
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



JULY 11, 2016



Town of Goffstown

BOARD OF SELECTMEN

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

July 11, 2016

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 6/27/16 public and non-public minutes
- 6:05 pm 2. **Announcements:**
- a. State Election Law Training is scheduled for Saturday Aug. 27, 2016 at Goffstown High School for Moderators, Town Clerks, Supervisors of Checklist, Ballot Clerks and Selectmen
 - b. Calls for Service related to Fireworks during week of July 4th
 - c. Traffic Alert – Worthley Hill Road reclamation
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Fire Chief Richard O'Brien re: Authorization to apply for Citizen Corps Grant for CERT**
- 6:30 pm 5. **Parks & Recreation Director Rick Wilhelmi re: Rec Desk Software**
- 6:40 pm 6. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. Propane, Heating Oil, Gasoline & Diesel Rates
 - e. Codification & Amendment of "Vehicles & Traffic" Ordinances
- 6:50 pm 7. **Selectmen Discussion**
- a. Committee Meeting Reports: Highway Safety Committee (6/15); Library Trustees (6/15); Parks & Rec (6/15); CIP (6/16); Sewer Commission (6/21); Historic District Commission (6/22); Conservation Commission (6/22); Planning Board (6/23/16); CIP (6/30/16 and 7/7/16)
 - b. New Business: nothing submitted
 - c. Old Business: Action Matrix
- 7:00 pm 8. **Public Comment**
- 7:10 pm 9. **Public Works Director Adam Jacobs**
- a. Proposed Street Excavation Rules revision
 - b. Recommendation on recycling and trash disposal contracts
 - c. Recommendation for on-call surveying agreements

Non-Public Session RSA 91-A:3 II (a) hiring; (d) real property

ADJOURN by 10:00 pm

The public is cordially invited to attend.
Except for scheduled public hearings all other times on the agenda are approximate.

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

Town Administrator's Report

July 11, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 6/27/16 public and non-public minutes #1
- 6:05 pm 2. **Announcements:** #2
- a. State Election Law Training is scheduled for Saturday Aug. 27, 2016 at Goffstown High School for Moderators, Town Clerks, Supervisors of Checklist, Ballot Clerks and Selectmen
 - b. Thank you to the majority of residents for observing the Fireworks Ordinance during the week of the 4th of July. There was one fire in a yard which included a car which was related to fireworks. There were eight calls for Police related to fireworks. Two of the calls were regarding fireworks during the allowed times, so they were informed about the new ordinance. Six calls were regarding fireworks after 10:00 p.m.
 - c. Traffic Alert – Worthley Hill Road reclamation project
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Fire Chief Richard O'Brien re: Authorization to apply for Citizen Corps Grant for CERT** #4
Motion needed.
- 6:30 pm 5. **Parks & Recreation Director Rick Wilhelmi re: Rec Desk Software**
- 6:40 pm 6. **Town Administrator's Report**
- a. Selectmen Meeting Schedule

Weds. 7/13/16	6:30 pm	EDC	Room 106	Sel. Lemay
Thurs. 7/14/16	7:00 pm	Planning Board	Room 106	Sel. Pierce
Tues. 7/19/16	6:00 pm	Sewer Commission	Room 106	Sel. Adams
Weds. 7/20/16	6:30 pm	Library Trustees	Public Library	
Weds. 7/20/16	7:00 pm	Parks & Rec Comm.	P&R Center	Sel. Pierce
Thurs. 7/21/16	5:00 pm	BOS Non-Public	Room 106	ALL
 - b. Consensus Folder
 - Employee Status Reports: P&R Seasonal Subs - Playground and Lifeguard
 - Event Permit: Grizzly Gridiron Club – Car Wash Fundraiser July 23 10am to 1pm St. Lawrence Church
 - Proclamation*Motion needed.*
 - c. Assessor's Recommendations
 Intents to Cut (recommended): Map 1 Lot 61; Map 2 Lots 29 & 32; Map 5 Lots 102B & 56
Motion needed.
 - d. Propane, Heating Oil, Gasoline and Diesel Rates
 - Propane rates are down from \$1.999 per gallon for the 2015-2016 heating season to \$1.129 for the 2016-2017 heating season. Town contract is for 14,000 gallons.
 - Heating Oil rates are down from \$2.249 per gallon for the 2015-2016 heating season to \$1.845 for the 2016-2017 heating season. Town contract is for 5,500 gallons.
 - Gasoline rates are down from \$2.199 per gallon to \$1.785 per gallon. Town contracted is for 30,000 gallons.
 - Diesel rates are down from \$2.379 per gallon to \$1.98 per gallon. Town contracted for 85,000 gallons.
 - e. Codification & Amendment of "Vehicle & Traffic" Ordinances
 Enclosed in your packet at Tab 6e is a draft of a codification of Goffstown's "Vehicle & Traffic Ordinances" as well as some recommendations to rescind obsolete
 #
6e

Town Administrator's Report

July 11, 2016

ordinances, clarify ordinances, and add new ones. Requesting a review by the Board and authorization to move forward to Public Hearings on July 25th and August 8th with a vote on August 22nd.

Motion needed.

- 6:50 pm 7. **Selectmen Discussion** #7
- a. Committee Meeting Reports: Highway Safety Committee (6/15); Library Trustees (6/15); Parks & Rec (6/15); CIP (6/16); Sewer Commission (6/21); Historic District Commission (6/22); Conservation Commission (6/22); Planning Board (6/23/16); CIP (6/30/16 and 7/7/16)
 - b. New Business: nothing submitted
 - c. Old Business: Action Matrix
- 7:00 pm 8. **Public Comment**
- 7:10 pm 9. **Public Works Director Adam Jacobs** #9a
- a. Proposed Street Excavation Rules revision
 - b. Recommendation on recycling and trash disposal contracts
 - c. Recommendation for on-call surveying agreements
- 7:20 pm 10. **Non-Public Session RSA 91-A:3 II (a) hiring; (d) real property**

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In attendance were Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman Allen Brown and Town Administrator Sue Desruisseaux. Also in attendance was Gail Labrecque—Recording Secretary.

Absent: Chairman Peter Georgantas and Selectman David Pierce

6:00 pm CALL TO ORDER BY VICE CHAIRMAN MARK LEMAY

Vice Chairman Lemay led the Board in the Pledge of Allegiance.

He noted they are a three member Board today as two members are away.

ACCEPTANCE/CORRECTION OF MINUTES

Selectman Brown made a motion to approve the public and non-public minutes to the Board of Selectmen meeting of June 13, 2016. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

40th Anniversary of Tirrell Hill Rd. Fire Station – Re-dedication

Vice Chairman Lemay said we have a rededication of the Tirrell Hill Road Fire Station on their 40th Anniversary.

Chief O'Brien said the Fire Station built on Tirrell Hill Road was constructed almost 40 years ago, by volunteers through donations, and was handed over to the community. We've tried to up keep that building. We have plans in the CIP to further operate that building. He introduced Joe Champagne, who was co-chairman of the building committee. Since it's been constructed, it's assisted residences thousands of times.

Joe Champagne said 40 years ago they had problems out there. Water was long distances away. He and a partner tried to put out a fire and it didn't work. They wanted a place to have water to put out a simple fire rather than lose a whole house. When we decided to go for the building, they told us the size building to build and we complied.

Chief O'Brien said Joe Champagne recognized it wasn't just the few names on the plaque. There were hundreds of people volunteering their time. Recognized on the plaque is the steering committee of the group.

Selectman Adams asked how long it took to put the building up. Joe Champagne said it took a year to put the building up. Selectman Adams asked if the house and garage that burned were on the site of this Fire Station. Joe Champagne said it was over the Manchester line. Manchester and Goffstown both came in to put it out. We had some wonderful people. Chief O'Brien said it's an era that's long gone that we can get things done like this. Joe Champagne thanked the Fire Chief for taking the time to do this.

Vice Chairman Lemay presented the plaque to Joseph Champagne. He read the inscription: *"Tirrell Hill Road Fire Station, 1976 to 2016, 40 Year Rededication. In recognition of the hard*

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MEETING OF JUNE 27, 2016

work and spirit of volunteerism that made this fire station possible. The original building and fire committee was Armand L. Labrie, Co-chairman, Joseph L. Champagne—Co-chairman, and committee members: J. Roger Rioux, Robert H. Brooks, Robert Lambert, Gossett W. McRae, Robert E. Rollins, Carol E. Labrie—Secretary. On this 40th anniversary of the Tirrell Hill Road Fire Station opening, Goffstown Fire Department crews have responded to thousands of times from the location to assist our residents. On this day of June 20, 2016, Richard S. O'Brien, Fire Chief, and the Goffstown Board of Selectmen—Peter Georgantas, Mark Lemay, Collis Adams, John Allen Brown, and David Pierce.”

Vice Chairman Lemay said a house was saved the first week it was open. Joe Champagne said it was on Snow Road.

Notice to Namaske Lake Abutters regarding milfoil treatment on or about 7/7/16

Vice Chairman Lemay said there is notice that there is going to be an herbicide treatment on Namaske Lake. Town Administrator Desruisseaux said the abutters received this notice. It's a reminder.

Commendation of Jason Georgantas and his crew from Chief Browne for outstanding work on the walkway at the Police Station

Vice Chairman Lemay said they have a commendation of Jason Georgantas and his crew from the Police Chief for the work they have done at the Police Department.

IRS Scam Calls

Chief Browne said the Police Department report about 30 calls today of IRS scam calls. The IRS will not call you. They will contact you through the US Post Office. Police ask you to not give them any information. Don't call them back. The Police have little jurisdiction in this. They are out of country and are using several call centers.

Vice Chairman Lemay said a message went out on Nixle today. Chief Browne said it did because of the number of calls received.

