note that the Director or any board member can request a special meeting, this motion merely authorizes the Chair/Vice chair to call for one.*

- **Mike Lawler** motions to approve the Implied Authority of 2016 LBOT Chair and Vice Chair. **Kathy Coughlin** seconds. Approved.

- **Kathy Holt** motions that LBOT refer to the Board of Selectmen the names of **Kurt Huxel**, **Lisa Iodice** and **Steve Bouchard** for consideration for LBOT Alternate. **Aimee Huntemann** seconds. Approved.

#### **Items for the Town Monthly Executive Report**

- Board welcomes two new members based on the last election
- Vote for LBOT Chair and Vice Chair
- Accepted cash donations of \$38
- Results of the Self-Evaluation
- Recommendations for LBOT Alternate positions to BOS
- Shakespeare event

#### **No Non-Public Session**

**Mike Lawler** will monitor on-call.

**Kathy Holt** moves to adjourn at 7:45 pm. Approved.

Respectfully submitted by Carole Huxel, February 22, 2016

9i

*Town of Goffstown, NH*

**REQUEST FOR PROPOSAL**

**ADMIN-2016-01**

**GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT**

---

The Town of Goffstown is requesting proposals from qualified contractors with experience in painting of Historic Structures to paint the exterior of the Grasmere Town Hall building at 87 Center Street in Goffstown; the front face of the building was resided and painted in 2007 and is included as a separate option in the RFP. All work shall be done in accordance with the *Secretary of Interior's Standards for Rehabilitation* and best practices for abatement of lead based paint.

All proposals must be submitted in a sealed envelope, clearly marked "**ADMIN-2016-01 Grasmere Town Hall**" to the Selectmen's Office at 16 Main Street by Tuesday, May 3, 2016 at 2:00 pm which time they will be publicly opened and read. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, or to omit and/or alter any proposal item if it appears to be in the Town's best interest. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer through August 31, 2016.

The RFP is available on the Town's website at [www.goffstown.com](http://www.goffstown.com) (under RFP/BIDS Information) or may be obtained at the Selectmen's Office at Town Hall, 16 Main Street during normal business hours 8:00 AM-4:00 PM, Monday through Friday. Any questions, please call Derek Horne, Assistant Town Administrator, at Town Hall at (603) 497-8990 ext 119.

# *Town of Goffstown, NH*

## REQUEST FOR PROPOSAL

ADMIN-2016-01

### GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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#### I. INTRODUCTION

The Town of Goffstown is requesting proposals from qualified contractors with experience in painting of Historic Structures to paint the exterior of the Grasmere Town Hall building at 87 Center Street in Goffstown; the front face of the building was resided and painted in 2007 and is included in this RFP as a separate option. All work shall be done in accordance with the *Secretary of Interior's Standards for Rehabilitation* and best practices for abatement of lead based paint. Work is planned to occur during the summer months of 2016 beginning on or about June 13, 2016. All work shall be completed by August 12, 2016.

The Grasmere Town Hall, a 126-year old building, is a two-and-a-half story wood-framed building which stands on a foundation of local field stone and split granite. Due to the state and local significance of the Grasmere Town Hall, and its listing on the National Register of Historic Places, *The Secretary of the Interior's Standards for Rehabilitation* will guide the work. In particular, three of these standards are pertinent to this project:

- A. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- B. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of distinctive features, the new feature shall match the old in design, color, texture, and where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- C. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

# *Town of Goffstown, NH*

## REQUEST FOR PROPOSAL

ADMIN-2016-01

### GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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#### II. ITEMS TO BE PROVIDED BY THE TOWN

Items to be provided by the Town are as follows:

- A. Site information and condition.
- B. Visual inspections.
- C. Electrical power.
- D. Associated fees for local Building & Demolition Permits will be waived. All other fees are the responsibility of the contractor.
- E. Photos to verify trim placement, etc., paint swatches with Sherman Williams colors and material codes to identify appropriate type and make of paint.
- F. Architect's plans for proposed ADA compliant addition for reference viewing.
- G. Access to building during project, to include restroom facilities.

#### III. SCOPE OF SERVICES

##### PAINT REAR & SIDE EXTERIORS

The Town of Goffstown is requesting proposals to paint the rear and side exteriors of Grasmere Town Hall in accordance with the following steps.

##### A. Preparation for Inspection:

1. Arrange for scaffolding and coordinate with utilities to wrap electrical connections and relocate propane tanks, if necessary.
2. Inspect all areas to determine level of damage, photograph sections requiring extensive repair or replacement. Wash all exterior wood and metal surfaces to be painted using appropriate measures to collect all paint debris (including lead paint debris) and dispose in receptacles appropriate for hazardous waste disposal.
3. Review inspection notes and photographs with the Goffstown Building Supervisor and/or Goffstown Town Administrator's delegate, who will identify those areas of wood surface that require replacement due to rot and deterioration and would not be suitable to paint.
4. Repair/replace all deteriorated roof soffits, wood trim, panels and clapboard siding etc., identified and in accordance with best historic preservation recommendations.
5. Dispose of project related material and debris in accordance with best practices.

# *Town of Goffstown, NH*

## REQUEST FOR PROPOSAL

ADMIN-2016-01

### GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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#### **B. Priming Preparation & Painting:**

1. Clean and remove all peeling, scaling and old failing coatings and old caulking in a safe manner from wood surfaces.
2. Safely dispose of the removed material following best practices for disposal of such debris.
3. "Feather" sand all remaining paint surfaces to prepare surface for new coatings and to minimize edges of existing coating and create a smooth surface transition to adjacent bare wood surfaces.
4. Prepare surfaces following manufacturers recommendations.
5. Fill any nail or other holes, cracks, joints or other penetrations on exterior surfaces with Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant. Use an appropriate backer rod behind the caulking if the joints and cracks are larger than recommended depth and width of the caulking compound.
6. Caulking between all masonry and metal and wood, i e., Caulk to Finish\* – apply Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant after old caulking is removed and substrates have been cleaned. Use appropriate backer rod behind caulking as recommended.
7. \*\*All bare wood surfaces and areas will receive one coat primed with Sherwin Williams Y24W08020 - Exterior Oil-Based Wood Primer.
8. All "alligatoring" and tightly adhered paint surfaces will be coated with X-I-M Peel Bond Adhesion Promoting Primer.
9. All exterior prepared wood surfaces on the building will receive two (2) coats of Sherwin Williams K33W00251 - Duration® Coating Exterior Latex.

