
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



MAY 9, 2016



Town of Goffstown

BOARD OF SELECTMEN

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

May 9, 2016

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 4/25/16 public and non-public minutes
- 6:05 pm 2. **Announcements:**
- Proclamation for GHS Girls Basketball Team – State Champions
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Promotional Oath of Office for Sergeant Geoff Pinard**
- 6:30 pm 5. **Assessor Scott Bartlett re: proposed insert with property tax bill**
- 6:45 pm 6. **Fire Chief Richard O'Brien re: Bid Award for Construction Management Services**
- 7:00 pm 7. **PUBLIC HEARING re:** amendment of Rail Trail Ordinance to allow use from dusk to dawn with proper illumination
- 7:15 pm 8. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. Bond Documents
 - e. Appointments to committees
 - f. Bond Issuance
 - g. Electricity bid process
- 7:30 pm 9. **Selectmen Discussion**
- a. Committee Reports: Conservation Commission; Historic District Commission; Planning Board; Economic Development Council
 - b. New Business:
 - c. Old Business: Action Matrix
- 7:45 pm 10. **Public Works Director Adam Jacobs re: request to advertise RFQ for on-call engineering and surveying**
- 8:00 pm 11. **Public Comment**
- 8:10 pm 12. **Non-Public Session RSA 91-A:3 II (a) compensation, (b) hiring and (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.

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

May 9, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 4/25/16 public and non-public minutes #1
- 6:05 pm 2. **Announcements:**
- Proclamation for GHS Girls Basketball Team – State Champions
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Promotional Oath of Office for Sergeant Geoff Pinard**
- 6:30 pm 5. **Assessor Scott Bartlett re: proposed insert with property tax bill** #5
- 6:45 pm 6. **Fire Chief Richard O'Brien re: Bid Award for Construction Management Services** #6
- 7:00 pm 7. **PUBLIC HEARING re:** amendment of Rail Trail Ordinance to allow use from dusk to dawn with proper illumination #7
- 7:30 pm 8. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
- | | | | | |
|---------|-----------|---------|------------------|-----------------------|
| 5/12/16 | Thursday | 7:00 pm | Planning Board | Room 106 |
| 5/16/16 | Monday | 6:00 pm | ALL BOARDS | Institute of Politics |
| 5/17/16 | Tuesday | 6:00 pm | Sewer | Room 106 |
| 5/18/16 | Wednesday | 6:30 pm | Library Trustees | Library |
| 5/18/16 | Wednesday | 7:00 pm | Parks & Rec. | P&R Center |
| 5/19/16 | Thursday | 7:00 pm | Budget | Room 107 |
| 5/19/16 | Thursday | 7:00 pm | CIP | Room 106 |
- b. Consensus Folder
- Employee Status Reports: DPW 2 Seasonal Laborers, DPW Summer Intern, P&R 2 Grounds employees
 - Proclamation: GHS Girls State Championship Basketball Team
 - Event Permit Applications: (1) Lemay & Sons BBQ Cookoff May 15 10am – 4pm; (2) CHAD Football Game at St. Anselm College 6/25/16 5:30 pm; (3) Folk Concert @ Sunset Hill Orchard 7/11/16 7pm – 9pm; (4) Police Dept. National Night Out Block Party 8/2/16
 - Betterment Assessment Warrant: Lynchville Danis Parks Drinking Water Project
 - Amendment to Purchase & Sales Agreement – Piscataquog Land Conservancy Map 9 Lot 62A
 - First Half Property Tax Warrant
- Motion needed.**
- c. Assessor's Recommendations
- Intent to Excavate (recommended): Map 6, Lot 11-1
 - Report of Excavated Material 2015-2016 – (Recommended): Map 6, Lot 11-1
 - Current Use – LUCT Lien Releases: Map 4, Lot 20; Map 4, Lot 69-2
 - Solar Energy Systems Exemptions for the 2016 Tax Year (recommended): Map 16, Lot 136-1
- Motion needed.**
- d. Appointments
- The Conservation Commission recommends the reappointments of Jean Walker, David Nieman and Kimberly Peace.
- Motion needed.**
- The Rail Trail Committee recommends the appointment of Warren Denby as a representative of the Friends of the Rail Trail to the Rail Trail Committee.
- Motion needed.**

Town Administrator's Report

May 9, 2016

e. Bond Issuance

The Town has received Loan Agreement from the NH Municipal Bond Bank which requires a vote and signature (see signature folder).

Motion needed to enter into a Loan Agreement with the NH Municipal Bond Bank for \$2,300,000 at a maximum interest rate of 3.5% for the Church Street Fire Station project approved at the March 2016 Town Meeting, and furthermore to authorize the Chairman to sign the Loan Agreement.

Also, as previously discussed, Bond Counsel has provided the Post-Issuance Tax Compliance Policies and Procedures for the Board's adoption (see signature folder).

Motion needed to adopt the Post-Issuance Tax Compliance Policies and Procedures as presented by Bond Counsel.

f. Electricity bid process

As the Board is aware, the town participated in the SNHPC Consortium Bid Process. Standard Power brokered the process. Most of the other towns have a renewal date of November but Goffstown's renewal date is July. Therefore, the consortium is able to offer Goffstown a short-term contract from July to November at an energy rate of .0611 per kwh. There are a variety of options starting in November including a one year, two year or three year contract. Each of these options is offered a blended rate or a specific rate for each year.

There are 2 factors which determine the cost of the energy portion of an electric bill: supply cost and capacity cost. Supply costs fluctuate daily and are currently very low. Capacity costs are fixed for the next few years with an increase in cost each year. Since supply costs are so low, then it would be prudent to sign on for a long term contract.

Currently our rate is .096 and expires with the June meter reading. The Consortium received pricing from 9 entities, and recommends First Point Power. The negotiated options are:

OPTION #1:

Nov. 2016 – Nov. 2017	.07297
Nov. 2017 – Nov. 2018	.08753
Nov. 2018 – Nov. 2019	.09125

OPTION #2 (a blended rate):

24 months	.08030
36 months	.08465

Our current provider ENH offers the following rates starting June 2016:

7 months -	\$0.072
13 months -	\$0.079
19 months -	\$0.082
25 months -	\$0.086

Motion needed.

- | | | | |
|---------------------|-----|--|-----|
| 7:45 pm | 9. | Selectmen Discussion | |
| | a. | <u>Committee Reports</u> : Conservation Commission; Historic District Commission; Planning Board; Economic Development Council | #9a |
| | b. | <u>New Business</u> : | |
| | c. | <u>Old Business</u> : Action Matrix | #9c |
| 8:00 pm | 10. | Public Works Director Adam Jacobs re: request to advertise RFQ for on-call engineering and surveying | #10 |
| 8:15 pm | 11. | Public Comment | |
| 8:25 pm | 12. | Non-Public Session RSA 91-A:3 II (a) compensation, (b) hiring, (d) real estate | #12 |
| ADJOURN by 10:00 pm | | | |

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF APRIL 25, 2016

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay (arrived at 6:11 pm), Selectman Collis Adams, Selectman Allen Brown, Selectman David Pierce and Town Administrator Sue Desruisseaux. Also in attendance was Gail Labrecque—Recording Secretary.

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

The Board said the Pledge of Allegiance.

ACCEPTANCE/CORRECTION OF MINUTES

Meeting of April 11, 2016—public minutes

Selectman Pierce made a motion to approve the public minutes to the Board of Selectmen meeting of April 11, 2016. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Meeting of April 11, 2016—non-public minutes

Selectman Pierce made a motion to approve the non-public minutes to the Board of Selectmen meeting of April 11, 2016. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Meeting of April 21, 2016—non-public minutes

Selectman Pierce made a motion to approve the non-public minutes to the Board of Selectmen meeting of April 21, 2016, as amended to show the proper date. Selectman Adams seconded the motion. VOTE: 3-0-1. Motion carries. Selectman Brown abstained.

Meeting of April 21, 2016—public minutes

Selectman Adams made a motion to approve the public minutes to the Board of Selectman meeting of April 21, 2015. Selectman Pierce seconded the motion. VOTE: 3-0-1. Motion carries. Selectman Brown abstained.

Meeting of April 19, 2016-Joint meeting with EDC and Selectmen

Selectman Brown made a motion to accept the minutes to the joint Board of Selectmen and Economic Development Committee meeting of April 19, 2016. Selectman Adams seconded the motion. VOTE: 3-0-1. Motion carries. Selectman Pierce abstained.