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

PUBLIC WORKS DIRECTOR ADAM JACOBS

Fence at Westlawn Cemetery

DPW Director Jacobs said there were questions on the specifications. The working gate has a different coating. Mill City Iron stands by their original offer. The second question was about the tips on the fences. They are the blunted tips. The main question was what do we stand to gain or lose if we go out to bid? The primary goal is to maintain the fence line that was started. The Cemetery Trustees desire a steel fence. There isn't a lot of bidding history for wrought iron or solid iron. It's usually rehabilitation or repairs of fence. It is expensive. There are four fabricators in the New England region and he couldn't get them to get back to him yet. He thinks we could get bids, but how much and how close we are to the budget, he doesn't know yet. There were several companies willing to give quotes for tubular steel, which would save a lot of money. We could put it off further, but we are trying to get this work in this year. The contractors are already booking. The look for tubular steel is similar and has a 20 year warranty.

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It is often used for protective fencing. It's a sturdy product but not what is there at the historic cemeteries. One of the benefits is that it's \$150 to repair an 8 foot section of fence if a car drives through it, as compared to \$3,000.

Selectman Brown said insurance would cover damage to the fence. The solid product would last a lifetime. Jean Walker said the amount in CIP is the amount of the quote from Gate City Iron. Selectman Adams said the Cemetery trustees prefer the solid material. He's inclined to go with that. It's unusual for a contractor to hold a bid for three years. How long would it take? When could it start? Cemetery Trustee Jean Walker said she doesn't know. They didn't give them a timeframe.

Selectman Brown made a motion to award the fencing at Westlawn Cemetery to Mill City Ironworks based on their 2013 proposed price. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Town Administrator Desruisseaux said Director Jacobs only read the minutes and they were only for the gate. He knew this decision was a Board of Selectmen. Director Jacobs said they weren't unhappy with the work of Mill City. It was a concern for the cost. Jean Walker said they are getting a hand crafted fence. Vice Chairman Lemay asked Jean Walker and Director Jacobs to let Town Administrator Desruisseaux know when it could start.

Proposed Street Excavation Rules revision

Selectman Adams said if this isn't time sensitive he'd like to defer this until there is a full Board. It's a revision rather than just re-adoption. Town Administrator Desruisseaux asked if they could follow the old rules if something comes up in the next two weeks. It's now based on the PCI index and can't be waived. Could we follow the old rule in case anything comes up in two weeks?

Selectman Adams made a motion to authorize return to the 3 year/5 year road moratorium until the rules can be reviewed. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Approval of Bid Specs for Crack Sealing Services and Request to maintain current vendor for Line Striping

Director Jacobs said he recommends staying with Industrial Traffic Lines Inc. of Londonderry at a cost of \$25,000 for line striping. It's a reasonable cost per foot. Vice Chairman Lemay asked if they followed up on the issue of the thickness of the paint that they had last year. Selectman Adams said he thinks it was corrected.

Selectman Adams made a motion to award the bid for line striping to Industrial Traffic Lines Inc., of Londonderry, at their 2015 rates, not to exceed a cost of \$25,000. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Director Jacobs said last year we didn't do crack sealing in lieu of the LED lights. We tapered down the list. He recommends going out to bid.

Selectman Adams made a motion to go out for crack sealing bids, not to exceed a budget of \$20,000. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

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Request to negotiate with two major vendors for recycling and trash disposal

Director Jacobs said the recycling contract expires in October 2016. Solid Waste contract expires in the spring of 2017. To get the best rate he'd like to negotiate with both of the major vendors. Selectman Brown asked if we would haul it ourselves or contract with them to haul it. It is often cheaper to have them haul it. Director Jacobs said they would look at it and run the numbers.

Selectman Brown made a motion to allow the DPW Director to negotiate with two or more vendors for single stream recycling disposal and solid waste disposal. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Director Jacobs said the pedestrian bridge deck is set on Pleasant Street. We have work to do to tie it into the sidewalks and fencing will go up. We are getting close to reclaiming Black Brook Road after July 4th. On July 6th we have a neighborhood meeting for work on Worthley Hill Road. By the time we start Worthley Hill Road; we'll also be ready for some other things and split off into different directions. Utilities on College Road have yet to be moved. They met with Fairpoint and St. Anselm's College about that. We will remove the stumps that are there.

Selectman Adams asked that they coordinate with the Sewer Department on College Road and Mast Road as you go ahead, in case they have to do any upgrades.

Director Jacobs said the big issue for sewer is that the contractor in Glenridge gave them a high number. They are investigating now to see who they are going to use. Arrangements may have to be made for point repairs. He'll keep them in the loop.

Selectman Brown asked they keep the roads at the same grades as they had.

HIGHWAY SAFETY COMMITTEE RECOMMENDATIONS

Request for Street Light & Dead End Street sign on Davignon Street

Police Chief Browne said he hoped the requestor from Davignon Street was here. We had a light agenda for our latest meeting. There was only one request submitted at the June 15th Highway Safety Committee meeting. It was for a street light on Davignon Street and some type of signage or a sign at the end of the barricade on that street. The Committee recommends not to install a street light. There are options to install one privately. Mr. Lamy was there when we took the recommendation to not have a street light.

Mr. Lamy said the reason for the request is because there have been a number of break-ins. The people are afraid. It's dark at the end of the street. All the houses are single women or children. He was prepared to ask why there were street lights elsewhere. He was told that when people are approaching the town, streets lights are there to show people that they are coming into a populated area. But in his case there is no traffic where there are street lights. If the answer is anything to do with safety, our tax dollar is worth just as much as the people who do have them. If that's the case you could take them all out, but that's not feasible. Some residents do leave their spotlight on their garage all night but it's expensive. The Police Department's budget is thin. They can't post someone at the end of the street for us. That is why they requested a light be installed. The pole exists. They only need a fixture. The recommendation was to turn our request down. He asked if the four neighbors paid for the light and then transfer it over to the

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town for maintenance, would the Town accept it. It was a good alternative when they left the meeting. The electric company won't talk to them about the price because the request has to come from the Town. We bounced around the figure of about \$1,000.

Town Administrator Desruisseaux said it would be accepted as a gift from to the Town. Her concern is the process and setting precedent. Vice Chairman Lemay asked who else would want to do the same thing. Selectman Adams said the issue isn't the cost. The issue is if a light is needed or not. Chief Browne said there is no systematic explanation as to why this street doesn't have any at the end and the street next to it does. Selectman Adams asked how many feet from the last light to the end of the street. Vice Chairman Lemay said it's about 300 feet. Mr. Lamy said it is two poles. One light would keep the every other pattern. Chief Browne said the reason to not recommend was because of the process. They had a similar request and there were alternative means for them to have one erected. That's the stance the Highway Safety Committee took.

Connie Rousseau said she's been in the neighborhood for many years. They see strangers walk by and we wonder why they are there. Her neighbor's house was broken into and they ran into the gully. They are having more traffic and more kids hanging around. Cars are being broken into. We saw a guy riding a bike. He had a contraption on the back of the bike but no lights. We wondered what they are doing. We've heard kids nearby saying they were going to start a fire. It's not safe. Town Administrator Desruisseaux asked if there was a light on the pole at one time. Mr. Lamy said no. Jackie Lamy said she was looking out her back yard and saw the lights over North Garden. Then she saw a light move. It was a person with a headlamp on trying to sneak through her yard.

Vice Chairman Lemay said he'd like to go look at it and bring it up when they have a full Board. When the decision is made it's with the full Board. He asked Chief Browne to pay special attention to the neighborhood. Chief Browne said as a matter of process, the second recommendation is regarding signage at the end of the street. Mr. Lamy said it was a non-issue. Director Jacobs said at the meeting we weren't sure if it was discretionary or required. We will put it at the end of the guardrail. It will be evident it is the end of the street. Chief Browne said there would be a dead end sign.

Selectman Adams made a motion to accept the Highway Safety recommendation regarding signage. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

TOWN ADMINISTRATOR'S REPORT

Selectmen Meeting Schedule

Town Administrator Desruisseaux said on Thursday, 6/30/16 at 7:00 pm the CIP meets. Chairman Georgantas can't make it. Vice Chairman Lemay said he will attend that meeting. Town Administrator Desruisseaux said they also meeting on Thursday, 7/07/16 at 7:00 pm. Chairman Georgantas will be back in time for that meeting.

CONSENSUS FOLDER

Town Administrator Desruisseaux said they have Employee Status Forms: Parks & Recreation for two seasonal lifeguard subs; DPW has one seasonal discharge/one seasonal hire; Police Dept.

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has two degree stipends; Fire Dept. has Call Fire Fighter and EMT increases. There are Union contractual increases for Firefighters, Patrolmen, and Police Dispatch/Clerks.

For Event Permits we have the Library Summer Reading Fitness Activities, July 12, 19, & 26 and August 9, 16 & 30, 5:30 - 6:30 pm on the Town Common and we also have St. Lawrence Church 50th Celebration, Sept. 10 from 8am-8pm. For Grasmere Town Hall we have the Contract with Target New England for the Exterior Restoration Project and an Application for Sewage Disposal System Approval Owner Certification.

Selectman Brown made a motion to accept the Consensus folder. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

ASSESSOR'S RECOMMENDATIONS

Town Administrator Desruisseaux said we have a recommended denial for a 2015 Tax Year Abatement on Map 40, Lot 44 and also for Map 99, Lots 2-1 and 2-2.

Selectman Adams made a motion to approve the Assessor's recommendations. Selectman Brown seconded the motion. Vote: 3-0-0. All in favor. Motion carries.

RE-ADOPTION OF INVESTMENT POLICY

Town Administrator Desruisseaux said Treasurer Don Borrer recommends the re-adoption of the Town's Investment Policy.

Selectman Brown made a motion to approve the Treasurer's recommendation to re-adopt the Town's Investment Policy. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

APPROVAL OF RFP FOR DARK FIBER PROJECT

Town Administrator Desruisseaux said IT Director Funcke submits the enclosed RFP for the Dark Fiber Project which is part of the 2016 budget. It's to upgrade our bandwidth. It's fiber optics.