\* Note: "Caulk to Finish" is used between substrates that do not typically expand when used up against surfaces that do exhibit joint movement such as brick to wood.

\*\* Bare wood surfaces should not be left exposed longer than 96 hours before receiving oil based prime coat, weather pending. Any bare wood surfaces exposed longer than 96 hours will need to be re-sanded to remove any decomposed wood fiber from UV radiation.

# *Town of Goffstown, NH*

## REQUEST FOR PROPOSAL

ADMIN-2016-01

### GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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#### **C. Paint Specifications:**

1. Contractor will use the brand and quality type of paint and primer stated above in their bids.
2. Contractors will follow printed manufacturer's instructions for applying paint, primer, epoxy fillers and solvents used in this project.
3. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

#### **IV. OPTIONAL SCOPE OF SERVICE – PAINT FRONT EXTERIOR**

The front face of the building was resided and painted in 2007. The Town is requesting as an optional scope of service proposals to paint front exterior of Grasmere Town Hall in accordance with the following steps.

##### **A. Preparation for Inspection:**

1. Arrange for scaffolding and coordinate with utilities to wrap electrical connections and relocate propane tanks, if necessary.
2. Dispose of project related material and debris in accordance with best practices.

##### **B. Priming Preparation & Painting:**

1. Clean and remove all peeling, scaling and old failing coatings and old caulking in a safe manner from wood surfaces.
2. Safely dispose of the removed material following best practices for disposal of such debris.
3. "Feather" sand all remaining paint surfaces to prepare surface for new coatings and to minimize edges of existing coating and create a smooth surface transition to adjacent bare wood surfaces.
4. Prepare surfaces following manufacturers recommendations.
5. Fill any nail or other holes, cracks, joints or other penetrations on exterior surfaces with Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant. Use an appropriate backer rod behind the caulking if the joints and cracks are larger than recommended depth and width of the caulking compound.

# *Town of Goffstown, NH*

## REQUEST FOR PROPOSAL

ADMIN-2016-01

### GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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6. Caulking between all masonry and metal and wood, i e., Caulk to Finish\* – apply Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant after old caulking is removed and substrates have been cleaned. Use appropriate backer rod behind caulking as recommended.
7. \*\*All bare wood surfaces and areas will receive one coat primed with Sherwin Williams Y24W08020 - Exterior Oil-Based Wood Primer.
8. All “alligatoring” and tightly adhered paint surfaces will be coated with X-I-M Peel Bond Adhesion Promoting Primer.
9. All exterior prepared wood surfaces on the building will receive two (2) coats of Sherwin Williams K33W00251 - Duration® Coating Exterior Latex.

\* Note: “Caulk to Finish” is used between substrates that do not typically expand when used up against surfaces that do exhibit joint movement such as brick to wood.

\*\* Bare wood surfaces should not be left exposed longer than 96 hours before receiving oil based prime coat, weather pending. Any bare wood surfaces exposed longer than 96 hours will need to be re-sanded to remove any decomposed wood fiber from UV radiation.

#### **C. Paint Specifications:**

4. Contractor will use the brand and quality type of paint and primer stated above in their bids.
5. Contractors will follow printed manufacturer’s instructions for applying paint, primer, epoxy fillers and solvents used in this project.
6. Copies of all manufacturers’ safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

#### **V. SCHEDULE**

Estimated start date: June 13, 2016

Project to be completed by: August 12, 2016

***Town of Goffstown, NH***  
**REQUEST FOR PROPOSAL**  
**ADMIN-2016-01**  
**GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT**

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**VI. SUBMISSION REQUIREMENTS**

To assist in simplifying the proposal review process, all proposals must follow the format described below.

1. Letter of Transmittal
2. Introduction: Statement of general understanding of the project including specific information about the Lift to be installed and a statement related to warranty period for workmanship and materials.
3. Scope of Work:
  - a. Approach and Methods related to Scope of Work.
  - b. Samples as required.
4. Qualifications and Related Experience:
  - a. Brief Company Profile.
  - b. Listing of Key Project Members including sub-contractors (if any).
  - c. Related Project Experience including References.
  - d. Proof of Licensed Lead Abatement Contractor
5. Additional Information:
  - a. Company / Firm Employer ID Number.
  - b. Proof of Commercial Liability Insurance (1 million minimum).
  - c. Proof of Workers Compensation Insurance (if applicable).
  - d. OSHA Certificates for work site safety training (if applicable).
  - e. Any additional information that the vendor wishes to provide.
6. Cost Proposal: Vendor must complete Attachment A and may attach additional documentation if desired.

*Town of Goffstown, NH*

**REQUEST FOR PROPOSAL**

**ADMIN-2016-01**

**GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT**

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**VII. CONTACT AND SUBMITTAL INFORMATION**

**Questions Related to the RFP:**

Derek Horne, Assist. Town Admin.  
Goffstown Town Hall  
16 Main Street  
Goffstown, NH 03045  
603-497- 8990 ext 119  
DHorne@GoffstownNH.gov

**Proposals Shall Be Submitted To:**

Selectmen's Office  
Goffstown Town Hall  
16 Main Street  
Goffstown, NH 03045

All proposals must be submitted in a sealed envelope, clearly marked "**ADMIN-2016-01 Grasmere Town Hall**" to the Selectmen's Office at 16 Main Street by Tuesday, May 3, 2016 at 2:00 pm which time they will be publicly opened and read. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, or to omit and/or alter any proposal item if it appears to be in the Town's best interest. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer until August 31, 2016.

**VIII. BID AWARD**

A bid award recommendation is anticipated to be made to the Board of Selectmen on May 9 or 23, 2016. A Notice of Award will be mailed to the successful bidder.

In accordance with NH RSA 447:16, the successful contractor shall furnish a 100% PERFORMANCE BOND following notice of award. The successful contractor shall furnish PROOF OF INSURANCE and shall be required to execute the contract agreement within 30 days following notice of award.