TOWN ADMINISTRATOR'S REPORT

Selectmen Meeting Schedule

Town Administrator Desruisseaux said the Conservation Commission meets on Wednesday, April 27 at 7 pm. Selectman Pierce said he would be there. Town Administrator Desruisseaux said the HDC also meets Wednesday, April 27 at 7 pm. Chairman Georgantas said they would need to check with Vice Chairman Lemay to see if he will attend. Town Administrator Desruisseaux said the Planning Board meets Thursday, April 28 at 7 pm. Selectman Adams said he can't attend. Chairman Georgantas said they will check with Vice Chairman Lemay to see if he is available to attend. Town Administrator Desruisseaux said the EDC meets on Wednesday,

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May 4 in Pinardville with the location to be determined. They will have to check with Vice Chairman Lemay to see if he will attend.

Consensus Folder

Town Administrator Desruisseaux said for Employee Status Reports, they have resignations from a Call Fire Fighter, a Call EMT, and a DPW intern. They also have a Master's Degree incentive for a Police Sergeant. Ambulance Service Rates and Patient Billing/Collection Policy voted on 4/11/16 needs a signature. They have the MS-4 Storm Water Pollution Prevention Plan Annual Report. They have event permits for the Goffstown Garden Club Plant Sale on May 14; Merri-Loo Preschool Touch-a-Truck on May 15; American Legion Post Wesley Wyman #16 Memorial Day Parade on May 30; TI Event Services Road Race/Trail Run Fundraiser on May 21; Goffstown Main Street Program, Old Home Day, on June 4; Goffstown Main Street Program, Uncommon Art on the Common, on August 6; Manchester Marathon Association, Marathon, on November 6. They also have a Road Tracking Form for Acceptance of Road Maintenance & Drainage Easement.

Selectman Adams made a motion to approve the Consensus Folder. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

ASSESSOR'S RECOMMENDATIONS

Town Administrator Desruisseaux said they have a recommended Intent to Cut for Map 7, Lots 55 & 75. Recommended Elderly Exemptions are for Map 4, Lot 87-5-16, Map 6, Lot 17B-36, and Map 6, Lot 17B-63. They have a recommended Veteran's Tax Credit for Map 8, Lot 40-12. Recommended Solar Energy System Exemptions for the 2016 Tax Year for Map 5, Lot 24A-1, Map 6, Lot 28, Map 9, Lot 36-7-9, Map 9 Lot 90-2, and Map 29, Lot 9.

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

APPOINTMENTS

Town Administrator Desruisseaux said the Trustees of Trust Funds recommend the re-appointment of Laura Paris as an alternate until March 31, 2017. Parks & Recreation Commission recommends the re-appointment of Howard Soboloy, Peter J. Hooker, and Jane Steckowych until March 31, 2019. And the reappointment of Deputy Town Clerk Karen Leclerc until March 31, 2017.

Selectman Adams made a motion to reappoint Laura Paris as an alternate to the Trustees of the Trust Funds until March 31, 2017, to reappoint Howard Soboloy, Peter J. Hooker and Jane Steckowych to the Parks & Recreation Commission until March 31, 2019, and reappoint Deputy Town Clerk Karen Leclerc until March 31, 2017. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

RESIGNATION OF A COMMITTEE MEMBER

Town Administrator Desruisseaux said Lowell Von Ruden has submitted his resignation from the Rail Trail Committee.

Selectman Adams made a motion to accept, with regrets, the resignation of Lowell Von Ruden from the Rail Trail Committee, and to send him a letter of recognition for his years of service. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

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ANNOUNCEMENTS

Chairman Georgantas read a notice for Namaske Lake abutters. *“The Namaske Lake Association has contracted SOLitude Lake Management, 590 Lake Street, Shrewsbury, MA 01545, telephone 508-885-0101, to treat portions of Namaske Lake in Goffstown with the USEPA/State registered aquatic herbicide Navigate (2,4-D BEE granular), EPA registration number 228-378-8959, to control exotic variable milfoil weed. Final treatment areas will be determined following pre-treatment surveys by NH DES. A permit application has been filed with the state requesting approval for this treatment program. The treatment will likely be performed in mid-June, 2016. If a permit is issued, there will be additional notification of the actual treatment date and specific information on certain activities and water uses that will be temporarily restricted as a condition of the permit. Any questions concerning the proposed treatment should be directed to SOLitude Lake Management at the above address. Those wishing to comment on the proposed application may contact the NH Department of Agriculture, Division of Pesticide Control to request a public hearing. Comments must be received in writing within 15 Days of receipt of this notice. The address is*

*New Hampshire Department of Agriculture
Division of Pesticide Control
PO Box 2042
Concord, NH 03302-2042*

The phone number is 603-271-3550.

Chairman Georgantas also read an announcement regarding “Drug Take-Back Day” as follows: *“On Saturday, April 30 2016 from 10 am to 2 pm the Goffstown Police Department and The Drug Enforcement Administration (DEA) will give the public its eleventh nationwide, one day collaborative drug take-back initiative effort to remove potentially dangerous controlled substances from our nation’s homes. This national initiative will provide an opportunity for the public to surrender pharmaceutical controlled substances and other medications to law enforcement officers for destruction. Expired, unused, or unwanted controlled substances in our homes are a potential source of supply for the increasing abuse of pharmaceutical drugs in the United States and an unacceptable risk to public health and safety. Bring your medications for disposal to Goffstown Police Department at 326 Mast Road, Goffstown, NH 03045. No needles or liquids can be accepted. The service is free and anonymous, no questions asked. Citizens are now advised that their usual methods for disposing of unused medicines—flushing them down the toilet or throwing them in the trash—both pose potential safety and health hazards. For more information in regards to this initiative, please contact Detective Jason Ouellette at the Goffstown Police Department at 603-497-4858.*

PUBLIC COMMENT—6:10 PM

Warren Denby, President of the Friends of the Rail Trail, said in September of last year, the Board agreed to accept a pledge from the Friends of the Rail Trail to pay ½ of any costs of the change orders, which the TE Grant Coordinator might submit on the installation of the safety crossing lights on Mast Road and Henry Bridge Road. Two weeks ago we were contacted by the Town Engineer and informed that the Friends of the Goffstown Rail Trail final costs and change orders were \$5,225.60. The payment of half of that amount could now be made. He presented a check to the Board of Selectmen in the amount of \$2,612.80.

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Ed Tuthill, of Paige Hill Road, asked what is going on on Paige Hill Road in the process of reclaiming the road. They were told it would be reclaimed and re-topped. There has been a change and it is dramatic. The road has been elevated 18-22 inches. His wife's car bottoms out.

Town Administrator Desruisseaux asked if they've spoken with anyone about this. Kurt Lauer, also of Paige Hill Road, said they had a public information meeting prior to this starting. Mike Hillhouse came over and said it was a field change. The change of more than 18 inches is more than a minor change. The residents should have been notified. The top of subgrade is as tall as the existing stone walls. There is a major flaw in the process. They shouldn't have made such changes without going back. He has two wells which he uses. Their drill well head is now 6 inches below the top of subgrade. When they feather it in, the saltwater will be directed back towards their wells. He's concerned about salt infiltration. The way his property slopes, they are dumping the water onto his property and there is no place for it to go. He would like to get his water tested now as a preexisting condition, but doesn't think he should pay for it. It's a town issue. He invited the Board to come see the significant difference. As part of the original design there was an underdrain put in. He assumes that's to take water from the subsurface. Now the water that was supposed to go into that system is 10 feet away and 2 feet below where it was designed to be.

Ed Tuthill said he wants to know why the road is elevated when there was never a drainage issue to begin with. He understands there may have been a 3 or 4 inch elevation. That could be dealt with. Now a ramp has to be built to his garage. They will have water sitting on their front lawn that has never been there before. He asked the Board to go look. When they go to tie in his driveway to this, he wants to know how they will do it. Evidence suggests they will slope it a bit more, and pave it. That won't last. Within two years it will fall apart and it will be his expense to repair it. He's not willing, nor will he take that on. Had there been water issues, he could understand it. But there wasn't an issue above them. He would like his concerns addressed before this project continues, and before they put pavement down.

Selectman Adams asked if DPW Director Jacobs is on vacation. Town Administrator Desruisseaux said he is. Selectman Adams said he has some time and would like to go look at the site. Ed Tuthill said he is concerned with the value of his property diminishing as a result. He is at 126 Paige Hill Road. Kurt Lauer said he is at 118 Paige Hill Road. Selectman Pierce said he would be there at 8:30 am. Selectman Adams said he could be there about 9:30 am. Mike Hillhouse said he would meet them there. Town Administrator Desruisseaux said it was mentioned in DPW Director Jacobs's summary.

PARKS & RECREATION DIRECTOR WILHELMI

Bid award recommendation

Parks & Recreation Director Wilhelmi said the Commissioners met and reviewed the three bids that came in from New England Specialty Inc., Probuilt Designs LLC and Pettinelli and Assoc. All three bids were higher than we anticipated, due to material costs and actual installation. The Commission recommends Probuilt Designs. They match more closely to the specs. Material would be \$86,850.79 and installation \$34,999. The remaining costs of material and labor is something we do on our own. It would be paid for with \$60,000 from the 2016 CIP request.