Selectman Adams made a motion to approve and send the RFP for the Dark Fiber Project. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

STORAGE OF ANTIQUE FIRE TRUCKS

Town Administrator Desruisseaux said we had an agreement with Hillsborough County for storage of our Fire trucks. They had to have it reviewed. Any motion should be contingent upon their having approval.

Vice Chairman Lemay made a motion to allow the contract to go through for the storage of the antique fire trucks, pending Primex approval. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

CORRECTIVE DEED – Map 23, Lot 11

Town Administrator Desruisseaux said you have a corrective deed in your signature folder. This was a requested by the purchaser's attorney. He thought we should agree to the amended deed but add the terms that it is "subject to matters of record."

Selectman Adams made a motion to authorize the corrective deed. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

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SELECTMEN'S DISCUSSION

Selectman Adams suggested deferring these reports until the next meeting.

Library Trustees (meeting of 6/15)
Parks & Rec (meeting of 6/15)
CIP (meeting of 6/16)
Sewer Commission (meeting of 6/21)
Historic District Commission (meeting of 6/22)
Conservation Commission (meeting of 6/22)

Planning Board (meeting of 6/23/16)

Selectman Brown said the Planning Board recommended the Selectmen reappoint Barbara Griffin as the Town's representative to the SNHPC.

Selectman Brown made a motion to reappoint Barbara Griffin to the SNHPC as Goffstown's representative. Vice Chairman Lemay seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

NEW BUSINESS: No new submissions.

OLD BUSINESS

Action Matrix

Grasmere Town Hall is still moving forward. We just got the report on the HR matrix. We can review that at the next meeting. In Pinardville, if there is a 911 call, please let them know you are in Goffstown. He went the other day to the lady on Elmwood. They just moved into their house since having their fire 9 months ago. Selectman Adams is working on the Development Regulations and Zoning Ordinances.

PUBLIC COMMENT—there was no public comment.

7:07 pm Selectman Adams made a motion to enter into non-public session under RSA 91-A:3 II (a) hiring and (b) compensation. Selectman Brown seconded the motion. Roll Call Vote: Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye. VOTE: 3-0-0. All in favor. Motion carries.

7:20 pm Selectman Brown made a motion to exit non-public session. Selectman Adams seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Selectman Brown made a motion to seal the minutes to the non-public session. Selectman Adams seconded the motion. Roll Call Vote: Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye. VOTE: 3-0-0. All in favor. Motion carries.

Selectman Adams made a motion to accept the Police Chief's recommendation for a conditional offer of employment. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

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Selectman Adams made a motion to approve the 2% increase for non-union employees as budgeted. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

7:22 pm Selectman Adams made a motion to adjourn. Selectman Brown seconded the motion. VOTE: 3-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.

State Election Law Training July-August, 2016 (2.5 hours)



Invited: Moderators, Clerks, Supervisors of the Checklist, Ballot Clerks, & Selectmen

The entire training is applicable to moderators and clerks, because they take part in so many steps of the election process. Those who wish to attend the entire training may do so. There will be no breaks between segments. Please be courteous when you come and go.

Morning Workshops 2 ½ hours	Agenda	Evening Workshops 2 ½ Hours
9:00 – 11:30 AM	Moderators	6:00 – 8:30 PM
9:00 AM	Supervisors of the Checklist	6:00 PM
9:30 AM	City and Town Clerks	6:30 PM
10:45 AM	Ballot Clerks	7:45 PM
11:15 AM	Selectmen	8:15 PM

***Colebrook Times:** 12:30-3:00 PM – Moderators; 12:30 PM - Supervisors of the Checklist;
1:00 PM - City and Town Clerks; 2:15 PM - Ballot Clerks; 2:45 PM - Selectmen

There is no pre-registration. Please register at the sign-in table (at each location). Water will be provided.

As preparation, please take a look at the sample forms, which, on or about July 25, 2016, can be found on NHVotes On-line Training at <http://nhvotes.sos.nh.gov/login/index.php> under the heading "2016 Training." If you do not have a password, click on "Login" under "Voters/Guests: Login Here." On the left sidebar, click on "NHVotes Glossary and Election Forms," and enter "2016 Training" in the "Search" space. To print handouts, click PNG or PDF on right side of screen. Bring your handouts to the training.

Day	Time	City/Town	Facility
Tuesday July 26, 2016	12:30 - 3:00 PM *See front page for schedule details	Colebrook	Colebrook Elementary School 27 Dumont Street Colebrook, NH 03576
Tuesday July 26, 2016	6:00 - 8:30 PM	Gorham	Gorham Town Hall 20 Park Street Gorham, NH 03581
Thursday July 28, 2016	9:00 – 11:30 AM	Wolfeboro	Great Hall Wolfeboro Town Hall 84 S Main Street Wolfeboro, NH 03894
Tuesday August 2, 2016	9:00 - 11:30 AM	Grantham	Grantham Town Hall 300 Route 10 South Grantham, NH 03753
Thursday August 4, 2016	9:00 – 11:30 AM	Rochester	Rochester Community Center 150 Wakefield Street Rochester, NH 03867
Tuesday August 9, 2016	9:00 – 11:30 AM	Brentwood	Brentwood Community Center 190 Route 125 Brentwood, NH 03833
Thursday August 11, 2016	9:00 – 11:30 AM	Walpole	Walpole Town Hall 34 Elm Street Walpole, NH 03608
Saturday August 13, 2016	9:00 – 11:30 AM	Plymouth	Prospect Dining Hall Plymouth State University 8 High St, Plymouth 03264 (Parking off High St.: look for signs.)
Tuesday August 16, 2016	9:00 – 11:30 AM	Franklin	Bessie Rowell Community Center 12 Rowell Drive, Franklin, NH 03235
Tuesday August 23, 2016	9:00 – 11:30 AM	Fitzwilliam	Fitzwilliam Town Hall 13 Templeton Turnpike Fitzwilliam, NH 03447
Thursday August 25, 2016	6:00 – 8:30 PM	Derry	Academy Building Cafeteria Pinkerton Academy 5 Pinkerton Street Derry, NH 03838
Saturday August 27, 2016	9:00 – 11:30 AM	Goffstown	Goffstown High School Cafeteria 27 Wallace Road Goffstown, NH 03045

NEWS RELEASE

TRAFFIC ALERT

WORTHLEY HILL ROAD

GOFFSTOWN

July 8, 2016

GOFFSTOWN - The Goffstown Department of Public Works announces construction work related to the Worthley Hill Road Project, starting Tuesday, July 12th. The work zone will be between #11 Worthley Hill to Merrill Road, and will be closed to all thru traffic. Only local residents or businesses needing access in/out of the work zone will be allowed. Delays should be expected 6:30am - 4:30pm, Tuesday - Friday. All residents above the work zone must use the Merrill Road detour. The road will reopen to thru traffic each night.

****Please see the detour map at <http://tinyurl.com/worthleydetour-16> for more information****

This notice, project updates, and plans are posted on the Town's Web site www.goffstown.com (Go to Department of Public Works – Construction Projects – 2016 Construction Projects). Please contact; Eric Gustafson, Engineering Technician, at (603) 497-3617 ext. 227 with any questions. Thank you for your patience.

Sue Desruisseaux

From: Richard O'Brien
Sent: Thursday, July 07, 2016 7:41 AM
To: Sue Desruisseaux
Subject: Grant Opportunity

Good Morning,

For the BOS Meeting:

Request the BOS to approve the application to for the **FY2015 Citizen Corps Program Grant** for CERT. The grant request is for \$4,500 (no town match). This grant will fund needed CERT outreach materials, training, and equipment.

Sincerely,

Richard S. O'Brien, CFO
Fire Chief
Goffstown Fire Department
18 Church Street
Goffstown, New Hampshire 03045
603-497-3619
Fax-603-497-5704
robrien@goffstownnh.gov

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201 Vehicles and Traffic

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201.1 GENERAL

201.1.1 Enforcement; Failure to comply with lawful order

It shall be unlawful for the driver of any vehicle to disobey the instructions of any official traffic sign or signal placed in accordance with the provisions of this ordinance unless directed by a police officer. *[Adopted 05/16/1935]*

It shall be the duty of the Police Department of this town to enforce the provisions of this ordinance. Officers of the Police Department are hereby authorized to direct all traffic either in person or by means of visible or audible signal in conformance of the provisions of this ordinance, provided that in the event of a fire or other emergency or to expedite traffic or safeguard pedestrians, officers of the Police or Fire Departments, as direct as conditions may require, notwithstanding the provisions of this ordinance. *[Adopted 05/16/1935]*

201.1.2 Emergency and experimental regulations

Selectmen of the Town of Goffstown and the Chief of Police are authorized to adopt emergency regulations.