*Town of Goffstown, NH*

**REQUEST FOR PROPOSAL**

**ADMIN-2016-01**

**GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT**

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**IX. PERFORMANCE BOND AND RETAINAGE REQUIREMENTS**

1. NH RSA 447:16 requires a Performance Bond for construction contracts greater than \$35,000 in value. The Performance Bond shall be submitted with the signed contract once the bid award has been made. Failure to submit same may be cause for rejection. The proposer, at his option, shall furnish a certified check, cash, check drawn on a New Hampshire bank, or a proposal bond as security in the amount required. The Performance Bond required for this project shall be 100% of the proposed price.
2. The Town of Goffstown will require the retainage of 10% of the project cost for a period of 1 year following the completion of the project. Said retainage will be held in an interest bearing account. After the 1 year retainage period has passed, the full amount plus interest will be paid to the Contractor. If during the 1 year period there are problems with the workmanship or materials used on the job, the Contractor will be notified and given the opportunity to make timely and satisfactory repairs. If the Contractor fails to respond (based on the nature of the defect) in a manner that will prevent or minimize damages to the facility, the Town reserves the right to use the retainage funds to fix and address the workmanship and/or material failures.

**X. LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE**

1. The Town's purchasing policy requires that vendors provide proof of liability insurance in the amount of \$1,000,000 with the Town named as an additional insured. The Town's purchasing policy requires workers compensation insurance or in the case of a sole proprietor an Independent Contractor Work Agreement (see Attachment B). Proof of insurance shall be submitted with the signed contract once the bid award has been made. Liability insurance and workers compensation insurance shall remain active throughout the project. Failure to submit same may be cause for rejection.

*Town of Goffstown, NH*  
**REQUEST FOR PROPOSAL**  
**ADMIN-2016-01**  
**GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT**

---

**XI. TECHNICAL SPECIFICATIONS**

1. Contractor's Responsibilities:

The contractor shall be responsible for:

- a. All labor and materials necessary for the completion of the work intended and described.
- b. All subcontractors to be appropriately licensed, certified, or qualified to provide work and services required of them.

2. Paint Specifications:

- a. Contractor will use the brand and quality type of paint and primer stated above in their bids.
- b. Contractors will follow printed manufacturer's instructions for applying paint, primer, epoxy fillers and solvents used in this project.
- c. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

3. Warranties:

- a. The contractor shall warrantee the workmanship for a minimum period of 1 full year after completion of the project.
- b. The contractor shall provide a written warranty and instruction as to how to obtain warrantee related service/repairs.

4. Job Conditions:

Grasmere Town Hall is used in the day during the school year by the Merri-Loo Community Preschool and by various community groups during the afternoons and evenings. The preschool will be out of session during the scheduled project time. Access to the meeting rooms for afternoon and evening community group meetings cannot be compromised at any time during the project. Submissions will include proposed schedule for completion of the project.

*Town of Goffstown, NH*

REQUEST FOR PROPOSAL

ADMIN-2016-01

GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

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5. Other Requirements:

Prior to the commencement of work the Contractor shall submit to the Town for review and approval, the following:

- a. Proposed schedule.
- b. Sample of warranty as required herein these specifications.

**\* Note:** Exterior of the building was abated for lead based paint to four feet from the exterior baseboards when the building was painted in 1997. Contractors will follow printed instructions of all manufacturers of paint, primer, epoxy fillers and solvents used in this project. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.



# Town of Goffstown, New Hampshire

## Request for Proposals

### Attachment A

#### Cost Proposal

#### III SCOPE OF SERVICES:

##### PAINT REAR & SIDE EXTERIORS

Repair and Replacement of rotted and/or deteriorated wood as identified by the Town's Building Supervisor or Town Administrator designee \$ \_\_\_\_\_

Preparation & Painting \$ \_\_\_\_\_

#### IV OPTIONAL SCOPE OF SERVICE:

##### PAINT FRONT EXTERIOR

Preparation & Painting \$ \_\_\_\_\_

\* If sub-contractors are to be utilized, please insure that section VI – 4.b is completed.

Price(s) quoted valid until August 31, 2016.

The undersigned certifies under penalties of perjury that this bid is in all respects, bonafide and fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

\_\_\_\_\_/\_\_\_\_\_  
(Signature of Person Responsible for Bid Submittal) (Print Name)

\_\_\_\_\_/\_\_\_\_\_  
(Date) (Company / Firm)



# Town of Goffstown, New Hampshire

## Request for Proposals – Attachment B

### INDEPENDENT CONTRACTOR (NON-EMPLOYEE) WORK AGREEMENT

**FOR SERVICES BETWEEN:**

Town of Goffstown: \_\_\_\_\_  
Address: \_\_\_\_\_

*and*

Independent Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Work to be performed "Service": \_\_\_\_\_

I, the undersigned sole proprietor or partner/owner of an unincorporated business named above, agree that I am an Independent Contractor as outlined in the *NH Department of Labor (DOL) Criteria to Establish an Employee or Independent Contractor (effective 8/6/2012)* with respect to the Services to be performed and all such Services I provide shall be performed in accordance with each of the criteria outlined below. I further agree not to enter into any agreements and/or contracts with any other contractors, sub-contractors, individuals or entities to assist with any of the Services for this project without the prior, written consent of **Town of Goffstown**.

#### Criteria to Establish an Employee or Independent Contractor

- a) The person possesses or has applied for a federal employer identification number or social security number, or in the alternative, has agreed in writing to carry out the responsibilities imposed on employers under this chapter.
- b) The person has control and discretion over the means and manner of performance of the work, in that the result of the work, rather than the means or manner by which the work is performed, is the primary element bargained for by the employer.
- c) The person has control over the time when the work is performed, and the time of performance is not dictated by the employer. However, this shall not prohibit the employer from reaching an agreement with the person as to completion schedule, range of work hours, and maximum number of work hours to be provided by the person, and in the case of entertainment, the time such entertainment is to be presented.
- d) The person hires and pays the person's assistants, if any, and to the extent such assistants are employees, supervises the details of the assistants' work.
- e) The person holds himself or herself out to be in business for himself or herself or is registered with the state as a business and the person has continuing or recurring business liabilities or obligations.
- f) The person is responsible for satisfactory completion of work and may be held contractually responsible for failure to complete the work.
- g) The person is not required to work exclusively for the employer.

I hereby certify that I am aware of my right to purchase Workers' Compensation insurance.

I, the undersigned, hereby attest that I have procured workers' compensation insurance from:

Carrier: \_\_\_\_\_ Effective dates: \_\_\_\_\_ to \_\_\_\_\_

Limits of liability: \_\_\_\_\_  
**and I am attaching a valid Certificate of Insurance from my workers' compensation insurance carrier.**

I have elected not to purchase workers' compensation insurance.