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The remaining would be from the Parks & Recreation Revolving Fund. New England Specialty bid \$25,100.00 and Pettinelli bid \$131,700.00. Selectman Pierce clarified he is not recommending the low bidder because the material didn't meet the specifications. Chairman Georgantas said the bidder that met specifications was Probuilt. Town Administrator Desruisseaux said 121,849.79.

Selectman Pierce made a motion to award the project to Probuilt Designs in the amount of \$121,849.79. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

RecDesk software and establishment of a credit card policy

Director Wilhelmi said they are looking to streamline their day to day business—cash receipts, registrations, etc. There are various types of software out there. RecDesk software seems to be the most efficient, affordable, and smart way to go. New Boston has this online and in operation. In looking at how they use it and what they use it for, it seems to be beneficial for us. It is user friendly. It is cloud based. The only fee is a yearly fee of \$3,900. Currently we write out hand written receipts. The software would be beneficial for us. The big side is the credit card processing. RecDesk does not do that. It's a third party provider that does that part of it. It's more in the area of our IT to dig deep into that. The way he understands it is a company will charge us a start-up fee. Then there will be a fee to process the cards. It can be a percentage. There are different rates and variables out there. The patron would pay the fee. At the end of the month we would be sent the money collected, then they would invoice you the fee you have to pay back. Selectman Adams asked about the start-up cost. Director Wilhelmi said it is \$3,900 for the software. The annual fee will come in with the third party. We looked into other packages and this is a good deal. Selectman Pierce said the \$3,900 is an annual fee for the software. There is a third party who processes the credit card fees. Director Wilhelmi said because this is a cloud base, you have to have the third party provider. They will have an annual fee for their services and a fee for the use of the credit card.

Town Administrator Desruisseaux asked if those fees were being passed on to the consumer. Director Wilhelmi said you can do that any way you want. He sees some that increase the fee to cover the costs of the programs. Selectman Adams said so there is no cost to the Town. Selectman Pierce said now most customers could register online and pay online. It simplifies the labor involved. Director Wilhelmi said they hope to get it up and going. They would use revolving fund dollars, and would like to do it in the fall.

Town Administrator Desruisseaux said her issue is that if the \$3,900 is going to have a budget impact every year, it should be in the operating budget. You need full disclosure to the voters if it's not going to be paid by the revolving fund every year. Chairman Georgantas said he should go to the Budget Committee first to get them on board. Selectman Brown said he agrees with the concept. The amount of data you are handling manually, you'd save the money in manpower alone. He doesn't see the taxpayers saying no to something that will save money in the long run.

Director Wilhelmi said a lot of their users would be excited for that to be in place for them. The users can register and pay online, or register online and mail in a check. Selectman Adams said he thinks we should give it a go, but agrees with full disclosure. Town Administrator Desruisseaux suggested he put it in his budget this year with an off-set from the revolving fund.

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If that is implemented, she would also like it for utility billing and property taxes. There are two third party vendors who would work with the RecDesk. We can start working on a credit card policy so it's up and running.

Chairman Georgantas asked about the minutes to the Parks & Recreation meeting. It says P. Hooker was present and also that he was absent. Director Wilhelmi said he was present. It was a typographical error.

TOWN ADMINISTRATOR'S REPORT--continued

Renewal of Economic Development Revitalization Zones

Town Administrator Desruisseaux said a change to RSA 162-N requires evaluation every five years to determine whether the Economic Revitalization Zone sites still meet the requirements for ERZ designation. We have four sites in Goffstown approved in 2010. They are Gentle Slopes south of Heberts Junkyard, Benchmark, Tatro Drive, and Pond View Industrial Parks. There is an enclosed memo and maps from Economic Development Director Horne. EDC recommends all sites be recommended for renewal.

Vice Chairman made a motion to continue the existing ERZ designations under RSA 162-N:2 for Gentle Slopes Industrial Park, the Benchmark site, Tatro Drive Industrial Park, and Pond View Industrial Park, and have Chairman Georgantas endorse DRED's ERZ Renewal Form. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

SNHPC Regional Coordination Council for Community Transportation

Town Administrator Desruisseaux said when we received this request, we asked about the frequency of meetings, the time of day for the meetings, and whether or not they were seeking elected officials or staff to attend the meetings. The frequency of meetings and time of meetings is unknown. Elected officials can attend or staff can attend. Until she knows more about the benefits to the Town for participation and the time commitment, she advises we pass on this at this time unless an elected official has time to commit. With the Board consensus, she said she would tell them they would like more information.

Rail Trail

Donation of Trail Improvements from ProLandscape valued at \$8,050

Town Administrator Desruisseaux said there is a donation of trail improvements from ProLandscape valued at \$8,050, and they are requesting the Selectmen authorization to proceed to a public hearing under RSA 31:95-E. Selectman Pierce said Mr. Straw is withdrawing his application. He doesn't want to put down new pavers where suggested.

Grant Application

Town Administrator Desruisseaux said at the last department head meeting the DPW Director reported he can commit the labor for the grant match. Selectman Pierce said the match would be whatever the labor is to repair some drainage swales. They would be restored to properly flow, and made to grade. That would be DPW's contribution. The Friends of the Rail Trail would contract for everything else on this project. They may have to present some cash as part of that match. The value of the labor would be used in the grant application to document potential in-kind work. Selectman Adams asked about the typical cross section view and the purpose of the rock dams every 100 feet. Selectman Pierce said if there is water flowing in the swales, it slows

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the water down. There is no water flowing in them now. They just have to be restored to a proper depth. Selectman Adams said his concern is they would be turned over to the Town and they are a maintenance nightmare. Selectman Pierce said he would remove them from the design. Chairman Georgantas asked about putting on a dollar value. Selectman Pierce said the project is worth \$70,000 altogether, more or less. Twenty percent (20%) of that is roughly \$12,000-\$13,000. Some portion of that would be the hours contributed by DPW for this job. The rest will be donated by the Friends of the Rail Trail. Selectman Adams suggested a “not-to-exceed” dollar figure. Selectman Pierce said he didn’t have to include a dollar figure on the grant application. Chairman Georgantas asked what happens if they go over the estimated costs. Selectman Adams said he wants to limit the Town’s exposure to costs. Selectman Pierce said he’s comfortable with a “not-to-exceed” figure of \$13,000.

Selectman Pierce made a motion that the Town participate in a project to improve the Goffstown Rail Trail from Mooseclub Park and Lynchville Park Road, wherein the in-kind contribution of DPW will be restoring the drainage swales, not-to-exceed \$13,000. All of the remaining project would be under a contract from Friends of the Rail Trail using monies from a state grant—the Recreational Trails Program Grant 2017. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Rail Trail Ordinance

Town Administrator Desruisseaux said department heads recommend no change in the ordinance at this time. They did note that the two questions which have arisen could be handled by adding small signs beneath the current Trail signs indicating the hours of use and prohibition of horses. It is a predevelopment ordinance. When the trail is done it should be reviewed and a final ordinance made. Selectman Pierce said they are more than predevelopment. He’s not in favor of leaving the ordinance as it is. He would like to revise it through public hearings. His first concern is to replace the hours of permitted use, laying it out that the portion should read as a transportation corridor, the trail is open at all times and users should use some sort of illumination. Chairman Georgantas said he thinks they should take the recommendations of the department heads, and stay with the ordinance until they go forward with what they have.

Selectman Pierce asked if the Police Department would be asked to hand out citations if people are on the trail between dusk and dawn. Chairman Georgantas said if there is an issue out there, the Police have to have some teeth. The teeth are the dawn to dusk ordinance. Selectman Pierce said if you aren’t going to touch the ordinance, don’t touch the signs as well. Chairman Georgantas said placing the signs isn’t touching the ordinance. It’s enforcing the ordinance. He’s going along with the department heads for now until we go through the process. Selectman Adams said we’ve not heard from the public.

Town Administrator Desruisseaux asked if the Board wants to move forward with a public hearing to see what the town wants to do with this. Selectman Adams said he’d like to see the full draft of what it would look like. Town Administrator Desruisseaux asked if it is a public hearing or a public discussion. They have different statutory requirements. Selectman Pierce said whatever it takes to change the ordinance. Town Administrator Desruisseaux said that would be a public hearing. That entails two hearings, two weeks apart, and you vote on it two weeks after those two hearings. All abutters must be notified. Selectman Pierce said another

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point is that if we don't change the ordinance until the trail is developed, that would be 4 or 5 or 6 years from now.

Vice Chairman Lemay asked if we could find out what other communities are doing with their hours. Town Administrator Desruisseaux said Manchester is the only one connected to use. They have no ordinance, but do have signs saying that they don't permit motorized vehicles. Their park ordinance is 7 am to 7 pm. We consider ours a park. Vice Chairman Lemay said there are communities who have their trails lit. Selectman Adams said he'd like to know the associated costs associated with the level of service the other towns are providing. We want to make sure we are comparing apples to apples. Town Administrator Desruisseaux said it was decided not to light the trail because it is so close to homes.