The Selectmen are empowered to make regulations and the Chief of Police is empowered to enforce the regulations necessary to make effecting the provisions of this ordinance and to make and enforce temporary regulations to cover emergencies or special conditions. *[Adopted 05/16/1935]*

201.1.3 General Stopping, standing and parking regulations

Except when necessary to avoid conflict with other traffic, or in compliance with the law or the direction of a police officer or official traffic control device, no person shall:

- I. Stop, stand or park a vehicle:
 - a. on the roadway side of any vehicle stopped or parked at the edge or curb of a street *[Adopted 05/16/1935]*
 - b. on a sidewalk
 - c. within an intersection
 - d. on a crosswalk
 - e. along or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic *[Adopted 05-16-1935]*
 - f. upon any bridge or other elevated structure upon a highway
 - g. on any railroad tracks
 - h. at any place where official signs prohibit stopping
- II. Stand or park a vehicle, whether occupied or not, except momentarily to pickup or discharge a passenger or passengers:
 - a. in front of a public or private driveway *[Adopted 05/16/1935]*
 - b. within fifteen (15) feet of a fire hydrant *[Adopted 05/16/1935]*
 - c. within twenty (20) feet of a crosswalk at an intersection
 - d. within thirty (30) feet upon the approach to any flashing signal, stop sign or traffic control signal located at the right of the roadway
 - e. within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance (when properly signposted).
 - f. At any place where official signs prohibit parking

- III. Park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers:
 - a. within fifty (5) feet of the nearest railroad crossing
 - b. at any place where official signs prohibit parking

201.1.4 Signs required

No provisions of this ordinance for which signs are required shall be enforced against an alleged violator if, at the time and place of the alleged violation, the sign herein required is not in proper position and sufficiently legible to be seen by an ordinarily observant person. Whenever a particular section does not state that signs are required, such section shall be effective without signs being erected to give notice thereof. *[Adopted 05-16-1935]*

201.1.5 Violations and penalties

Any such owner or operator of a vehicle who violates the provisions of this Article which governs the stopping, standing and parking of motor vehicles shall be guilty of a violation, and upon conviction thereof, shall be liable to a fine in an amount not to exceed the maximum penalty provided by law (\$1,000).

201.1.6 Responsibility of the owner for violation

If any vehicle is found upon any street or highway in violation of any provisions of this Article regulating the stopping, standing or parking of vehicles and the identity of the driver cannot be determined, the owner, or person whose name such vehicle is registered, shall be held prima facie responsible for such violation.

201.1.7 Notice of violation

A police officer observing a violation of any of the provisions of this Article shall attach to the vehicle a notice to the operator or owner that the vehicle has been parked in violation of this Article and instructing the operator or owner to report at police headquarters. This notice shall contain:

- I. The location where the vehicle is parked.
- II. The state registration number of such vehicle
- III. The time at which such vehicle is parked in violation of any of the provisions of this Article.
- IV. Any other facts, acknowledge of which is necessary to a thorough understanding of the circumstances attending such violation.

201.1.8 Plea By Mail

Allows for the administrative enforcement of violations of any municipal code, ordinance, bylaw or regulation and for the collection of penalties, to be used prior to the service of a formal summons and complaint. System provides opportunities for persons who do not wish to contest violations to pay such penalties by mail. *(adopted at March 2011 Town Meeting)*

201.2 PARKING REGULATIONS

201.2.1 Parallel Parking.

The Board of Selectmen shall determine upon what streets parallel parking shall be permitted and shall mark or sign such streets. Parallel parking shall not be permitted at any place where the parked vehicle would conflict with the flow of traffic.

Be it enacted by the Board of Selectmen that there shall be parallel parking permitted in designated area where parked vehicles would not conflict with the flow of traffic. The following area(s) are designated as parallel parking areas:

STREET NAME	SIDE	ADOPTED	LOCATION
Church St.	S	06/17/1974	From Congregational Church parking lot to the Goffstown Fire Department shall be parallel parking. <i>(adopted June 17, 1974)</i>

201.2.2 Parking near schools

No person shall park adjacent to any school property when such parking would interfere with traffic or create a hazardous situation.

When official signs are erected indicating no parking on either side of the street adjacent to any school property as authorized herein, no person shall park a vehicle in any such designated place.

201.2.3 Accessible Parking

The Board of Selectmen is hereby authorized to designate and mark by proper signs parking for disabled persons and persons picking up and discharging disabled persons only. It shall be unlawful for any person to park in areas so designated.

201.2.4 Parking Prohibited

When signs are erected giving notice thereof, it shall be a violation of this Article to park upon the following streets or parts of said streets:

STREET NAME	SIDE	ADOPTED	LOCATION
Carr Court	W	07/17/1973	Common located at Carr Court, directly opposite the structures known as Maple's Apartments <u>at 58 Main Street</u>
College Rd.	W	01/09/1967	College Rd., 300 feet north of St. Anselm Dr. to the intersection of St. Anselm Dr. and College Rd.
Depot St.	Both	11/17/1980	From 29 Depot St. (?) to <u>the Highway Department sand pile</u>
Depot St.	S	03/01/1982	Approximately 100 feet <u>No Parking Signs appear on 2 utility posts (PSNH63/9/NET&TCo 9 and NET&TCo 8)</u>
Eden St.	S	01/06/1986	From Mast Rd. to Rochambault.
Elm St.	N	03/24/1975	Near the intersection of Spring St., 30 feet from Temple Court.

Elm St.	Both	05/19/1986	North side of Elm St. beginning at the intersection of Main St. running easterly for a distance of 1235 feet to just after the intersection of Cottage St.
Elm St.	Both	11/19/1990	Beginning at the intersection of Main St. to just after Cottage St. involving a distance of 1,235 feet.
Factory St.	S	11/29/1976	From Main St. to the Rail Road Tracks.
Goffstown Back Rd.	Both	07/29/1978	Between the Miles residence and the Garfield residence. <i>(Recommend adding address to residences.)</i>
Goffstown Back Rd.	Both	08/06/1982	Between the entrance to Medford Farms and the Goffstown/Manchester town line. <i>(Recommend changing to MedVil Cooperative -161 Goffstown Back Road)</i>
Greer Rd.	Both	06/18/1984	From the intersection of Henry Bridge Rd. to the intersection of New Rd.
Henry Bridge Rd.		05/08/1967	From Center St. to end of sidewalk . <u>Greer Road.</u>
Henry Bridge Rd.	N	05/27/1984	From the intersection of Mast Rd. to the Horne residence. <i>(Add address to residence.)</i>
High St.	W	07/22/1985	For a distance of 1,150 feet from the Main St. intersection.
Kendall Hadley Row	?	08/10/1992	In front of the <u>First NH US Post Office/ Bank</u> complex on the south side of Church St., running between Kendall Hadley Row and the Bank entrance.
Main St.	E	11/19/1990	Along side of the Town Common involving a distance of 40 feet from the intersection of Elm St. <i>(This area now has parking. Will change slightly in 2017 in CMAQ area as well)</i>
Maple Ave.		09/11/1970	No parking on Maple Ave.
Maple Ave.	NE, N	05/05/2008	Northeast side of Maple Ave. from the intersection of Elm St. to the exit from traffic from Maple Ave. School, 250 feet in a northerly direction, during school hours. Northeast side of Maple Ave. from the Northerly most entrance of Maple Ave. School in a northerly direction for 250 feet during school hours. From the northerly most entrance of Maple Ave. School on the southwest side of the Roadway to the intersection of Elm St. during school hours. Live parking allowed on the southwest of Maple Ave. School form the northerly most entrance of the school for 300 feet back towards Smith Rd. in a northerly direction. <i><u>“Where posted signs prohibit parking ***This ordinance will likely have a re-write proposal after the September 2016 HSC meeting***</u></i>
Martel Lane	N	07/17/1973	From the Main St. intersection for a distance of 110 feet.
Mast Rd.	NE	04/19/1971	From the intersection of Libby St. to Crickett Lane and Mast Rd.

Mast Rd./ Pinard St.	W, E	11/14/1977	West side of Mast Rd. from King St. to Henriette St.; East side of Mast Rd. from Henriette St. to King St.; and North side of Pinard St. from the driveway of 8 Pinard St. to Mast Rd.
Mast Rd.		12/27/1982	In front of Bartlett School between the two entrances.
Mast Rd.	N	05/22/1997	Mast Rd. along the length of the frontage of 765 Mast Rd..
Mast Rd.		06/30/1977	From Theophile St. westerly to Desaulnier St.
Mountain Base Rd. S		04/28/1985	Near the Public Beach. <u>*The sign says parking permitted in designated areas only*</u>
Mountain Rd.	W	11/18/2013	From South Mast St. to Knollcrest Rd.
North Mast St.	W	10/20/1970	For 100 feet starting at corner of North Mast and Main St.
Prospect St.	W	05/21/12	West side of Prospect St. Supercedes all previous parking ordinances for Prospect St.
Roosevelt St.	E	3/24/1975	Twenty feet from intersection of Mast Rd.
Rundlett Hill Rd.		9/20/1976	From Bedford town line to St. Anselm Dr. (This road was discontinued at the 1982 Town Meeting, ordinance needs to be revoked)
Rockland Ave.	NE	04/19/1971	From the intersection of Elmwood Ave. and Rockland Ave. to the intersection of Mast Rd. and Rockland Ave.
St. Anselm Dr.	S/Both	01/09/1984	Southerly side of St. Anselm Dr. from Rockland Ave. to College Rd. Both sides of St. Anselm Dr. from College Rd. to the public service sub-station.
Smith Rd.		12/08/1997	Cul-de-sac at the end of Smith Rd. (Cul-de-sac no longer exists, ordinance needs to be revoked.)
South Mast St.	Both	05/22/1997	From Prospect St. to Mountain Rd.
Worthley Hill Rd.		10/07/1996	Turnaround

201.2.5 Parking Prohibited during Snow Emergency

No Parking on Streets or Public Ways within the Town of Goffstown from 2:00 am through 5:00 am during snow removal periods, these periods to run from November 15 through April 15 of each year. [Adopted 8/31/2015]

201.2.6 Time Limited Parking

Imposing a time limit on parking shall not relieve any person from the duty to observe other and more restricted provisions prohibiting or limiting the stopping, standing or parking of vehicle in specified places or at specified times.

It shall be a violation of this Article to park upon the following streets or parts of streets for a period in excess of the indicated time.

STREET NAME	SIDE	ADOPTION	LOCATION
Goffstown High School		05/02/2005	Within ½ mile radius of Goffstown Area High School during school hours (7:00 am – 3:00 pm).