In the event that I get hurt or injured on the job, I agree that I will not file any claim for Workers' Compensation benefits pursuant to RSA 281:A against **Town of Goffstown** or any of its public officials, employees, or assigns. I understand that any loss of wages and medical expenses that may be incurred as a direct or indirect result of an accident while on the job or while contracting for **Town of Goffstown** are my sole responsibility.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

9K

MEMO to Board of Selectmen

FROM: Don Borrer, Finance Director

March 28, 2016

**RE: Fire station renovation/expansion bond payment schedules**

Please refer to the two sample 20 year bond payment schedules from the NHMBB (New Hampshire Municipal Bond Bank), obtained on March 22, which accompany this memo. One is for level principal and the other is for level debt.

Later in the spring, assuming that the bond application and documents are approved by the NHMBB and bond counsel, the Board will need to decide which payment structure to go forward with. A few general points to keep in mind:

With a level principal payment structure, the principal amount remains constant at \$115,000 per year for 20 years. The interest amount is highest in the early years of repayment, decreasing with each year of debt service payment, resulting in a decreasing total debt service amount each year. This option results in a lower total overall expenditure over the life of the bond, but a higher 2017 overall debt service expenditure.

With a level debt payment structure, in theory, the overall debt service payment (P+I total) remains constant for the 20 year period. However, the NHMBB requires that each year's principal portion of the payment be an even multiple of \$5,000. Therefore, as shown on the sample schedule, the annual overall payments are quite similar, although not precisely the same from year to year. This option results in a lower 2017 overall debt service expenditure, but a higher total expenditure over the life of the bond.

With either payment structure, the first year's payment is slightly higher than the following years payments, due to the timing of the actual disbursement of the funds to the town (July 2016) and the interest only payment in February 2017. The first principal is paid in August 2017, causing the first year's overall amount to be slightly higher.

With either payment structure, there is a one time \$15,000 fee to the NHMBB, which is not invoiced to the town until July 2016. In addition, bond counsel (Devine Millimet & Branch) has provided a one-time fee range of between \$5,000 and \$7,000, which would be invoiced later in the spring.

As reflected in the minutes of the bond hearing, the town will retire about \$255,000 of general fund bond debt in 2016. For the 2017 budget, this amount would be replaced by either approximately \$193,000 if the level principal payment structure is chosen, or approximately \$163,000 if the level debt payment structure is chosen.

Both of the above sample schedules contain net interest cost of 3.15%, based on the June 2015 bond sale by the NHMBB. The interest rates are subject to possible change from now until the June 2016 bond sale. The town's actual interest rate could be either higher or lower than 3.15%.

**Recommendation:** Due to the greater savings in the short term (2017 budget), I recommend using the level debt payment structure. If there are CIP items for which we are considering other long-term financing in the next five years, this would also suggest keeping the debt service comparatively lower in the short term.

	<b>SHORT TERM</b>	<b>LONG TERM</b>
	<b>2017 TOTAL PAYMENTS (P+ I COMBINED)</b>	<b>20 YR LIFE OF BOND (P+I COMBINED)</b>
<b>LEVEL DEBT</b>	\$163,689	\$3,140,359
<b>LEVEL PRINCIPAL</b>	\$193,689	\$3,066,964

All figures are from NHMBB's debt schedules provided on 3/22/16.

All figures are based on NHMBB's sample interest rates, which are subject to change.

We will retire approximately \$255,000 of general fund debt in 2016.

The 2017 budget would contain the applicable short term figures, subject to adjustment for final interest rate.

**NH Municipal Bond Bank  
25 Triangle Park Drive  
Concord, NH 03301**

LEVEL DEBT

20 YEAR ESTIMATED DEBT SCHEDULE FOR  
TOWN OF GOFFSTOWN

2015 ASSESSED VALUATION: \$1,349,173,300  
 ESTIMATED YEARLY INCREASE: 0%  
 DATE PREPARED: 03/15/16  
 BONDS DATED: JUNE 2016 08/15/16  
 INTEREST START DATE: 211 Days 07/14/16  
 FIRST INTEREST PAYMENT: 02/15/17  
 NET INTEREST COST: 3.1500% \*

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT	CALENDAR YEAR TOTAL PAYMENT	ASSESSED VALUATION	CY-EST. TAX RATE INC.
	02/15/17				\$42,463.75	\$42,463.75			
1	08/15/17	\$2,300,000.00	\$85,000.00	3.150%	36,225.00	121,225.00	\$163,688.75	1,349,173,300	0.12
	02/15/18				34,886.25	34,886.25			
2	08/15/18	2,215,000.00	85,000.00	3.150%	34,886.25	119,886.25	154,772.50	1,349,173,300	0.11
	02/15/19				33,547.50	33,547.50			
3	08/15/19	2,130,000.00	90,000.00	3.150%	33,547.50	123,547.50	157,095.00	1,349,173,300	0.12
	02/15/20				32,130.00	32,130.00			
4	08/15/20	2,040,000.00	95,000.00	3.150%	32,130.00	127,130.00	159,260.00	1,349,173,300	0.12
	02/15/21				30,633.75	30,633.75			
5	08/15/21	1,945,000.00	95,000.00	3.150%	30,633.75	125,633.75	156,267.50	1,349,173,300	0.12
	02/15/22				29,137.50	29,137.50			
6	08/15/22	1,850,000.00	100,000.00	3.150%	29,137.50	129,137.50	158,275.00	1,349,173,300	0.12
	02/15/23				27,562.50	27,562.50			
7	08/15/23	1,750,000.00	100,000.00	3.150%	27,562.50	127,562.50	155,125.00	1,349,173,300	0.11
	02/15/24				25,987.50	25,987.50			
8	08/15/24	1,650,000.00	105,000.00	3.150%	25,987.50	130,987.50	156,975.00	1,349,173,300	0.12
	02/15/25				24,333.75	24,333.75			
9	08/15/25	1,545,000.00	110,000.00	3.150%	24,333.75	134,333.75	158,667.50	1,349,173,300	0.12
	02/15/26				22,601.25	22,601.25			
10	08/15/26	1,435,000.00	110,000.00	3.150%	22,601.25	132,601.25	155,202.50	1,349,173,300	0.12
	02/15/27				20,868.75	20,868.75			
11	08/15/27	1,325,000.00	115,000.00	3.150%	20,868.75	135,868.75	156,737.50	1,349,173,300	0.12
	02/15/28				19,057.50	19,057.50			
12	08/15/28	1,210,000.00	120,000.00	3.150%	19,057.50	139,057.50	158,115.00	1,349,173,300	0.12
	02/15/29				17,167.50	17,167.50			
13	08/15/29	1,090,000.00	120,000.00	3.150%	17,167.50	137,167.50	154,335.00	1,349,173,300	0.11
	02/15/30				15,277.50	15,277.50			
14	08/15/30	970,000.00	125,000.00	3.150%	15,277.50	140,277.50	155,555.00	1,349,173,300	0.12
	02/15/31				13,308.75	13,308.75			
15	08/15/31	845,000.00	130,000.00	3.150%	13,308.75	143,308.75	156,617.50	1,349,173,300	0.12
	02/15/32				11,261.25	11,261.25			
16	08/15/32	715,000.00	135,000.00	3.150%	11,261.25	146,261.25	157,522.50	1,349,173,300	0.12
	02/15/33				9,135.00	9,135.00			
17	08/15/33	580,000.00	140,000.00	3.150%	9,135.00	149,135.00	158,270.00	1,349,173,300	0.12
	02/15/34				6,930.00	6,930.00			
18	08/15/34	440,000.00	145,000.00	3.150%	6,930.00	151,930.00	158,860.00	1,349,173,300	0.12
	02/15/35				4,646.25	4,646.25			
19	08/15/35	295,000.00	145,000.00	3.150%	4,646.25	149,646.25	154,292.50	1,349,173,300	0.11
	02/15/36				2,362.50	2,362.50			
20	08/15/36	150,000.00	150,000.00	3.150%	2,362.50	152,362.50	154,725.00	1,349,173,300	0.11
TOTALS			\$2,300,000.00		\$840,358.75	\$3,140,358.75	\$3,140,358.75		