Selectman Pierce made a motion that the Board of Selectmen hold a public hearing to update the Rail Trail Ordinance specifically pertaining to hours of use, meaning we would change the hours of permitted use to "as a transportation corridor the trail is open at all times with the condition that during hours of darkness, users shall use some type of illumination." Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

SELECTMEN'S DISCUSSION

Committee Reports:

Town Administrator Desruisseaux said there was a question of dissolving the Rail Trail Committee. The department heads recommend the continuation of the Rail Trail Committee until trail development is completed. Parks & Recreation isn't set up to do development. When it's done they can then turn it over to the Parks & Recreation Department for trail maintenance. Selectman Pierce said he supports the decision of the department heads.

Sewer Commission

Selectman Adams said they held the meeting but it was short and sweet. He did not attend.

Parks & Recreation

Selectman Pierce said the main discussion was about the Roy Park improvements and which contractor to accept. The other issue was the software to handle program registration and fee payment.

Planning Board

Selectman Adams said the one item—the YMCA--on the agenda was continued to the meeting this week. There was a presentation from SNHPC relative to Complete Streets. There was discussion as to potential locations. They were looking for Goffstown to commit to being a pilot program. There is no cost involved at this point. Selectman Pierce said they have a grant to do the engineering design on three streets. They are looking for applications from three of the fourteen communities. Selectman Adams said there also was election of Planning Board officers and they remain the same. There was discussion about SB 146, the new state law on accessory dwelling units, and how Goffstown will deal with it in the planning process. Chairman Georgantas asked if Vice Chairman Lemay could attend the Planning Board meeting on Thursday. Vice Chairman Lemay said he could.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF APRIL 25, 2016

Joint Meeting with EDC

Selectman Adams said he was waiting for an “ah-ha” moment but one never came. Town Administrator Desruisseaux said the projections on the growth industries in the next three years may be what we can target. They said manufacturing isn’t going anywhere. EDC could take a look at the final report to see what they can use out of it to develop an EDC Master Plan. That would be one tool.

Vice Chairman Lemay said he got a notice of the next Technical Advisory meeting that will be held May 18 from 1-3 pm in Room 100 at the Community College on Front Street. The EDC and Planning Board are all invited. The last meeting was short. They talked of where they would find/get money. They talked about the Toll Highway Committee. It’s a work in progress.

NEW BUSINESS

2016 Goals

Human Resources

Chairman Georgantas said the DPW Collective Bargaining Agreement is still a goal. Town Administrator Desruisseaux said the ball is in their court to see when we can get together. We gave them three dates and none are good for them. The Human Resources Ad Hoc Committee hasn’t met for a while. They are waiting until we get through the MRI study. The performance evaluations of the department heads should be in the signature folder for the next meeting. Some decisions have to be made regarding the Wage Classification Study before a report can be given.

Communications with the Public

Chairman Georgantas said these are all items we have talked about.

Town Administrator Desruisseaux said the All Boards meeting is set for May 16th at the NH Institute of Politics. Invitations have gone out to the committee chairmen and department heads.

Project Management

Chairman Georgantas said, regarding road plan updates, that they are working with DPW Director Jacobs. Town Administrator Desruisseaux said, regarding the finance software issue, they are meeting tomorrow with MUNIS on the utility. She put the design of Barnard Land Redevelopment on the wall in the Selectmen’s non-meeting room so they can look at it. Chairman Georgantas said we are working on a comprehensive plan now for the Fire Department and Grasmere Town Hall is almost done. The Library is looking at their plan. Town Administrator Desruisseaux said the Police Department is working on their plan.

Budgets

Town Administrator Desruisseaux said they set it “not to exceed 10%” but would revisit it after they review the MRI final report. There was an overall acceptance of how the budget process went last year.

Economic Development

Chairman Georgantas said we just reviewed the EDSAT results. We’re watching for available grants. And we’ll meet with EDC on a regular basis.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF APRIL 25, 2016

OLD BUSINESS

Action Matrix

Town Administrator Desruisseaux said Roger is working a lot of hours at Grasmere Town Hall this week. Chairman Georgantas said we can remove the EDSAT from the list. The Board's consensus was that EDC should review it for use as one of their tools in the EDC Master Plan. Chairman Georgantas said we are still working on the Wage & Classification Report. The Post Office issue is the way it is. Town Administrator Desruisseaux said they would do an insert in the tax bill. Selectman Adams said the Planning Board is just starting to revisit the Master Plan and Development Regulations. That will take some time. Chairman Georgantas said we already talked about department head evaluations. They will be ready for the Board to read and the Chairman to sign.

Selectman Pierce said on the Town's web home page there is a link for three properties that are up for auction. He encouraged residents to look at the link to see if there is any interest. Town Administrator Desruisseaux said they did send out notices to the abutters. One property is posted.

Selectman Adams said when he tries to contact DPW, when he gets the message, it gets re-routed and goes back to Kathryn Fisher. Town Administrator Desruisseaux said she will check on it. It may have been because the Cathy at DPW was on vacation for the past three weeks.

PUBLIC COMMENT—7:20 PM—There was no comment from the public.

Town Administrator Desruisseaux said there are two more requests for Board action.

Highway Safety Grant

Police Chief Browne said the Chairman just signed the 2016 Highway Safety Grant applications. 2016 Fiscal Year was very late coming out of the state. The deadline for 2017 grants is May 1st. We intend to apply for the same grants as last year. A 50/50 equipment grant where we purchase a radar, and the State also purchases one. It's a great deal. There is also a STEP grant, which stands for Sustained Traffic Enforcement Patrol, and a DWI patrol grant. They are 80/20 matches. The 20% is not a funding source the Town has to provide. It is simply manpower. We will do certain directed patrols during the course of our regularly scheduled duties. As such the State will reimburse us 80% back so we can hire our overtime for that. There are three grants for fiscal year 2017. They start October 1 and go through 2017.

Vice Chairman Lemay made a motion to allow the Police Chief to apply for the requested grants. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

POST-ISSUANCE COMPLIANCE GUIDELINES

Town Administrator Desruisseaux said the Bond Counsel recommends the development and adoption of Post-Issuance Compliance Guidelines for the Fire Station Bond. This is a one-time event and a one-time fee, which is recommended by the IRS and the Bond Counsel. It states we are tax exempt and will continue to be tax exempt for the duration of the bond. The cost is estimated to be between \$450 and \$750.

Selectman Adams made a motion to develop Post-Issuance Compliance Guidelines for future adoption. Selectman Brown seconded the motion. Vote: 5-0-0. All in favor. Motion carries.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF APRIL 25, 2016

7:32 pm Selectman Adams made a motion to enter non-public session in accordance with RSA 91-A:3 II (b) and (d) real estate. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

7:45 pm Vice Chairman Lemay made a motion to exit non-public session. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to seal the non-public minutes. Selectman Pierce seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to offer a Conditional Offer of Employment to patrolman candidate as recommended by Police Chief Browne. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to authorize the Town Administrator to make an offer of current assessed value of property and conditioned on passage at Town Meeting. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:47 pm Selectman Brown made a motion to adjourn. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Town of Goffstown Assessing Notice

To: Goffstown Taxpayers
From: Scott Bartlett, CNHA
Date: May 9, 2016
RE: Changes to Assessments

Since late 2006, the Assessor's office has been examining property and property data. To date, all properties in Goffstown have been reviewed, measured and/or inspected. In addition, the Town underwent valuation updates in 2008, 2011 and 2013; all current assessments represent the physical condition of the property as of April 1, 2016 and the market conditions as of April 1, 2013.

State law requires assessments to be revalued on market conditions at least every five years; however, RSA 75:8 states: "Annually, and in accordance with state assessing guidelines, the assessors and selectmen shall adjust assessments to reflect changes so that all assessments are reasonably proportional within that municipality." Market conditions have changed since 2013; therefore, it is the intention of the Assessing Office to update all assessed values for the 2016 tax year. Your current bill **does not** reflect this update of value, it is expected that proposed values from this update will be available by August 1, 2016. A list of the new proposed values will be available on the Town's website, <http://www.goffstown.com>, and will also be available at the Town Hall.

Based on preliminary analysis, it is expected that the assessed value of most residential property will be increasing by around 10%. It is also expected that manufactured homes will increase by as much as 25%. Analysis is still on-going for commercial and industrial properties; therefore, no estimates can be made at this time. As the total value of the Town will be increasing it is also expected that the tax rate will decrease; however, the 2016 tax rate will not be known until October, 2016.

Your current tax bill, due July 1, 2016, is an estimated bill which is based on 50% of the 2015 tax rate. This estimated bill cannot be appealed. The second and final 2016 tax bill, which should be sent in late October or early November, establishes the true tax for the year. This bill can be appealed under the normal abatement procedure described in RSA 76:16.