Elm St.	Both	05/19/1986	South side of Elm St. beginning 135 feet from the intersection of Main St., running easterly for 1,100 feet to just after the intersection of Cottage St. between the hours of 7:00 am to 9:00 am, and between the hours of 2:00 pm and 4:00 pm.
Higgins St.	Even	06/29/2015	From Cross St. to Bartlett Elementary School when school is in session (7:00 am – 3:30 pm).
Main St.		03/24/1986	2 hour parking allowed on Main St. from Factory St. to High St. between the hours of 8:00am – 7:00 pm.
Monument Parking Lot		08/28/1995	This parking lot is off of Martel Lane and is limited to two (2) hour parking between the hours of 8:00 am and 7:00 pm.
Shirley Park Rd. & Shirley Ave.:		10/07/1996	From 7:00 am to 9:00 am Monday through Friday, Holidays excepted. <i>(Recommend rescinding as the ½ mile radius ordinance covers this area.)</i>
Stacey Lane		06/10/1996	From 8:00 am – 4:30 pm Monday through Friday, Holidays excepted. <i>(Recommend rescinding as the ½ mile radius ordinance covers this area.)</i>
Worthley Hill Rd.	Both	12/22/2003	From the intersection of Wallace Rd. to Merrill Rd. during school hours (7:00 am – 3:00 pm). <i>((Recommend rescinding as the ½ mile radius ordinance covers this area.)</i>

201.2.7 Reserved Parking.

Parking shall be prohibited in areas designates as reserved parking. Signs shall be posted in such areas. Designated areas shall include the following:

STREET NAME	SIDE	ADOPTION	LOCATION
Church St.	?	02/16/1981	Reserved parking on Church St. in front of Stark Hall from 11:00 am – 1:30 pm Monday through Friday. <i>(Recommend rescinding)</i>

201.2.8 Removal of abandoned and illegally parked vehicles

The Police Department is authorized to move and tow away or have removed and towed away by commercial towing service any abandoned vehicle illegally parked in a place where it creates or constitutes a traffic hazard, blocks the use of a fire hydrant or obstructs or may obstruct snow removal operations or the movement of any emergency vehicle. Vehicles towed for illegal parking shall be stored in a safe place and shall be restored to the owner or operator upon payment of all fees for towing and storage.

201.2.9 Glen Lake Waterfront Parking Restrictions

In accordance with the Glen Lake Waterfront Ordinance, designated roadside parking is for residents only which is indicated by a Transfer Station sticker on the windshield. The parking lot across the street from Glen Lake Waterfront is restricted to vehicles with boat trailers for residents or non-residents. Please reference the Glen Lake Waterfront Ordinance.

201.2.10 Temporary No Parking

Board of Selectmen hereby authorize the Chief of Police, or his designee, at his discretion, to designate specific roadways or sections/sides of roadways in the Town of Goffstown to be temporarily designated as “Restricted Parking Per Order of Police Chief” where parking shall be prohibited in the areas posted as such for the time period of the parking restriction.

201.3 TRAFFIC REGULATIONS

201.3.1 Stop Intersections.

The following described intersections are hereby designated as stop intersections at which vehicles approaching such intersections shall come to a full stop before entering such intersections, and stop signs shall be installed as follows:

STREET NAME	INTERSECTING STREET	ADOPTED
Acorn Drive	Tibbetts Hill Road	
Addison Road	Kennedy Hill Road (East)	
Addison Road	Kennedy Hill Road (West)	
Addison Road	Shirley Hill Road	
Addison Road	Wallace Road	08/09/1982
Amoskeag Drive	Monarch Avenue	
Amoskeag Drive	Mo-Sett Avenue	
Arrowhead Drive	Riverview Park	
August Circle	Pasture Lane	
Autumn Street	North Mast Road	
Back Mountain Road	Shirley Hill Road	
Barnard Lane	South Mast Street	
Bell Road	New Boston Road	
Ben Circle	Smith Road	
*Big Jane’s Lane (East)	Elm Street	
*Big Jane’s Lane (West)	Elm Street	
Black Brook Road	East Dunbarton Road	
Black Brook Road	Hoyt Road (North)	
Black Brook Road	Hoyt Road (South)	
Black Brook Road	Tirrell Hill Road (North)	
Black Brook Road	Tirrell Hill Road (South)	
Blue Jay Lane	South Mast Street	
Bog Road	Pleasant Street	
Brien Road	Shirley Hill Road	
*Carr Court	Main Street (North)	
*Carr Court	Main Street (South)	
Catamount Road	Goffstown Back Road	
Catamount Road	Miles Avenue	
Center Street	Juniper Drive	

Center Street	Tibbetts Hill Road	
Center Street	Tirrell Hill Road	
Church Street	Main Street	
Church Street	North Mast Road	
Cinnamon Drive	Black Brook Road	
*Clinton Street	Church Street	
*Clinton Street	North Mast Road	
College Road	Mast Road	
College Road	St. Anselm Drive	09/26/1977
Cottage Street	Elm Street	
Crestwood Lane	Wallace Road	11/13/1979
Cross Street	Louis Street	
Cross Street	Rochambeau Street	
*Cushing Road	New Boston Road	
Daniel Plummer Road	St. Anselm Drive (North)	
Daniel Plummer Road	St. Anselm Drive (South)	
Davignon Street	Pinard Street	11/28/1967
Davignon Street	Roosevelt Street (North)	11/28/1967
Davignon Street	Roosevelt Street (South)	
*Depot Street	Main Street	
Desaulnier Street	College Road	
Desaulnier Street	Mast Road	
Diamond Lane	Goffstown Back Road	11/13/1979
Durango Drive	Miles Avenue	
Eagle's Nest Road	Shirley Hill Road	11/13/1979
*East Dunbarton Road	Black Brook Road (North)	
*East Dunbarton Road	Black Brook Road (South)	
East Union Street	Main Street	
East Union Street	South Mast Street	
Eden Street	Mast Road	
Eden Street	Warren Avenue (North)	
Eden Street	Warren Avenue (South)	
Elm Street	Main Street	
Elva Drive	Tirrell Hill Road	
*Factory Street	Main Street	
Fairview Street	Mast Road (North)	05/16/1969
Fairview Street	Mast Road (South)	
Fernwood Circle	Magnolia Drive	
Ferson Road	Worthley Hill Road	
Fieldstone Drive	Montelona Road	
First Avenue	Autumn Street	
First Avenue	Summer Street	
*Flanders Court	Main Street	
Gagnon Way	Elm Street	
*Glenwood Drive	Elm Street	
Goffstown High School	Wallace Road (South Exit)	09/09/1970
Goffstown Plaza	Mast Road	07/19/1976-Rescind/signal now
Goffstown Back Road	Catamount Road	
Goffstown Back Road	Diamond Lane	

Goffstown Back Road	Jason Drive	
Gold Finch Road	Addison Road	11/13/1979
Gorham Pond Road	Parker Station	
Grady Hill Road	East Dunbarton Road	
Grady Hill Road	Montelona Road	
Greer Road	Henry Bridge Road	
*Greer Road	South Mast Street	
Haig Street	Mast Road	05/16/1969
Heald Street	St. Anselm Drive	
Heald Street	Warren Avenue	
Heather Hill Lane	Winter Street	
Hemlock Drive	Maple Avenue	
Henriette Street	Mast Road	
Nurses Swimming Hole	Henry Bridge Road	09/21/1981 -Rescind/private
Henry Bridge Road	Center Street (North)	03/24/1975 - Rescind/roundabout
Henry Bridge Road	Center Street (West)	04/29/1974 - Rescind/roundabout
Hermsdorf Avenue	New Boston Road	11/27/1972
Higgins Street	New Boston Road	
High Street	Main Street	
Holly Street	Heald Street	
Hooksett Road	East Dunbarton Road	
Hoyt Road	Black Brook Road	
Hoyt Road	Tibbetts Hill Road	
Ivy Street	Heald Street	
Jasmine Lane	Heather Hill Lane (North)	
Jasmine Lane	Healthier Hill Lane (South)	
Jason Drive	East Dunbarton Road	11/13/1979
Jenny Lane	East Dunbarton Road	
Jenny Lane	Lisa Drive	
Joffre Street	Mast Road	05/16/1969 -Rescind/signal now
Juniper Drive	Center Street	
*Katherine Street	Mast Road	
Keegan Drive	Van Buren Circle	
Keegan Drive	Walnut Hill Road	
Kendall Hadley Row	Depot Street	
Kennedy Hill Road	Addison Road	
Kennedy Hill Road	Shirley Hill Road	
St. Anselm Drive	Kimball Road	09/15/1975
Kimball Road	St. Anselm Drive	09/15/1975
*Lakeview Lane	Elm Street	
Lamson Avenue	Worthley Hill Road	
Lamy Drive	Daniel Plummer Road	
*Langan Way	Goffstown Back Road	
Larch Street	Mast Road (North)	
Larch Street	Mast Road (South)	
Laurel Street	Health Street	08/30/1982
Lauren Lane	Tibbetts Hill Road	
Laurier Street	Roosevelt (North)	
Laurier Street	Roosevelt (South)	