\*Interest rate received in our June 2015 bond issue. Subject to change if rates increase or decrease from now until June 2016.

**NH Municipal Bond Bank  
25 Triangle Park Drive  
Concord, NH 03301**

LEVEL PRINCIPAL  
20 YEAR ESTIMATED DEBT SCHEDULE FOR  
TOWN OF GOFFSTOWN

2015 ASSESSED VALUATION: \$1,349,173,300  
 EASTIMATED YEARLY INCREASE 0%  
 DATE PREPARED: 03/22/16  
 BONDS DATED: JUNE 2016 08/15/16  
 INTEREST START DATE: 211 Days 07/14/16  
 FIRST INTEREST PAYMENT: 02/15/17  
 NET INTEREST COST: 3.1500% \*

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT	CALENDAR YEAR TOTAL PAYMENT	ASSESSED VALUATION	CY-EST. TAX RATE INC.
	02/15/17				\$42,463.75	\$42,463.75			
1	08/15/17	\$2,300,000.00	\$115,000.00	3.150%	36,225.00	151,225.00	\$193,688.75	1,349,173,300	0.14
	02/15/18				34,413.75	34,413.75			
2	08/15/18	2,185,000.00	115,000.00	3.150%	34,413.75	149,413.75	183,827.50	1,349,173,300	0.14
	02/15/19				32,602.50	32,602.50			
3	08/15/19	2,070,000.00	115,000.00	3.150%	32,602.50	147,602.50	180,205.00	1,349,173,300	0.13
	02/15/20				30,791.25	30,791.25			
4	08/15/20	1,955,000.00	115,000.00	3.150%	30,791.25	145,791.25	176,582.50	1,349,173,300	0.13
	02/15/21				28,980.00	28,980.00			
5	08/15/21	1,840,000.00	115,000.00	3.150%	28,980.00	143,980.00	172,960.00	1,349,173,300	0.13
	02/15/22				27,168.75	27,168.75			
6	08/15/22	1,725,000.00	115,000.00	3.150%	27,168.75	142,168.75	169,337.50	1,349,173,300	0.13
	02/15/23				25,357.50	25,357.50			
7	08/15/23	1,610,000.00	115,000.00	3.150%	25,357.50	140,357.50	165,715.00	1,349,173,300	0.12
	02/15/24				23,546.25	23,546.25			
8	08/15/24	1,495,000.00	115,000.00	3.150%	23,546.25	138,546.25	162,092.50	1,349,173,300	0.12
	02/15/25				21,735.00	21,735.00			
9	08/15/25	1,380,000.00	115,000.00	3.150%	21,735.00	136,735.00	158,470.00	1,349,173,300	0.12
	02/15/26				19,923.75	19,923.75			
10	08/15/26	1,265,000.00	115,000.00	3.150%	19,923.75	134,923.75	154,847.50	1,349,173,300	0.11
	02/15/27				18,112.50	18,112.50			
11	08/15/27	1,150,000.00	115,000.00	3.150%	18,112.50	133,112.50	151,225.00	1,349,173,300	0.11
	02/15/28				16,301.25	16,301.25			
12	08/15/28	1,035,000.00	115,000.00	3.150%	16,301.25	131,301.25	147,602.50	1,349,173,300	0.11
	02/15/29				14,490.00	14,490.00			
13	08/15/29	920,000.00	115,000.00	3.150%	14,490.00	129,490.00	143,980.00	1,349,173,300	0.11
	02/15/30				12,678.75	12,678.75			
14	08/15/30	805,000.00	115,000.00	3.150%	12,678.75	127,678.75	140,357.50	1,349,173,300	0.10
	02/15/31				10,867.50	10,867.50			
15	08/15/31	690,000.00	115,000.00	3.150%	10,867.50	125,867.50	136,735.00	1,349,173,300	0.10
	02/15/32				9,056.25	9,056.25			
16	08/15/32	575,000.00	115,000.00	3.150%	9,056.25	124,056.25	133,112.50	1,349,173,300	0.10
	02/15/33				7,245.00	7,245.00			
17	08/15/33	460,000.00	115,000.00	3.150%	7,245.00	122,245.00	129,490.00	1,349,173,300	0.10
	02/15/34				5,433.75	5,433.75			
18	08/15/34	345,000.00	115,000.00	3.150%	5,433.75	120,433.75	125,867.50	1,349,173,300	0.09
	02/15/35				3,622.50	3,622.50			
19	08/15/35	230,000.00	115,000.00	3.150%	3,622.50	118,622.50	122,245.00	1,349,173,300	0.09
	02/15/36				1,811.25	1,811.25			
20	08/15/36	115,000.00	115,000.00	3.150%	1,811.25	116,811.25	118,622.50	1,349,173,300	0.09
TOTALS			\$2,300,000.00		\$766,963.75	\$3,066,963.75	\$3,066,963.75		

\*Interest rate received in our June 2015 bond issue. Subject to change if rates increase or decrease from now until June 2016.