If you have questions at any time please check our website at <http://www.town.goffstown.nh.us/townhall/assessor.shtml>, e-mail me at sbartlett@goffstownnh.gov, or call me at 497-8990 x 113.

The Town continues to meet its assessing requirements without large expenditures and undue inconvenience to taxpayers. We appreciate your patience and cooperation.



MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien *RS*

CC : file

Date : April 29, 2016

RE : BOS - Bid Award

The purpose of this memorandum is to request the Board of Selectmen to approve (at the next BOS Meeting) the recommended bid for Construction Management Services / Design – Build Services for the Church Street Fire Station Project.

The Town solicited bids for the project and received five bids on March 31st, 2016. The proposals were reviewed for completeness with the emphasis seeking firms with extensive experience with fire station construction projects. Two firms were chosen to meet with a Section Panel to present their services and answer questions. The Selection Panel Scored the firms on the following:

- Submittal Completeness;
- Experience, References and Qualifications Managing Municipal Projects;
- Experience and References working with fire station projects;
- Project Understanding & Professionalism;
- Cost Competitiveness of Fees.

Following the Selection Panel Interview process, members visited fire stations that each firm recently completed and spoke to town officials regarding their experiences with their projects.

After a final review of the proposals, fire station visits, interviews, and fee comparison, the following firm is recommended for the Church Street Fire Station Project:

- Ricci Construction Co., LLC, Portsmouth, NH



MEMORANDUM

RECOMMENDED BOS MOTION:

To award the Church Street Fire Station Construction Management / Design – Build Services to Ricci Construction Co. LLC, for a Guaranteed Maximum Price of the Project NOT to exceed \$2,300,000.

The BOS may also consider authorizing either the Town Administrator and/or the Fire Chief the authority to sign any necessary agreements / contracts / documents to complete the project within its scope / design. Town legal review of any contracts may be considered prior to signing.

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



Town of Goffstown

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 5/9/16 and 5/23/16 at 7:00 PM at Town Hall 16 Main St. Goffstown NH to accept public input on a proposed amendment to the Rail Trail Ordinance which would allow use of the trail after dusk and before dawn with proper illumination by the user. A vote is scheduled on this ordinance on 6/6/16. *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.*

TOWN OF GOFFSTOWN

PRE-DEVELOPMENT RAIL TRAIL ORDINANCE

NUMBER _____

Be it enacted on this date, June 30, 2005 by the Board of Selectmen, Town of Goffstown that these regulations are established for the use of the area known as the Rail Trail in the Town of Goffstown.

- A. **PURPOSE:** To promote an area of non-motorized recreation and alternative transportation initiatives along the property formerly known as the Boston and Maine Railroad encompassing land that is approximately 50 to 100 feet wide between the City of Manchester boundary and the Goffstown Village as recorded at the Hillsborough County Registry of Deeds Book 7196 Pages 2823 to 2828 and from the State of New Hampshire to the Town of Goffstown Book 7259 Pages 0965 to 0966.
- B. **SEVERABILITY STATEMENT:** Here the provisions, or the application thereof to any person or circumstances is judged to be invalid by a Court of competent jurisdiction, such judgment shall not affect, or impair the validity of the remainder of this ordinance, or the application thereof to other persons or circumstances.
- C. **STATEMENT OF REGULATION:**
- 1) Hours of permitted use shall be dawn to dusk.
 - 2) Permitted activities include walking, biking, jogging, cross country skiing, snow shoeing and the leading of domestic animals on a leash of no more than six feet.
 - 3) Other activities as may be allowed by permit issued by the Board of Selectmen after application.
 - 4) Prohibited activities include, but are not limited to:
 - a) Motorized vehicles.
 - b) Littering, defacing, mutilating, destruction or removal of any sign, structure, barrier or object.
 - c) Intentional obstruction of the performance by any person of their legal or required duties.
 - d) Abusive or obscene language or gestures.
 - e) Roller blades, inline skates, skateboards or scooters.
 - f) Horses.
 - g) Domestic animal not under control by lead.
 - h) Throwing any object.
 - i) Parking upon or in any way blocking access to the trail, causing an inconvenience or risk.
 - j) Discharge of firearms.
 - k) Possession of an alcoholic beverage or controlled substance.

D. ENFORCEMENT:

The absence of a sign listing permitted and non-permitted use, rules and regulations as herein adopted by Ordinance does not permit noncompliance with the Ordinance or rules and regulations.

E. PENALTIES:

Any violation of this ordinance is punishable in accordance with penalties as allowed by New Hampshire Statute.

PUBLIC HEARING, BOARD OF SELECTMEN HELD: June 6, 2005 and June 20, 2005

ADOPTED BY BOARD OF SELECTMEN: 6/30/05

EFFECTIVE DATE: 6/30/05

<u>Cecilia M. [Signature]</u>	<u>Robert Wheeler</u>
<u>[Signature]</u>	<u>Philip D. [Signature]</u>
<u>[Signature]</u>	

May 3, 2016

RE: Public Hearing on Proposed Rail Trail Ordinance Changes

Dear Board of Selectmen Members and Ms. Desruisseaux,

I am writing in regards to the proposed changes in the ordinance of rail trail use from dusk to dawn. As a resident of the Pinardville section of Goffstown and frequent daytime user of the rail trail I would like it known that I am in favor of keeping the dusk to dawn ordinance in place. My thoughts on this are safety based. No illumination except for a spotlight can help you see the spots of uneven terrain like stumps, roots and rocks that could cause injury. If you are out on the trail alone at night and were to become injured who could possibly see you to help you. I also don't like having to put our police at risk of injury to have to go out and look for someone. I feel it could make the area more vulnerable for potential assaults and muggings. In addition, abutting residents should have hours that they can expect the trail behind them to be "quiet" and give them some leverage in making a phone call to police if there is loitering. The rail trail should fall under park and cemetery guidelines no use from dusk to dawn.

As my mom use to always say to me only those looking for trouble would be out at those hours of the night and I would like to think she would agree with me on including the rail trail.

Thank you for your time,

Jennifer Kaminski

Manchester NH 03102

(Goffstown NH)

Sue Desruisseaux

From: John Feick
Sent: Tuesday, May 03, 2016 8:35 PM
To: Sue Desruisseaux
Subject: RT

Commuters need after dark use of the rail trail as alternative transportation!

John R. Feick, Pres.

TBI Refocus/Cope-Ability

www.TBIRefocus.com<<http://www.TBIRefocus.com>>

Goffstown, NH

03045

Sue Desruisseaux

From: Lisa Powers
Sent: Thursday, May 05, 2016 11:08 PM
To: Sue Desruisseaux
Subject: Re: Rail trail advocate and Goffstown voter

Sure,

Manchester, NH
03102

Goffstown

Lisa P.

> On May 5, 2016, at 2:21 PM, Sue Desruisseaux <sued@goffstownnh.gov> wrote:

>
> Please provide your address for the record.

>
> Sincerely,

>
> Sue Desruisseaux, MPA
> Town Administrator
> 16 Main Street
> Goffstown, NH 03045
> (603) 497-8990 x102
> sued@goffstownnh.gov

> -----Original Message-----

> From: Lisa Powers
> Sent: Tuesday, May 03, 2016 7:30 PM
> To: Sue Desruisseaux
> Subject: Rail trail advocate and Goffstown voter

> Hello,

> I may not make the event to share my voice but I strongly feel the need to allow nighttime walks on the trail with lights of course.

> I was walking last summer in the dark and loved it. I had no idea it was restricted.

> Please mark my opinion.

> Thank you

> Lisa P.

> All E-mails are for Official Town Business only and privacy should not be assumed. E-mails are public documents unless subject matter is protected by State or Federal Laws.

Sue Desruisseaux

From: Catherine Moore
Sent: Thursday, May 05, 2016 10:13 PM
To: Sue Desruisseaux
Subject: RE: rail trail

Sure, it's: Goffstown

Casey Moore

On Thu, May 5, 2016 at 14:18, Sue Desruisseaux

<sued@goffstownnh.gov> wrote:

Would you please state your address for the record?

Sincerely,

Sue Desruisseaux, MPA

Town Administrator

16 Main Street

Goffstown, NH 03045

(603) 497-8990 x102

sued@goffstownnh.gov

From: Catherine Moore
Sent: Wednesday, May 04, 2016 8:40 PM
To: Sue Desruisseaux
Subject: rail trail

Hi,

I am definitely in favor of people being able to use the rail trail at night, and if adequate lighting is necessary, then I will agree to that as well, although I feel that trail users should be allowed to use whatever light they deem necessary.

Thank you,

Casey Moore

All E-mails are for Official Town Business only and privacy should not be assumed. E-mails are public documents unless subject matter is protected by State or Federal Laws.