Leach Hill Road	Lesnyk Road	
Lesnyk Road	Bog Road	
Lesnyk Road	Mountain Road	05/10/1982
Libbey Street	Mast Road	05/16/1969
Lindsey Way	East Dunbarton Road	
Lisa Drive	East Dunbarton Road	
Locust Hill Road	Elm Street	
Longbrook Road	Addison Road	
Louis Street	Cross Street (North)	
Louis Street	Cross Street (South)	
Lynchville Park Road	Mast Road	
Magnolia Drive	Magnolia Drive (East)	
Magnolia Drive	Shirley Hill Road	
Main Street/114	Autumn	
Maple Avenue	Elm Street	
Maple Avenue	Heather Hill Road	
Maple Avenue	Smith Road (East)	05/05/2008
Maple Avenue	Smith Road (West)	05/05/2008
*Marion Street	Mast Road	
Mast Road/114	Barnard Lane	
Mast Road/114	Blue Jay Lane	
Mast Road/114A	Lynchville Park	
*McGuigan Street	Mast Road	
Meadow Lane	Mast Road	
Merrill Road	Worthley Hill Road	
Mill Road	Henry Bridge Road	05/15/1967 Rescind/unknown
*Mill Street	Main Street	
Monarch Avenue	Lindsey Way	
Monarch Avenue	Monarch (East)	
Monarch Avenue	Monarch (North)	
Monarch Avenue	Monarch (South)	
Montelona Road	East Dunbarton Road	08/15/1983
Mooseclub Park Drive	Mast Road	
Moreau Street	Mast Road (North)	
Moreau Street	Mast Road (South)	
Mp-Sett Avenue	Miles Avenue	
Mo-Sett Avenue	Tirrell Hill Road	
Mountain Base Road	Wallace Road	
*Mountain Road	South Mast Street	
New Road	Henry Bridge Road	
Normand Road	South Mast Street	
Normand Road	Wallace Road	5/14/1979
Orchard Street	Mast Road	
Paige Hill Road	Elm Street	
Paige Hill Road	Locust Hill Road	
Paige Hill Road	Pattee Hill Road	
Park Lane	South Mast Road	
Parker Road	North Mast Road	
Parker Station Road	North Mast Road	

Parsons Drive	North Mast Road	
Pasture Drive	Tibbetts Hill Road	
Peppermint Street	Peppermint Street (Northeast)	
Peppermint Street	Sage Court	
Peppermint Street	Thyme Way (Southwest)	
Pershing Street	Mast Road	
Petaim Street	Mast Road	
Pine Hill Avenue	Eden Street (East)	
Pine Hill Avenue	Eden Street (West)	
Pine Hill Avenue	Heald Street	
Pineridge Street	South Mast Street	
Pleasant Street	Main Street	09/13/1976
Plummer Street	Mast Road (North)	
Plummer Street	Mast Road (South)	
Pollard Road	Black Brook Road	
Pollard Road	East Dunbarton Road	
Portage Road	Black Brook	
Preston Street	Mast Road	
Prospect Street	South Mast Street	
Reed Street	Mill Street	
Rochambeau Street	Mast Road	
Rockland Avenue	Mast Road	
Roosevelt Street	Davignon Street (East)	
Roosevelt Street	Davignon Street (West)	
Roosevelt Street	Edmond Street (East)	
Roosevelt Street	Edmond Street (West)	
Roosevelt Street	Mast Road	
Roy Street	College Road	
Roy Street	Mast Road	
Route 13/New Boston	Bog Road	
*Sarette Road	Goffstown Back Road	
*School Street	Main Street	
Shirley Hill Road	Wallace Road	05/14/1979
Shirley Park Road	South Mast Street (East)	
Shirley Park Road	South Mast Street (West)	
Smith Road	Ben Circle (East)	
Smith Road	Ben Circle (West)	
Smith Road	Maple Avenue	
Smith Road	Pattee Hill Road	
Snook Road	Gorham Pond Road	
Snook Road	Pattee Hill Road	
Snow Road	Black Brook Road (North)	04/14/1980
Snow Road	Black Brook Road (South)	
Snow Road	Tibbetts Hill Road	
*Spring Street	Elm Street	
St. Anselm Drive	Rockland Avenue	10/15/1984
St. Anselm Drive	Kimball Road	09/15/1975
Stacey Lane	Wallace Road	
Stinson Road	Paige Hill Road	

Stinson Road	Pattee Hill Road	
Summer Street	North Mast Road	
Sunbeam Place	Tirrell Hill Road	
Tanager Road	Addison Road	11/13/1979
Tanager Road	Shirley Hill Road	11/13/1979
Tatro Drive	Mast Road	
*Temple Court	Elm Street	
Tenney Road	Snook Road	
*Terrace Lane	Mast Road	
Theophile Street	Mast Road	
Thyme Way	Peppermint Street	
Thyme Way	Tirrell Hill Road	
Tibbetts Hill Road	Black Brook Road	
Tibbetts Hill Road	Elm Street	
Tipping Rock Road	Back Mountain Road	
Tirrell Hill Road	Black Brook Road (North)	
Tirrell Hill Road	Black Brook Road (South)	
Tirrell Hill Road	Goffstown Back Road	11/27/1972
Tirrell Hill Road	Montelona Road	
Upton Lane	Elm Street	08/15/1967
Van Buren Circle	Shirley Hill Road	
Van Buren Circle	Van Buren Circle (Southwest)	
Wallace Road	Shirley Hill Road (North)	
Wallace Road	Shirley Hill Road (South)	
Walnut Hill Road	Shirley Hill Road	
West Union Street	Main Street	
West Union Street	Pleasant Street	
*Westwood Drive	New Boston Road	
Whipple Lane	High Street	
*White Street	Church Street	
*White Street	North Mast Road	
Winter Hill Road	Paige Hill Road	11/13/1979
Winter Street	First Avenue	
Worthley Hill Road	Lamson Avenue	
Worthley Hill Road	Wallace Road	

201.3.2 Traffic Control Signals.

The Selectmen shall determine and designate the character or type of all official traffic signs and signals. Subject to this selection the Selectmen are hereby authorized, and as to those signs and signals require hereunder, it shall be their duty to place and maintain or cause to be placed and maintained all official traffic signs and signals. All signs and signals require hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the Town of Goffstown. *[Adopted 05/16/1935].*

Traffic Control Signals shall be installed and operated at the following described intersections:

STREET NAMES		ADOPTED
Mast Rd.	Pinard St.	05/16/1935
Mast Rd.	Goffstown Plaza Entrance	10/21/1974 & 10/16/1074
Mast Rd.	Daniel Plummer Rd.	
Mast Rd.	<u>Shop-n-Save/Libby St Hannaford Plaza, 605 Mast Rd</u>	
<u>Mast Rd.</u>	<u>Rite Aid Plaza/Joffre St</u>	
St. Anselm Dr.	Rt. NH 114 North	
Rt. NH 114 North	Rt. NH 114 South	

201.3.3 One-way Streets.

The following described streets or parts of streets are hereby designated as one-way streets, and vehicles travelling on them shall proceed only in the direction indicated:

STREET NAME	DIRECTION OF TRAVEL	ADOPTED	LOCATION
<u>Parker-Reed St.</u>	South	12/19/1966	Elm to Mill (<u>Formerly Parker St</u>)
Cottage St.	North	12/19/1966	Mill to Elm
Eden St.	North	09/03/1974	Mast to Rochambeau
<u>Laurier St.</u>	<u>North</u>		<u>Pinard to Roosevelt</u>

201.3.4 Turns Prohibited.

STREET NAME	ADOPTED	LOCATION
Maple Ave.	12/8/2008	No Right from Maple Avenue into the northern most entrance to school property during school hours 7:30 am – 3:30 pm.
Greer Rd.	04/15/1996	Entrance from Mast Rd. prohibited; left turn from Greer Rd. to Mast Rd. prohibited.
<u>West Union St.</u>		<u>No left turn from West Union St. onto Main St.</u>
<u>Davignon St.</u>		<u>No left turn from Davignon St. onto Pinard St.</u>
<u>Shirley Park Rd.</u>		<u>No left turn from Shirley Park Rd. onto South Mast St.</u>

201.3.5 Trucking Prohibitions.

STREET NAME	ADOPTED	LOCATION
Parker Station Rd.	05/10/2004	From New Boston Town Line to Route 114 intersection
Gorham Pond Rd.		<u>From Paker Station to Dunbarton town line</u>
Smith Rd.		<u>From Maple Ave. to High St.</u>
Summer St.		<u>From No. Mast Rd. to High St.</u>
Wallace Rd.	02/13/1995	From Mast Rd. south to Bedford town line
Bog Rd.		<u>From Pleasant St. to New Boston Rd.</u>

201.3.6 No Thru Traffic

<u>STREET NAME</u>	<u>ADOPTED</u>	<u>LOCATION</u>
<u>Worthley Hill Rd.</u>		<u>Worthley Hill Rd above Merrill.</u>

School St.

School St. at Main St.

West Union St.

West Union St. at Pleasant St.

Park Ln.

Park Ln. at South Mast St.

201.3.7 Speed Limits.

Vehicles are prohibited to drive in excess if posted speeds in designated zone areas. The following zones shall be enforced:

STREET NAME	ADOPTED	SPEED LIMIT
East Union St.	04/11/2016	20 mph
Cinnamon Drive	12/08/2008	25 mph
Ginger Drive	12/08/2008	25 mph
Coriander Way	12/08/2008	25 mph
Peppermint Drive	12/08/2008	25 mph
Sage Court	12/08/2008	25 mph
Thyme Way	12/08/2008	25 mph
Merrill Road	08/10/2009	25 mph
Daniel Plummer Rd.	01/20/1986	30 mph
Tibbetts Hill Rd.	08/10/1987	30 mph
Riverview Park Rd.	07/08/1985	20 mph

201.3.8 School Zones

Maple Ave School Zone: Elm Street from PSNH Substation to 3 Elm St.

Bartlett School Zone: Mast Road from intersection of Roosevelt St to Eden Street



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: June 17, 2016

The Library Board of Trustees met on Wednesday, June 15, 2016:

Public Hearing Acceptance

The Board held the required public hearing to accept the bequest from the Eleanor Porritt Revocable Trust of 2004. The public hearing notice was published on Wednesday, June 13, 2016

Acceptance of Donations

The Board also accepted donations for the annual summer reading program.

The Big Read

The GPL and other members of the Hillstown Coop are partnering for The Big Read: *The Grapes of Wrath*, during September and October. The GPL is partnering with the Goffstown Historical Society, who will develop special historic displays to go along with the agricultural and farming theme of the book.

Personnel Manual

The Human Resources Committee will complete final edits to the Library's personnel manual and send it to the Board for a July vote.

Consensus Agenda

The Board discussed a change to a consensus agenda format for future meetings.