MEMORANDUM

To : Susan Desruisseaux, Town Administrator  
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : March 23, 2016

RE : BOS Request – Out of State Travel / Conference

The purpose of this memorandum is to request the Board of Selectmen to give approval to Deputy Chief Stephen Laroche for out-of-state travel / training:

- May 19-20 – Boston, MA for a 2-day conference on occupational health and safety issues in the fire service:
  - Cost:
    - \$ 125.00 (fee)
  - Conference costs will be funded from the FD Professional Development expense line in the FD Budget.

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

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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF SELECTMEN  
**FROM:** CHIEF ROB BROWNE  
**SUBJECT:** OUT OF STATE TRAINING  
**DATE:** 3/24/2016

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Members of the Board of Selectmen,

Bi-annually, the Northern New England Police Accreditation Coalition (NNEPAC) holds a training conference in May in Lincoln, NH. Our Accreditation Manager Michelle Provencher has often spoken or taught at this conference where new trends in accreditation, networking and other assorted updates in trainings are covered. As you know, her and Denise Roberge are essential to the success that the Goffstown Police Department has in achieving its accredited status.

As such, we budgeted for both to attend the 2016 conference to be held in May from the 11<sup>th</sup> through the 13<sup>th</sup>. The cost to cover the conference training fee and lodging is \$965.82 to be drawn from the employee development lines in both Communications and Police Operations budget.

To conclude, I am respectfully requesting the Board to authorize the overnight training scheduled for May, 2016.

Respectfully,

Rob Browne

Chief of Police

9m

Town of Goffstown  
Parks and Recreation Department  
Roy Park Playground

**INVITATION TO BID:**

The Goffstown Parks and Recreation Dept. invites bids from qualified suppliers and installers of playground equipment for Roy Park, 31 Rosemont Ave., Manchester, NH 03012. Sealed bids will be received at the Administration Office, 16 Main St., Goffstown, NH 03045 until 3:30 pm Friday April 15, 2016 at which time the bids will be publicly opened and read. All bid proposals must be submitted in a sealed envelope, clearly marked on the outside with "2016 Roy Park Playground". The Town reserves the right to reject and/or waive any bids or parts of bids if deemed in the best interest of the Town.

**PLAYGROUND EQUIPMENT:**

The Town will not except materials preserved, coated or treated with chemicals such as Arsenic, Lead, PVC chemicals, Creosote, Pentachlorophenol, or similar chemicals or preservatives. The Town is requiring environmentally sound equipment and resilient surfacing, both compliance with current published ASTM standards, and USCPSC Playground Safety Guidelines and ADA Play Area Design Standards. The total design area will be 71' x 90' or 6,390 square feet. Please give cost per item.

**Item # 1 – Age Group 5 – 12 years**

A tree house type of structure with minimum of 13 activity stations, fall height of 9', user zone of 50' x 37', made of conditioned wood with galvanized steel footings.

Cost: \$ \_\_\_\_\_

**Item #2 – Age Group 2 – 5 years**

A tree house type of structure with a minimum of 13 activity stations, fall height of 4' 6", user zone of 24' x 25', made of conditioned wood with galvanized steel footings.

Cost: \$ \_\_\_\_\_

**Item #3 – 8' height / 4 bay Swing set**

To include: bay 1 – two bucket seats, bay 2 – two belt seats, bay 3 – two belt seats, bay 4 – one belt, one ADA seat. Made of 6" OD steel post.

Cost: \$ \_\_\_\_\_

**Item #4 & #5 – (2) Self powered sensory development (one over head/ one ground level) merry go round activity**

- 1 – User zone of 17' diameter, fall height 5'2"
- 2 – User zone of 18' diameter, fall height 5'2"

Cost: \$ \_\_\_\_\_

**Item #6 – Multi rider teeter totter / overhead activity**

User zone of 25' 6" x 16" 10", fall height of 7' 8"

Cost: \$ \_\_\_\_\_

**Item #7 Climbing / crawling / tunnel type of activity – group of 3 plastic tubes.**

User zone of 24' x 18', fall height of 3'5"

Cost: \$ \_\_\_\_\_

**TOTAL EQUIPMENT COST: \$ \_\_\_\_\_**

**PROJECT MATERIAL:**

Playground area will be 71' x 90' or 6,390 square feet

- Stone – Clean rock 3" deep 6,390 sf. Cost (delivered): \$ \_\_\_\_\_
- Drainage Fabric
  - One layer Cost (delivered): \$ \_\_\_\_\_
  - Two layers Cost (delivered): \$ \_\_\_\_\_
- Wood Retaining Timers – ACQ Preserve or equal – Top timber to be routed/curfed - No Arsenic.
  - Two tiers or 324 linear feet x 2, rebar and screws Cost (delivered): \$ \_\_\_\_\_
- Engineered Wood fiber – 12" compacted depth (320 yards)
  - Based on 6,390 square feet Cost: \$ \_\_\_\_\_
  - Based on 6,390 square feet Cost (delivered): \$ \_\_\_\_\_
- Rubber tiles with beveled edges – under belt swings – ends of slides
  - 4' x 6' x 2" thick Cost (delivered): \$ \_\_\_\_\_

**TOTAL MATERIAL COST: \$ \_\_\_\_\_**

**INSTALLATION:**

**Playground Equipment / Surfacing:**

A final site plan will identify the placement of all activity stations to be installed in designated location. Contractor will schedule off load of all material on site or have delivered to third party location and take full responsibility of product.

**Playground equipment (Activity Stations):**

Contractor will supply material to install each activity station as so it meets all manufactures guidelines and meet all USCPCS Playground Safety Guidelines. Cost: \$ \_\_\_\_\_

**Surfacing:**

Contractor will fill area (6,370 SF) and compact with trap rock material (dirty stone) to a depth of 15" below the final grade. Place a layer of drainage fabric, then 3" of stone (clean rock 3/4" to 1"), Place second layer of drainage fabric. Install two tier retaining timbers. Wood fiber and drainage stone installed after equipment.