All E-mails are for Official Town Business only and privacy should not be assumed. E-mails are public documents unless subject matter is protected by State or Federal Laws.

Sue Desruisseaux

From: Michael Goumas
Sent: Friday, May 06, 2016 7:31 AM
To: Sue Desruisseaux
Subject: RE: Rail trail

That is correct

On May 5, 2016 2:19 PM, Sue Desruisseaux <sued@goffstownnh.gov> wrote:

Hi Mike,

Please confirm your address is:

Goffstown NH 03045

Sincerely,

Sue Desruisseaux, MPA

Town Administrator

16 Main Street

Goffstown, NH 03045

(603) 497-8990 x102

sued@goffstownnh.gov

From: Michael Goumas
Sent: Wednesday, May 04, 2016 8:07 AM
To: Sue Desruisseaux
Subject: Rail trail

Hi Sue, I just like to voice my opinion on the rails Trail ordinance that is being discussed I would appreciate that they keep it open to the public 24 hours I actually live right off the trail and ride my bike at night with a light very often and I don't intend to stop doing that so hopefully we can make that happen thank you.

Mike Goumas

All E-mails are for Official Town Business only and privacy should not be assumed, E-mails are public documents unless subject matter is protected by State or Federal Laws.

All E-mails are for Official Town Business only and privacy should not be assumed. E-mails are public documents unless subject matter is protected by State or Federal Laws.

Sue Desruisseaux

From:
Sent: Wednesday, May 04, 2016 5:40 PM
To: Sue Desruisseaux
Subject: Re: Rail Trail

I cannot make the meetings but would appreciate if you would submit my email. In addition to what I have already stated, I would suggest that the Rail Trail be appropriately posted at every intersection. This will probably require some co-operation with the authorities in Manchester. I'm sure that most people who abut the Rail Trail welcome the fact that there is now a bridge which makes both communities accessible to one another but the bridge needs to be clearly posted with additional warnings and potential penalties for bridge jumping, setting fires in the areas adjacent to the trail and any under age drinking.

Thank you

David Christie

From: "Sue Desruisseaux" <sued@goffstownnh.gov>
To: _____
Sent: Tuesday, May 3, 2016 8:26:17 AM
Subject: RE: Rail Trail

Dear Mr. Christie,

Thank you for your reply. Do you plan on attending the Public Hearings or do you wish me to submit your email as public input?

Sincerely,

Sue Desruisseaux, MPA
Town Administrator
16 Main Street
Goffstown, NH 03045
(603) 497-8990 x102
sued@goffstownnh.gov

From:
Sent: Monday, May 02, 2016 4:53 PM
To: Sue Desruisseaux
Subject: Rail Trail

I live at 10 Lynchville Park Road and my property abuts the Rail Trail. I really appreciate this outstanding amenity but I would be completely opposed to permitting it to be used other than in daylight hours. I believe that this would be inviting all sorts of problems that would put an extra burden on Goffstown PD and increase the risk of burglary, breaches of the peace and attract an undesirable element to misuse the facility and surrounding property.

David Christie

9a

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: May 5, 2016
To: Susan Desruisseaux, Town Administrator
From: Derek M. Horne, Economic Development Coordinator
Re: EDC 05/04/2016 Meeting

The Economic Development Council met at the Pinardville Fire Station 19 on Wednesday, May 4. In addition to approval of minutes the EDC discussed the following.

Election of Chair & Vice Chair & Membership

The Council elected Charlie Tentas as the Chairman and Andy Cadorette as Vice Chairman for 2016. The Council discussed two vacancies in the regular membership. Alternate members Jo Ann Duffy and Cathy Whooten both expressed interest in serving as regular members on the EDC. *The EDC voted unanimously to recommend the Board of Selectmen appoint Jo Ann Duffy and Cathy Whooten as regular members to the EDC for terms running 2016-2019.*

Review of 2016 BOS Goals and Adoption of EDC Goals

Selectman Lemay presented to the Board of Selectmen's 2016 Goals. The Council changed their goals to meet with the Board of Selectmen semi-annually instead of quarterly.

Review of EDSAT; Next Steps, Areas for Improvement & Recommendations

The Council reviewed the EDSAT Report and discussed the next steps.

- EDC Members will review the Economic Development Chapter of the Town's Master Plan, the SNHPC Regional Economic Development Strategy, and other relevant documents.
- Members interested about working with the Board of Selectmen on Economic Development Strategy subcommittee will contact staff.
- At the June meeting members will begin discussing flowchart for development process.
- Members proposed working as Beta testers for new website before it is live.

The next meeting of the Goffstown EDC is scheduled for Wednesday, June 1, 2016 at 6:30pm.

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: April 28, 2016
To: Sue Desruisseaux, Town Administrator
From: Derek M. Horne, Assistant Town Administrator
Subj.: Summary of HDC 4/27/16 Meeting

The Historic District Commission did not have a quorum present to conduct their meeting last night. The HDC members present held a workshop to discuss the progress of projects.

GRASMERE TOWN HALL RENOVATIONS

Window In-Fill Target New England has completed all onsite construction work for the three windows.
Roger Filteau is onsite this week painting the drywall in Merri-Loo Preschool's space.

Fire Escape Painting Target New England repaired fire escape fasteners, removed rust and painted the fire escape.
Work completed 04/20/16.

Fire Escape Structural Reinforcement With Target New England work completed Empire Sheet Metal and SFC Engineering needs to be scheduled to add necessary rebar to fire escape.

Emergency Lighting on Fire Escape HDC members had been working on a quote for installation of emergency lighting on Fire Escape.
I will follow up with Lionel Coulon to check on progress. If necessary staff will seek out quotes for the work.

Other Checklist Items HDC and staff will work together to completed remaining checklist items.

GRANTS

NH Division of Historic Resources indicated the proposed project to update individual inventory forms (via CLG Grant) would not be competitive and asked the HDC identify another project that would be more competitive. The HDC members discussed this response and how to move forward.

HISTORIC MARKERS

Property owners had been provided historic marker agreements. Vice Chair D'Avanza asked for a new form for St. Lawrence Church with the owner signature line better identified.

MEMBERSHIP

The HDC members present requested that alternates be alerted to the two vacant positions on the HDC to see if they would be interested in serving in that capacity. They also wanted the Town Clerk to advertise the vacancies.

The next regular meeting of the HDC is Wednesday, May 25, 2016 at Goffstown Town Hall.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

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

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

Presentation on the Science of River Buffer Protection - Merrimack River Watershed Council, Inc:

The Conservation Commission heard a presentation from Caroly Shumway, Ph.D. from the Merrimack River Watershed Council and Karen Bennett of UNH Cooperative Extension, on how they are working to protect the Merrimack River Watershed and its buffers. A brief slideshow presentation was held. The Merrimack Watershed Council and the UNH Cooperative Extension are working with the Towns and private home owners to replant along the shoreline to help protect the forests and wildlife as well as the ecosystems. The presentation outlined the benefits to the fish and plants and gave statistics on where protection is needed. There is grant funding available to help private homeowners with the replanting of the shoreland. The presentation explained the negative impacts that are occurring and how the replanting can also not only improve the forests, wildlife and ecological system but the drinking quality too. Dr. Shumway explained that the River Buffer Protection and Restoration in the Merrimack Watershed is not only for the Piscataquog River but also the rivers and streams that feed into the watershed area. After the Presentation the Commission thanked them and stated they would pass the information on to those who are seeking to restore the river buffers.

Review of a Proposed Wetlands Crossings for Two Proposed Driveways Within a Proposed Lot Line Adjustment & Four Lot Subdivision off Addison Road & Kennedy Hill Road, Owner: Richard Lamb Rev Trust:

The Conservation Commission heard a brief presentation of the lot line adjustment and the 4 lot subdivision along with the proposed two driveway wetlands crossings. The Commission had concerns with the driveways going through the wetlands buffers. The Commission suggested a three lot subdivision maybe more viable and suggested a site walk. The Chairman closed the presentation and requested staff to schedule a site walk of the property for next week.

The Conservation Commission approved the Minutes of March 23, 2016 as printed.

The Commission reviewed their Budget:

Open Space Committee Report: David Nieman updated the Commission of the status of the Black Brook Project. They are still working out some of the issues with the requirements of the grants but should be completed soon.