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

TO: Collis Adams; Board of Selectmen
FROM: Goffstown Sewer Commission
DATE: 6-23-16
SUBJ: Summary – June 21, 2016 GSC Meeting

Lynchville Park Property Exchange – Christine Spartichino of 12 Chatel Avenue in Lynchville Park appeared to request another pump station lot exchange with one of their lots. The BOS will review before the GSC takes further action.

Elmwood Ave/Glenridge Ave – Northeast Earth Mechanics is scheduled to mill for project follow-up on July 5 and pave on July 6.

Sewer Funds – T. Redmond expressed a desire to increase interest revenue from sewer funds now in the pooled cash account, the sewer CAP account and the TD Bank money market account. Finance Director Don Borrer said if the Commission were to vote to move its funds into a new investment account, there would be a healthy increase in interest revenue. Tim will bring a detailed recommendation to the next meeting for a vote.

2016 Sewer Replacement Projects - M. Yergeau will seek bids for sewer work on College Road, Glenridge Ave, Laurel St, and Warren Ave to be completed this year in accordance with CIP and the DPW road plan.

Rate Study Proposal - M. Trainque received a proposal from Public Resources Management Group to conduct an updated review of user rates.

Sewer Use Ordinance - R. Trzepacz submitted another draft to Mike Trainque of HTA for further incorporation.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: June 22, 2016
To: Susan Desruisseaux, Town Administrator
From: Patty Gale, Planning & Zoning Assistant
Subj.: Conservation Commission Report from the June 22, 2016 Meeting

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

Discussion of Site Walk and Review/Presentation of Wetlands Impact Permit Application for the Goffstown High School, Wallace Road, Map 6 Lots 97 & 98: (Along with comments from the Site Walk.)

Raymond Labore of the SAU Office #19, Tom Sokoloski of TES Environmental and Dan Tatem of Stantec, were present to explain the proposed wetlands impact they are proposing at the High School property along with changing to the access road to the back of the High School by redesigning the exit to be an entrance and an exit, to help eliminate the cars backing up in the roundabout. The rear access off of Wallace Road will be widened and guardrails will be added as well. Dan Tatem also addressed the concerns with the mitigation of the stream from the site walk that was conducted on June 1, 2016 and explained the need to redirect the stream and drainage to not flood the school and roadway areas. Also explained was the School is applying for grant funding that if the School is awarded will be a very minimal expenditure from the School, with the School only having to cover 25% of the cost.

Dan Tatem explained the proposed changes to the drainage and the stream that will be reconstructed. The Conservation Commission was concerned to the impact of the stream. After further explanation that the buffer will be maintained between the stream and Wallace Road and the mitigation/reconstruction of the stream will improve hydrologic and be sensitive to the environment, the Conservation Commission voted in favor to support the project and send a letter to support the grant funding. The Commission also voted in favor to sign the minimum expedited impact permit.

Department of Public Works Presentation on Alteration of Terrain Permit for Map 5 Lots 24, Town of Goffstown Sports Fields:

Meghan Theriault and Eric Gustafson were present to explain the 15 year project for the recreation sports fields. Meghan explained the reclamation project of the 71 acre parcel that along with the DPW gravel pit, it will have 3 soccer fields, 3 small baseball fields and 1 large baseball field. Also the room for a field house, gravel parking lot, walking paths, playground, dog path and several storm water ponds. Meghan explained this would be done in 3 phases. Meghan explained that she will be changing the ponds from 3 to 5 feet deep and explained the detail of the improvements and protections that will be put in place. The closest point to the wetlands is 40 ft. from the wetlands setback line. Meghan explained that the property slopes in like a bowl and there is a berm around the property and there would be no wetland impacts from the proposed work. Much of the work has been already done.

The Commission stressed concern with protecting the prime wetlands and suggested fencing is placed around the sand pit, and the ponds. A turf management plan should be in place as well. Also there should be protection



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

with the turtle nesting. After further discussion, the Commission thanked Meghan and Eric for coming in and explaining the project to them.

The Commission Voted on the Conservation Commission's Recommendations of the June 1, 2016 Site Walk of the Kennedy Hill Road/Addison Road Subdivision, Map 3 Lots 26 & 27 and Sign NHDES Minimum Expedited Permit for the Lamb Subdivision.

The Conservation Commission reviewed the concerns along with the revised plans and voted to support the plans as revised and signed the NHDES Minimum Expedited Wetlands Impact Permit. The Conservation Commission was satisfied with revision to the driveway location out of the wetlands buffer and supported the change to the culvert size to accommodate the stream to flowing through.

The Commission approved the Minutes of April 28, 2016 as printed and will vote on the May 25, 2016 Minutes at the next meeting.

The Commission reviewed the follow Budget: The Conservation Open Space Fund at Citizen's Bank has a balance of \$77,735.13. The Special Milfoil Warrant Article has a balance of \$12,215.00. The People's United Bank CD is at 275,000.00. The Operating Budget Balance is at 4,763.36.

Open Space Committee Report: The Black Briar Easement has been finalized.

Milfoil: Discussion on the breakdown of Warrant Article for each lake, along with a request from Namaske Lake for \$11,000.00. (Namaske Lake will be treating 39 acres, not up to 51 acres as in the Lake Survey from NHDES) The Commission had a lengthy discussion in regards to the funding needed for the Milfoil. After much discussion of the Grants that have been awarded by NHDES, the Conservation Commission voted to commit \$2,014.00 to Goffstown Water Ways for the local amount needed for Diver/Dash to offset the grant awarded for \$1,342.00 with a total cost of \$3,356.00. The Conservation Commission voted to give the remainder to Namaske Lake for their Grant Award. The total given will be the remaining \$10,201.00 from the Special Warrant Article of \$15,000.00, and the \$2,000.00 that is currently in the operating budget for the hand pulling of Milfoil. This totals \$12,201.00 to be used to offset the NHDES grant funding that was awarded to Namaske Lake. The total cost for the Herbicide Treatment is \$30,885.00 and the Diver/Dash total cost is \$8,700.00. The local offsetting cost needed to offset the grant for the Herbicide is \$18,531.00 (NHDES Grant awarded is \$12,354.00) and the local offsetting cost for the Diver/Dash is \$5,220.00 (NHDES Grant Awarded \$5,220.00).

The Commission reviewed the following correspondence:

- 1) NHDES requesting more information for Alteration of Terrain Permit for the Town Sports Fields.
- 2) Letter from NHDES regarding possible violation with the installation of a septic without permits for 103 Jason Drive, Map 6 Lot 24-1 (Building Department has a copy too.)
- 3) NH Conservation's "Picking Our Battles" A Guide to Planning Successful Invasive Plant Management Projects.
- 4) NH Complete Forestry Notification for Martin Allen Trust, 312 Worthley Hill Road, Map 1 Lot 61.
- 5) Copy of NHDES Wetlands Permit Application & Abutter Notification for driveway wetlands crossing for Map 6 Lot 36-1-1, Danis Park Road to building a single family home. (ZBA approved a Special Exception to build the home that will expire in January 2017.)



Town of Goffstown

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- 6) Intent to Cut Permit for Map 1 Lot 61, Worthley Hill Road, Martin Allen Trust.
- 7) Intent to Cut Permit for Map 2 Lots 29, & 32 and Map 5 Lots 102B, Worthley Hill Road, Glen & Bruce Allen Irev. Trust.

Plan Review:

Villa Agustina Athletic Fields Parking Area Site Plan, Map 5 Lot 62, Mast Road. The Conservation Commission had no concerns but recommends adequate drainage system be in place so drainage doesn't sheet across the Rail Trail.

Next Meeting is July 27, 2016:

Meeting Adjourned at 9:10 p.m.

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Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: June 23, 2016
To: Sue Desruisseaux, Town Administrator
From: Derek M. Horne, Assistant Town Administrator
Subj.: Summary of HDC 6/22/16 Meeting

The Historic District Commission held their regularly scheduled meeting on Wednesday, June 22, 2016. In addition to approval of minutes and reviewing the budget the HDC discussed the following items.

GRASMERE TOWN HALL RENOVATIONS

The Commission members discussed the current state of the renovations.

Rear Fire Escape	- Removed from the building by Empire Sheet Metal. - Granite post will be cut in place by DPW.
Side Fire Escape	- Structural repair completed and fire escape painted. - SFC reviewed work and provided final report. - Final report provided to Fire Dept.
Emergency Lighting	- HDC members are scheduled to walk through building Friday, 6/24, to discuss emergency lighting. Quote will be forthcoming.
Fire Extinguishers	- Staff will coordinate installation of fire extinguishers.
Fire Alarm & Sprinkler System	- Final Fire Alarm and Sprinkler connection completed.
Newel Post & Handrail from Stage	- HDC members are finalizing specifications and final cost of material.

HISTORIC MARKER – VILLA AUGUSTINA

The Commission discussed the Villa Augustina marker that was previously designed. The Commission requested a letter be sent to the new owner proposing the marker be located behind the fence adjacent to the west side driveway.

The HDC decided to cancel their regularly scheduled July and August meetings. The HDC may meet at the call of the Chairman if necessary.

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Date: June 24, 2016
To: Sue Desruisseaux, Town Administrator
From: Jonathan O'Rourke, Planning & Zoning Administrator
RE: June 23, 2016 Planning Board Meeting

Present were: Chairman Barbara Griffin, Vice/Acting Chairman - Philip D'Avanza, Tim Redmond, James Raymond, Michael Conlon, Allen Brown - Selectmen Alt, Gail Labrecque, Jonathan O'Rourke - Planning and Zoning Administrator, Darrell Halen - GTV.

Meeting convened at approximately 7:10 p.m. All members present were voting members.