Cost: \$ \_\_\_\_\_

**TOTAL INSTALLATION COST: \$ \_\_\_\_\_**

**GENERAL BID REQUIREMENTS:**

**Insurance:**

In compliance with RSA 447:16 a performance bond is required of the successful vendor for all projects in excess of \$35,000, such bond shall equal the total project cost. Successful vendor will show proof of liability insurance in the amount of \$1,000,000 with the town named as an additional insured, and workers compensations insurance or in the case of a sole proprietor an Independent Contractor Work Agreement (see Attachment B in Town of Goffstown Purchasing Policy)

**Evaluation Criteria:**

Bids will be evaluated based upon: (1) price; (2) ability to meet all bid specifications; (3) references; (4) \_\_\_\_\_

**General Bid Information:**

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 Parks & Recreation Director, a recommendation will be sent to the Board of Selectmen for a bid award and a bid award is expected by \_\_\_\_\_.

Any questions regarding these bid specifications should be directed to Parks & Recreation Director Rick Wilhelmi at (603) 497-8990 Ext. 401 or email [rwilhelmi@goffstownnh.gov](mailto:rwilhelmi@goffstownnh.gov).

**Signatures:**

The undersigned certifies under penalties of perjury that this bid is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

\_\_\_\_\_  
(Name of person signing bid)

\_\_\_\_\_  
(Company Name) (Date)

10a



## GOFFSTOWN PUBLIC LIBRARY

2 High Street • Goffstown, New Hampshire 03045

603/497-2102

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

TO: Sue Desruisseaux, Town Administrator  
FROM: Dianne Hathaway, Library Director  
DATE: March 17, 2016

The Library Board of Trustees met on Wednesday, March 16, 2016:

### **New Board Members**

The Board welcomed two new members who won election on March 8.

### **Chair and Vice Chair for 2016**

The Board re-elected Mike Lawler as Chair for 2016 and Kathy Coughlin as Vice Chair.

### **Acceptance**

The Board accepted miscellaneous cash donations.

### **Annual Self-Evaluation**

The Board discussed the results of their annual self-evaluation.

### **Alternate Positions**

The Board voted on recommendations for alternate positions to the Board of Selectmen.

### **Shakespeare Cometh!**

The Library staff has worked hard on a project surrounding the First Folio exhibit at the Currier Museum. Many events are offered during the month of April. (The brochure is attached for the BOS.)

The next meeting of the Library Board of Trustees will be held on **Wednesday, April 20, 2016** at **6:30 p.m.** at the Goffstown Public Library.

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: March 24, 2016  
To: Sue Desruisseaux, Town Administrator  
From: Derek M. Horne, Assistant Town Administrator  
Subj.: Summary of HDC 3/23/16 Meeting

The Historic District Commission met Wednesday, March 23, 2016. In addition to approving minutes the Commission members discussed the following items.

### **ELECTION OF OFFICERS & MEMBERSHIP**

The HDC elected Ruth Gage as Chair and Phil D'Avanza as Vice Chair for 2016. HDC member Mark Collins, whose current term expires at the end of March, notified the HDC he does not intend to seek reappointment at this time to allow him to focus on other endeavors.

### **GRASMERE TOWN HALL RENOVATIONS**

Target New England has reinstalled the crash bar on the door for the west side fire escape and secured the rear fire escape door. The fire rated window has been ordered and I will check on the status. Target New England is prepared to work on the windows during the evening and on weekends. I have provided access to the building for the 2<sup>nd</sup> floor and need to confirm with the tenant, Merri-Loo, about accessing their space during the evening and weekends.

Vice Chair D'Avanza spoke with the neighbor, Mr. Tibbetts, about the work to be done onsite. Mr. Tibbetts was okay having the lift access Grasmere through his property. He wanted to be informed of the schedule for this work as it proceeds.

Mark Collins informed the board they were still waiting on a quote for installation of the emergency lighting on the outside of the building for the west side fire escape.

### **GRANTS**

I informed the Commission that letters of intent were submitted as authorized by the Board of Selectmen (2/1/16). A letter of intent was submitted for the Moose Plate Grant to install required emergency lighting on the fire escape and install safety handrail on the stage of Grasmere Town Hall. The Division of Historical Resources and the NH State Council on the Arts has reviewed that letter and requested the HDC submit a second letter of intent to the State Council of the Arts for their Moose Plate Grant. They felt it would be more competitive and may result in a successful grant application. The HDC requested that a second letter be submitted to the State Council of Arts. A letter of intent was submitted for a CLG Priority I Grant to update Individual Resource Inventory Form. This letter of intent was currently under review and the application period is upcoming.

### **HISTORIC MARKERS**

The Commission wanted work completed so the four historic markers could be installed this spring. The final property owner forms needed to be completed and sign produced. I will follow-up on this.

**The HDC's next meeting is Wednesday, April 27, 2016 at Goffstown Town Hall.**

ASSISTANT TOWN ADMINISTRATOR



# Town of Goffstown

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

**Date:** March 24, 2016  
**To:** Susan Desruisseaux, Town Administrator  
**From:** Patty Gale, Planning & Zoning Assistant  
**Subj.:** Conservation Commission Report from the March 23, 2016 Meeting

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

Public Discussion:

Sean Finley, of 184 Elm Street, Map 36 Lot 76, seeking a NHDES Shoreland Permit to cleanup shoreland along his property by adding erosion control to the slope area, which includes adding decorative rock approximately 5 to 7 feet from waterline along with planting 20/30 shrubs and bushes. The property is zoned: Residential-1. Mr. Finley was present to explain the cleanup he will be doing along the shoreline. Mr. Finley explained he has a list from the State with regard to what plants would work best to plant a long the shoreland and he will plant up to 30 plants/shrubs. Mr. Finley explained the rocks he will be adding and he is moving a dock as well. All the work he is doing is to allow for better access to the water and to keep his property from eroding further. Mr. Finley will be putting down silt fencing when he is doing the work. All the work proposed will be done by hand and will take up to a year. **The Conservation Commission voted in favor to support the proposed work as outlined in the Shoreland Permit application with the proper erosion control measures in place while doing the work.**

The Conservation Commission voted to approve the Minutes of January 27, 2016.

The Conservation Commission reviewed the current Budget.