The Commission recommended to the Board of Selectmen the reappointment the following of members: Jean Walker, David Nieman and Kimberly Peace.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

The Conservation Commission reviewed the following Correspondence:

- 1) Copy of email from Town Administrator Regarding Grants available for restoring and sustaining healthy forests and rivers in NH, from Eversource Partnering with the National Fish and Wildlife Foundation (2016 Partners for New Hampshire's Fish and Wildlife Grants) via the New England Forests and Rivers Fund.
- 2) Complete Forestry Notification from NHDES for Glen Janas of 602 Black Brook Road, Map 11 Lot 20.
- 3) Notification of milfoil treatment to be performed in June for Namaske Lake.
- 4) Copy of email sent to NHDES stating the Conservation Commission's recommendation for the Shoreland Permit for Finley, Map 36 Lot 76, 184 Elm Street, along with the NHDES requesting more information.
- 5) NHDES Complete Forestry Notification -Ruth Clark Rev. Trust, Map 10 Lots 3 & 3-1, Pattee Hill Rd.
- 6) Complete Forestry Notification for Joseph Venturini, Map 8 Lot 38 & 39, 252B Paige Hill Road.
- 7) Intent To Cut Permit for Robert Gauthier, Map 6 Lot 69, Langan Drive.
- 8) Intent to Cut Permit for Phyllis Anna Moriarty, Map 7 Lots 75 & 55, Autumn Street.
- 9) Intent to Cut Permit for Ara Tamzarian, Serenitas Lane, Map 9 Lot 52.
- 10) Notice of Preparation of a NEPA Environmental Assessment – I-293/F.E. Everett Turnpike, Exits 6 & 7, Manchester, NH.
- 11) Wetlands Utility Maintenance Notification for Eversource Energy.
- 12) Supply Lines Newsletter.
- 13) Piscataquog Newsletter.
- 14) NHDES Restoration Plan approval for Ziam & Kamenka Ocanovic, Map 24 Lot 71, 85 Sarette Road.
- 15) NHDES Water Division/Wetlands Bureau Land Resources Management – Dock Permit off 7 Channel Lane, Map 19 Lot 11, John Bohan.

Plan Review: YMCA Site Amendment, 116 Goffstown Back Road, Map 6 Lot 18:

The Commission briefly reviewed the site plan. Staff noted that this has been continued twice and new plans are going to be submitted. Staff explained the location of the proposed addition that was approved has been changed from the side of the building to the rear of the building and the Fire Department had some access concerns. The addition is slightly smaller. No changes to the landscaping. The Commission stated they had no comment at this time and would provide comment once the new revised plans are submitted.

Adjournment: Meeting adjourned at 8:00 p.m.

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

Date: April 29, 2016
To: Sue Desruisseaux, Town Administrator
From: Jonathan O'Rourke, Planning & Zoning Administrator
RE: April 28, 2016 Planning Board Meeting

Present were: Chairman Barbara Griffin, Vice Chairman Philip D'Avanza, James Raymond, Tim Redmond, Michael Conlon, Mark Lemay– Selectman Alt, Gail Labrecque, Jonathan O'Rourke – Planning and Zoning Administrator, Darrell Halen - GTV.

Meeting convened at approximately 7:03 p.m. All members present were voting members.

Board members voted to approve the Minutes of April 14, 2016.

- **Motion** to approve, motion carries

Map 6, Lot 18, Completeness Review/Site Plan Amendment to a recently approved Site Plan/Conditional Use Permit for the existing YMCA Allard Center, which was approved on February 12, 2015, with the plan being signed January 14, 2016. The proposed Site Plan Amendment is to change the location of the proposed addition from the side of the building to the rear of the building. The proposed addition will decrease from 4,112 sq. ft. to 4,101 sq. ft. The property owner is "The Granite YMCA", located on 116 Goffstown Back Road, Zoned Agricultural. (The applicant is requesting a continuance to the May 12, 2016 Planning Board Meeting.)

- **Motion** to continue to Planning Board meeting to a date uncertain.
 - Motion carries

CIP discussion

- Tim Redmond and others appointed to work with 2017 budget with 5 year CIP
- **Motion** to accept group
- Motion carries

EDC Discussion:

- EDC volunteer needed for EDC meetings
- Any members encouraged to attend
- ED SAT Presentation discussed
 - Jonathan will check with Derek about page 21 about questions 12, 13, etc...
 - Other questions about Web page discussion, PB thought IT was website developer

Discussion on Minutes and File Folders continued:

- Sue Desruisseaux provided information about minutes and amendments, processes and procedures.
 - Are minutes corrected or just next week's minute

- Only the following minutes.
- Are they reposted?
- Should minutes be placed in project files?
- **Motion** - Board would like to go with option 1 from email (Method BOS & EDC use)
 - Motion carries
- Would like to have a log sheet instead of minutes.
 - Barbara - Jonathan please recommend a proposal for what we'll see in a paper file to reference minutes instead of placing multiple minutes in paper file/folder.

Discussion on Master Plan update:

- Last update done in 2006
 - Michael, Tim and Phil were asked to take a look at updating
- Tim Redmond
 - Worked on previous version of the Master Plan
 - Highlighted goals and incentives
 - Updated improvements and noted whether they were accomplished
 - Make mention to programs implemented
 - Main Street Program
 - Pinardville sewer upgrades
 - Land use category updates
 - Certified sites program
 - Rails to trails
 - Tim proposed a list of changes to the Master Plan
 - James Raymond - Are the principles still valid?
 - Would like to make sure these are still valid
 - Motion to verify this along with updated zoning map for next meeting. Barbara and Jonathan will look at charts to see if we can update them.

SB 146 - Accessory Dwelling Unit Discussion:

- Chapter 6, Senate Bill 146 (SB146) - Final Version
- This bill establishes requirements for local regulation of accessory dwelling units
- Effective Date: June 1, 2017
 - Planning Board would like members to review for next meeting, some topics:
 - Add to Conservation zone?
 - Add to CIFZ?
 - What is required for SE and CU? (Why split between ZBA and Planning Board?)
 - Would like wrapped up by June and be ready for it.
 - What does our ordinance not cover in regard to SB146?

The meeting adjourned at approximately 8:10 PM.

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

OLD BUSINESS: 5/9/16 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 & 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><u>SFC</u> - Construction monitoring & certify fire escape</p> <p>Grasmere Town Hall - Painting (Maintenance): 3/28/16 RFP authorized by BOS</p>	<p><u>Target NE</u>: completed construction work for 3 windows; repaired fire escape fasteners, removed rust and painted fire escape.</p> <p><u>Roger Filteau</u>: painted drywall around near windows.</p> <p><u>Empire Sheet Metal & SFC Engineering</u>: can now to be scheduled for fire escape structural reinforcement.</p> <p><u>Exterior Painting</u>: Received 3 RFPs which are being reviewed.</p>
07/20/15	HR Matrix	Preliminary Wage & Classification Report presented to the Board on 4/21/16. Board requested more information before making decisions needed prior to proceeding to a final report.	Waiting for more information
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; Chiefs did a PSA for GTV; 3/15/16 Board approved Property Tax Insert - cost \$100 to 03102 addresses	Insert Sent to Tax Collector for 1st half property tax bill
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 & email sent to NHDOT & SNHPC re: fund availability</p>

9c

Memorandum

To: Board of Selectmen

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

Date: May 6th, 2016

Re: ON-CALL PROFESSIONAL SERVICES RFQ

The Department of Public Works regularly employs consultant firms to provide professional services for engineering and surveying. Due to the technical nature of the work, it can be challenging to satisfy the requirements of the town purchasing policy without placing undue expense upon consultants or straining the relationships we have with professional firms.

In order to streamline the process and allow us to be in full compliance with the Town of Goffstown Purchasing policy, I propose that we issue an RFQ for "on-call professional services", and use a Qualifications-Based-Selection (QBS) process to establish multi-year contracts with two to four firms in both engineering and surveying fields.

The proposed RFQ and contract would still allow the Town to perform a sealed bid process for any large project, if so desired.

INTRODUCTION

Through this Request for Qualifications (RFQ) The Town of Goffstown, NH (Town) is soliciting submission of qualifications from qualified consulting firms licensed to do business in the State of New Hampshire for professional services needed by the Town for either:

- 1) Planning, design, permitting, and construction civil engineering infrastructure projects in the Town, and
- 2) Surveying operations.

If it becomes necessary to revise any part of this RFQ or otherwise provide additional information, an addendum will be issued to all prospective proposers who received copies of the original request. The "Awarding Authority" will be the Town of Goffstown. The any published addenda to the RFQ and the Proposer's Response will become part of the Contract between the Town of Goffstown and the successful proposers.

All Qualifications Statement submissions must be submitted to the Town in sealed envelopes and addressed to:

Goffstown Public Works Department
16 Main Street
Goffstown, NH 03045

no later than 1:00 PM on XXXX, 2016. Qualifications Statement packages submitted shall contain three copies and one original and must be *clearly marked in a sealed envelope* either "**On-Call Engineering Services for the Town of Goffstown, New Hampshire**" or "**On-Call Surveying Services for the Town of Goffstown, New Hampshire**" as applicable.

PROJECT DESCRIPTION

The Town intends to select consulting firms to assist the Town with the various planning, design, permitting and construction phase work assignments that are identified by the Town as projects to be completed by On-Call consultants for Engineering and Surveying Services. The Town intends to select consultant(s) determined to be in the Town's best interest for the following general consulting service categories:

1. Transportation Engineering (Roadway and Intersection Engineering)
2. Structural Engineering (Bridge)
3. Traffic Studies
4. Environmental Resource Mapping and Permitting, and
5. General Civil Engineering Services
6. Surveying

KEY DATES

XXXX, 2016 1:00 p.m. Last date for questions to be submitted to Town.

XXXX, 2016 Qualifications Due 1:00 PM, Town Hall, Goffstown, NH

XXXX – XXXX, 2016 Evaluation & Interview period

Within 30-60 days the Town will award to the selected firm(s) unless the Town decides to interview multiple firms prior to the Award.

QUALIFICATION INSTRUCTIONS

INSTRUCTIONS TO PROPOSERS

1. The Town may cancel this RFQ, in whole or in part, or may reject all qualifications submitted in response, or may procure only some service categories outlined in this RFQ if such action is determined to be fiscally advantageous to the Town or if it is otherwise in the best interest of the Town. Selection by the Town for any category does not bind the Town to enter into any task assignment for the selected consulting firm.
2. The Town may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
3. All qualifications shall be in ink or typewritten and must be presented in an organized and clear manner.
4. Questions or clarifications arising from these documents shall be submitted to the Town in writing or email to XXXX. They must be submitted in accordance with the Key Dates noted elsewhere herein.
5. Each proposer shall acknowledge receipt of any and all addendums issued to this Request for Qualifications by so indicating in the Cover Letter. Failure to do so shall be cause to reject the qualification as being unresponsive.
6. The proposer shall sign the qualification statement correctly in ink or in the case of an organization, firm, partnership or corporation, a person having the legal authority from said organization to sign the qualification statement.
7. Each proposer shall be presumed to have read and be thoroughly familiar with these documents. Unfamiliarity with these documents shall in no way relieve any proposer from any obligation in respect to his/her qualifications.
8. It is understood that the designer's qualifications statement to the Town to provide the consultant service categories will remain valid for 120 days past the submission deadline.

9.The proposer's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over proposal/purchase shall apply to the agreement throughout, and they shall be deemed to be included in the agreement the same as though herein written out in full.

10.It is understood that the proposer has submitted the qualifications statement in good faith and has not colluded with any other individuals, firms, or corporations in creating the qualification to subvert the selection process.

11.All costs involved in preparing the qualification statement will be borne by the consultant; the Town will not be liable for any costs associated with the creation of the qualifications statement. The proposer shall be familiar with all state, local and other laws relating to this type of work.

12.All responses are to include a statement that the qualification statement is in accordance with this RFQ and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

13.Qualification statements, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the awarding authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive and binding.

14.Any qualification received after the date and time stated in this RFQ will be deemed "non-responsive" and shall not be opened. Unopened qualifications will be returned to the proposer.

15.The evaluation of the qualifications will be conducted by a selection committee appointed by the Town. The judgment of the evaluators will be based upon the evaluation criteria set forth in this RFQ and shall be final.

16.The qualification statements will be opened and the name of the person or organization submitting a qualification will be recorded. The contents of all submittals will be opened privately and not be disclosed to the public or competing proposers until the evaluation process is completed. A register of qualifications will be completed indicating the name of the proposer. This register may be viewed upon request.

17.Any contract resulting from this RFQ shall be awarded to the proposer(s) whose qualifications are deemed to be the most advantageous to the Town. The selection committee will be the sole judge in determining whether a vendor's qualification satisfies the requirements of this RFQ and whether or not the Qualifications will prove advantageous to the Town. The selected vendor(s) will

be under contractual agreement to the Town pending selection and execution of a contract with the Town and any actual task order that proceeds from this selection. The Town is not bound to award any task assignment to the selected consultant(s) and all assignments that arise will be awarded based upon consideration of the Town's best interest.

18. Response to this RFQ acknowledges the vendor's acceptance of all sections and requirements of this document. The RFQ will be written into the successful designer's qualification as part of the contract.

QUESTIONS AND CLARIFICATIONS

Questions requiring clarification shall be submitted in writing or email to the Town prior to the date indicated within the key dates included herein, in order to afford the Town adequate time to respond with a correction or additional information prior to the deadline for submission of qualifications. Should it be found necessary, a written addendum will be incorporated into the RFQ and will become part of the agreement. Those who have received a copy of the RFQ will be notified of such changes.

NOTIFICATION OF AWARD

All proposers will be notified of the selection decision within 90 days of the date qualifications are due to the Town unless otherwise notified by the Town. In no case will the award be made beyond 90 days unless the vendor agrees to extend the period of time in which the qualification is valid.

INTERVIEWS

After their review of firm qualifications, the selection committee *may interview* a selected short list of the most qualified, responsive and responsible proposers. Proposers whose submittals are determined to be not advantageous or that did not meet the minimum requirements will not be interviewed.

In the event that there are interviews for short-listed consultants, the selection committee will then rank those finalists and make a recommendation of award to the Board of Selectmen as the awarding authority on this project.

Reimbursement for expenses incurred for this interview will not be forthcoming to the consultants to be interviewed. The Town reserves the right to change the interview period or to extend the dates during which interviews may be undertaken.

LICENSES AND PERMITS

The proposer is responsible for attaining and holding in good standing all relevant licenses and certificates associated with the completion of these

services. Evidence of these requirements is to be made part of the qualification submittal. If a permit is not currently held or the application process is pending, the contractor should indicate such.

The Town reserves the sole right to decide if the contract may be awarded to the contractor despite the failure to produce the actual permits or copies thereof. Licenses and permits must be held in force throughout the terms of the services as contracted.

Professional registration for engineers, surveyors, and environmental consultants (Certified Wetland Scientist) is required on these On-Call Engineering and Surveying Services contracts. The names of the consultant's key staff must be submitted along with their resumes. The Project Manager and any key individuals listed shall attend any interview. The chosen consultant must have sufficient staff to undertake and complete any assignment in a timely manner.

MISCELLANEOUS INFORMATION

The qualification submittals will be accepted until **1:00 PM on XXXX, 2016**. They shall be delivered to:

Goffstown Public Works Department
16 Main Street
Goffstown, NH 03045

All information acquired by the consultant from the municipality or from others at the expense of the municipality in performance of this On-Call agreement, shall be and remains the property of the municipality. All records, data file, computer records, work sheets, deliverable products (complete or incomplete), and all other types of information prepared or acquired by the proposer for delivery to the Town shall be and remain the property of the Town.

The proposer agrees that he will use this information only as required in the performance of this agreement and will not, before or after the completion of this agreement, otherwise use said information, nor copy, nor reproduce the same in any form except pursuant to the sole written instructions of the Town.

QUALIFICATION REQUIREMENTS

A. MINIMUM REQUIREMENTS

The selection committee may reject qualification(s) which do not meet the following certain minimum requirements.

1. The submitting consulting firm must have a minimum of ten years' experience in the consulting service categories listed herein. Specific Town of Goffstown experience must be identified clearly within the submittal. A

minimum of five (5) projects must be submitted for each consultant service category listed herein.

2. The qualifications must be from an established business, corporation, partnership or firm who normally furnish such services as the principal business for which the corporation or firm is formed. A description of the business, including a list of clients (does not have to be complete list; sample is acceptable) and number of employees, is required.

3. Submitting engineering consulting firms must have knowledge of, and experience with the administrative requirements, procedures, and practices related to the planning, design, funding, and construction of transportation infrastructure utilizing the New Hampshire Department of Transportation Local Public Agency process. The submitting consulting firm shall also have staff members who have been certified to complete municipally-managed projects that are in part funded by the federal government, by the NH Department of Transportation.

4. A client reference list, with names, addresses, and telephone numbers for clients for whom the projects/assignments that the consultant has performed in the past and that follow the consultant services categories listed herein.

5. Key staff member experience appropriate for any assignment that may lead from the consultant selection categories listed herein. Consultants must be prepared to commit key individuals as submitted in their Qualifications Statement to this On-Call service agreement. Any deviation from the proposed individuals will constitute a breach of any contractual agreement which may result from this Request for Qualifications.

6. The qualifications statement must be signed by a representative of the firm who has authority to bind the company to services provided to the Town.

7. All responses are to include a statement that the Qualifications Statement is in accordance with this Request for Qualifications and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

8. The Qualifications Statement submittal must include the following in the specific arrangement noted below. Failure to follow this submittal format may result in rejection of the request for consideration.

- a. Cover letter
- b. Table of Contents
- c. Firm Overview
- d. Project Team Description
- e. Relevant Project Experience
 - i. Project Description

- ii. Client Name and Phone Number
 - f. Client References
 - g. The firm's QA/QC Procedures
 - h. Appendix (Resumes)
9. The Qualifications Statement shall be no longer than 30 pages exclusive of front/back covers, letter of interest, Table of Contents, dividers, and staff resumes. Resumes must be included in the Appendix.