The Conservation Commission voted to elect their officers as follows: Jean Walker will be Chairman, Evelyn Miller will be Vice Chairman and Karen McRae will be the Treasurer.

Open Space Committee Update:

David Nieman updated the Commission on the status of some of the open space projects. The Conservation Easement over the Finke property, Map 12 Lot 6-3 has just been finalized. The Black Brook property that the PLC purchased from the Lamberts with the Conservation Easement to the Town, Map 9 Lot 62A, is almost complete. With grants, donations and private funding raised, the amount to secure the easement was reduced to a cost of approximately \$96,000.00. David Nieman stated he would like to work with the Eagle Scouts on having a kiosk of the trail system in place. Also recently a very prestige property that the Open Space Committee always wanted and was owned by Real Martel near the other easement areas near Black Briar Woods has been given to the NH Forest Society. Mr. Martel recently passed away and he left the entire 135 acre property to the NH Forest Society. David stated this will be a benefit to the Town as this property will now be preserved along with its wetlands and wildlife.



# Town of Goffstown

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

## Correspondence:

- 1) Copy of Email from Meghan Theriault regarding inspection runoff water damage complaint along Elm Street property/Glen Lake. (This also relate to the public discussion as the concern came from Mr. Finley of 184 Elm Street. The Commission briefly reviewed.)
- 2) NHDES Shoreland Impact Permit to rebuild summer camp into year round single family home. Jeanne Gale, 43 McFarland Road, Map 42 Lot 66. (This will be coming before the Commission soon.)
- 3) NHDES Wetlands Minimum Impact Forestry Notification Permit for Phyllis Moriarty, Saunders Road Phyllis Moriarty, Map 7 Lots 74 & 75.
- 4) Intent to Cut Permit for Ricketts, Map 10 Lot 30-3, Snook & Gorham Pond Road.
- 5) NHDES request for more information needed for Alteration of Terrain Permit Application for Woodland Village, Bog Road & Mountain Road, Map 4 Lot 87-6.
- 6) 2015 Piscataquog River Local Advisory Committee Annual Report.
- 7) NH Town & City March/April.
- 8) Email from Meghan Theriault, Town Engineer, regarding erosion concerns from the 2005-2007 Floods near 77 Mast Road. Just an FYI.
- 9) Thank you letter from PLC Regarding Finke Easement. (The Commission read the letter to the public.)
- 10) NHDES Letter needing more information for Ruth Clark Wetlands Permit, Map 10 Lot 3 & 3-1. Along with Copy of Intent to Cut Permit Application for property.
- 11) Intent to Cut Permit for Glenn & Maureen Janas, Map 11 Lot 20, Black Brook Road.
- 12) Intent to Cut Permit for Joseph Venturini, Map 8 Lot 39-3, Paige Hill Road.

## Plan Review:

KRG Motorsport Parking Lot Expansion, Map 26 Lots 10A & 12. This was approved already by the Planning Board on March 10, 2016. **The Conservation Commission stated they have no issues with the site plan.**

## Old Home Day:

Commission discussed having a booth for Old Home Day. Barbara Schult, David Nieman and Susan Tucker will meet to go over the booth and may have pamphlets and possibly a map of the walking trails in Goffstown.

**Meeting adjourned at 8:45 p.m.**

TO: Collis Adams; Board of Selectmen  
FROM: Goffstown Sewer Commission  
DATE: 3-25-16  
SUBJ: Summary – March 22, 2016 GSC Meeting

Sewer Accessibility Fee - John Jackman of Hoyle Tanner & Assoc attended the meeting to acquaint new Commissioner Tim Redmond with the work done so far. Following a lengthy discussion, John will address several additional recommended changes and forward another draft to the Commissioners.

Vaccon Truck Monthly Report Authorization – At the request of the Finance Department, Chairman Crean made a MOTION to authorize Ellen Noyes to sign monthly Vaccon truck expenditures for repairs and fuel, NTE \$250.00. The motion passed unanimously

Sewer - Design and Planning Estimates - M. Yergeau gave a detailed report of areas needing repair and upgrades to solve ongoing problems in many sewer lines. He was authorized to obtain estimates for point repairs at West Side Ave, Main St, Pinehill Ave; extensive work on College Road; Glenridge Ave, Laurel St, and Warren Ave sewer main replacements; and hiring a vendor to perform test pit probes for edge and water level sewer before sewer main construction.

DPW Main St Project 2017– Director Jacobs suggests all road and sewer work be accomplished simultaneously in 2017 rather than opening the roads in both 2016 and 2017. Sewer work will include point repair at the existing sewer main in front of Howe’s Pharmacy, which could be scheduled at night. The Commission agreed to this change of plan.

Sewer Use Ordinance – Now that all three Commissioners are in place, the Ordinance review will resume in April.

**OLD BUSINESS: 3/28/16 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	<p>Tasks remaining for Fire Escape area on west side of building:</p> <p><u>Empire Sheet Metal</u> - Structural repairs of side fire escape as outlined in SFC report; remove rear fire escape</p> <p><u>Target New England</u> - Repair &amp; replace fastenings as needed; remove any and all rust on fire escape; paint fire escape; remove 3 windows on side of building next to fire escape; fill in area with glass provided by town; install new siding and trim; install fire rated dry wall on interior windows.</p> <p>SFC - Construction monitoring &amp; certify fire escape</p> <p>Grasmere Town Hall - Painting (Maintenance): 3/28/16 RFP presented to BOS</p>	<p>Crash Bar transferred to side fire escape and rear fire escape door is secured.</p> <p>Fire rated window ordered 2/29/16.</p> <p>RFP for painting presented to BOS 3/28/16 (maintenance unrelated to LCHIP).</p>
06/22/15	EDC	EDSAT final presentation	EDSAT PRESENTATION - TUESDAY APRIL 19th at 4:00 pm
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)	Wage & Classification Study in April 2016 - Thurs. April 21 or Tues. April 26?
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 approved. Cost \$100 for mailways to mail to property owners in 03102 zip code
08/31/15 09/21/15 10/5/15	Planning Board	<p>Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning?</p> <p>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</p> <p>Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment</p>	<p>Development Regs review by PB in 2016;</p> <p>B. Griffin's memo re: NHDOT Mitigation Funds rec'd &amp; email sent to NHDOT &amp; SNHPC re: fund availability</p>
12/07/15	Performance Evaluations	Dept. Head evaluations	scheduled 2/22/16; 2/29/16; 3/28/16

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