Board members voted to approve the Minutes of June 9, 2016 with amendments 5-0-0

Board members voted to accept Barbara Griffin as the Board representative to SNHPC 4-1-0

Map 35 Lots 35 & 35-1, Completeness Review/Subdivision/Site Plan Review Hearing Miller's Landing

- Applicant requests continuance to 14July2016
 - **Motion** to continue application to 14July2016
 - **Motion** carries 4-0-1

Map 3 Lots 26 & 27, Subdivision Plan Review Hearing /Kennedy Hill & Addison

- 09June2016 - Motion to accept for hearing, grant waiver to accept and no regional impact – carries
- Brief presentation by Eric Mitchell
 - Changes and updates
- Questions about permission in right of way (power lines) for development
 - Permission from easement holder before construction begins
- Cistern requirements
 - Cistern required, applicant offered to add sprinklers for each future development in lieu of a cistern.

Motion to accept waiver (Site specific soil mapping)

- **Motion** carries 5-0-1

Motion to approve with conditions

- **Motion** carries 5-0-1

The meeting adjourned at approximately 7:45 PM.

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

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Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

OLD BUSINESS: 7/11/16 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	Tasks remaining for Fire Escape area on west side of building: <u>Empire Sheet Metal</u> - Structural repairs of side fire escape as outlined in SFC report; remove rear fire escape <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. <u>SFC</u> - Construction monitoring & certify fire escape Grasmere Town Hall - Painting (Maintenance): 3/28/16 RFP authorized by BOS	Granite post near former rear fire escape will be cut by DPW when time allows; Emergency Lighting - electrician walking the property on 6/24/16 and will provide a quote; Fire Alarm & Sprinkler System - sprinkler connection done on 6/17 - concern regarding sprinkler heads in 2nd floor bathroom and hallway; Newell post dimensions and cost to be provided by HDC facility committee members; fire extinguishers will be purchased for 2nd and 3rd floors in the fall. Septic system design signed by BOS on 6/27/16 and sent to State of NH. Exterior Project: Grasmere Town Hall washed and scraped.
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.	6/27/16 BOS to start review of MRI Final Report
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 Proeprty Tax Insert - cost \$100 to 03102 addresses	Poperty Tax Insert sent out; PSAs continue on GTV
08/31/15 09/21/15 10/5/15	Planning Board	Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning? Collis will assist with drafting a letter to NHDOT for Mitigation Funds for secondary impacts from the Route 93 project; funds could assist with Updates of Master Plan and Development Regulations Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment	Review of Dev Regs and Master Plan in process by Planning Board; request for CIP funding in 2017

9a

Memorandum

To: Board of Selectmen

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

Date: June 24th, 2016

Re: STREET EXCAVATION RULES – PROPOSED REVISION

The Goffstown STREET EXCAVATION ordinance (eff. May 6th, 2013) establishes authority with the Department of Public Works to develop and maintain the Street Excavation Rules, with the approval of the Board of Selectmen. I propose a 2016 revision to these Street Excavation Rules, primarily to change the road moratorium requirements that were modified in 2013.

The intent of the moratorium is to prevent premature cuts to a newly paved street. Prior to 2013, the moratorium period was time-based (5 years for reclaimed streets, 3 years for overlay streets). The current moratorium is asphalt conditions-based, set at a cutoff PCI score of 70, which is too onerous.

There are currently 364 out of 541 road segments (67%) above a PCI level of 70, some of them 30+ years old. Any cuts to these segments require full-width overlay for a minimum length of 100' under the current rules. While good-intentioned, this inhibits economic development and places an undue hardship upon private residents in need of emergency repairs to older streets.

I propose returning to a time-based moratorium (5 years for rebuilt roads, 3 years for structural overlay, and 1 year for non-structural shim), which will better suit the intent of the policy and still prevent street cuts due to poor planning by utilities or developers. The effect of this change would be a much smaller list of streets under moratorium, about 35 road segments.

In addition to minor formatting and grammatical edits, I propose the following changes (see attached draft rules):

- 1) Line 71: Added language about unattended trenches – plating or backfill.
- 2) Line 100: Changed restoration window from 5 days to 7 calendar days after completion of project.

- 3) Line 108: Added provision for permanent restoration during the winter months, if DPW approves.
- 4) Line 166: Changed restoration deadline from "prompt manner" to 15 working days, after which DPW will restore the area at permittee expense.
- 5) Line 188: Changed moratorium periods as described above.
- 6) Line 194: Added provisions by which DPW will give advance notice of work, to allow moratorium to be enforceable.
- 7) Line 282: Added official maximum bond amount of \$5,000 for private work, which has been the limit in practice.
- 8) Line 406: For moratorium restorations, reduced minimum curb-to-curb overlay length from 100' to 50' and increased milling from 15' tapers to full width milling. Reduced this requirement further for roads that were only shimmed.



**TOWN OF GOFFSTOWN
PUBLIC WORKS**

STREET EXCAVATION RULES

A. GENERAL INSTRUCTIONS

1. In accordance with Goffstown's Street Opening Ordinance, a permit is required for every excavation done in the Goffstown Right of Way. Each permit application must be accompanied by the required permit application fee and bond as outlined in the Fees Section of these rules.
2. A set of plans in format acceptable to the Town Engineer, showing the work to be performed must accompany each request for a permit.
3. If work for which a permit has been issued does not commence within five (5) days from the date of the permit, the street excavation permit becomes "VOID". Once a permit has become void, it will be considered as if the permit was never issued. The fee will not be refunded, however the bond will be refunded as soon as possible.
4. Plan Requirements
 - a. Location of proposed construction.
 - b. All construction details-including but not limited to:
 - i. Note specifying limits of saw cut in existing pavement
 - ii. Disposal method for removed pavement
 - iii. Note specifying disposal of unsuitable material
 - iv. Details for installation of utility (backfill material; compaction; lifts; types & depths of finished pavement)
5. Roads reconstructed, resurfaced, or accepted by the town shall be placed under a moratorium per Section B, 29. No paved street shall be opened during this period, except in accordance with the waiver guidelines (Appendix A).

B. DETAILED INSTRUCTIONS

1. Street excavation permits shall be issued by the Department of Public Works. Application forms are available on the Town of Goffstown website (www.goffstown.com/forms) or at the DPW offices at 404 Elm Street, Goffstown NH. Each application for a permit must be accompanied by the required permit fee.
2. Work authorized by a permit shall be performed between the hours of 7:00 am and 5:00 pm weekdays; from April 1st through November 15th unless the permittee obtains written

47 consent from the Department of Public Works to do the work during another time. Such
48 permission shall be granted on a weather dependent basis or, in case of an emergency.
49 The permittee shall, as specified by New Hampshire State Law, RSA 374:51 and 374:55,
50 call Dig Safe (1-800-225-4977) at least 72 hours prior to any excavation.
51

52 3. The permit shall be kept with the supervisor at the project site, and shall be produced for
53 examination upon request by any member or officer of the Department of Public Works or
54 any Police Officer of the Town of Goffstown.
55

56 4. The location of all utility facilities shall be determined sufficiently ahead of trench
57 excavation work to avoid damage to those facilities and permit their relocation, if
58 necessary.
59

60 5. No opening or excavation in any street shall extend beyond more than one lane of the
61 street before being backfilled and the surface of the street made passable to traffic,
62 unless street closure arrangements are made per Section B, 10.
63

64 6. No more than three hundred (300) feet, measured longitudinally, shall be opened in any
65 street at one time, except by special permission of the Public Works Department.
66

67 7. Every permittee will be required to place around openings, excavations, encumbrances or
68 obstructions, such barriers, barricades, lights, warning flags and danger signs as may be
69 required by the Department of Public Works, to protect the safety of the general public.
70 During the hours of darkness, adequate artificial lighting devices are required to call
71 attention to and indicate the actual location of obstructions and hazards. Trenches left
72 unattended shall be properly plated or backfilled temporarily.
73

74 8. Traffic control shall be scheduled with the Goffstown Police Department prior to the start
75 of construction or maintenance operations and shall remain in place only as long as
76 needed, as required by the Department of Public Works or Police Department. At the
77 discretion of the Chief of Police, the use of certified flag persons may be approved for
78 traffic control. Advertisements, notices and signs, other than for traffic control, shall not
79 be displayed on or attached to any barricade or fence on any highway.
80

81 9. A minimum of one lane traffic shall be provided on all streets at all times. The minimum
82 width for temporary traffic lanes is eleven (11) feet. Access shall be provided to all
83 property at night and on weekends, and shall be provided to all places of business at all
84 times.
85

86 10. Full street closures, when found necessary for construction purposes, will be permitted
87 only with the approval of the Public Works Department, Police Department and Fire
88 Department with concurrence from the Board of Selectmen. Whenever a complete street
89 closure occurs, every effort will be made to maintain access for local residents and
90 business traffic. Access shall always be maintained for emergency vehicles.
91

92 11. When the work area encroaches upon sidewalk, walkway or crosswalk areas, protected

93 barriers and appropriate warning and guidance devices and signs must be utilized so that
94 the passageway for pedestrians is safe and well-defined.
95

96 12. After excavation is commenced, the work shall proceed in a continuous manner with
97 diligence and expedition and shall be completed and the street restored, as nearly as
98 possible to its original condition, so as not to obstruct the public places or travel thereon
99 more than is reasonably necessary. The surface of the street shall be permanently
100 restored within a period of time not to exceed seven (7) calendar days from the
101 completion of the project, unless approved by the Director of Public Works. In any event,
102 the trench shall be maintained on a daily basis. Department of Public Works may require
103 temporary asphalt patching, dependent upon the location of the opening.
104

105 13. In the event the excavation continues longer than one week, any open trench will be
106 paved with at least the base course of asphalt prior to the close of business on Friday.
107

108 14. As a condition of this permit, the permittee agrees that the excavation, after being
109 properly backfilled, will have a permanent patch placed on the excavation under the
110 guidelines herein. No permanent street restoration will be allowed between November
111 15th and April 1st (See Winter Construction procedures, Section E) without prior approval
112 of the Department of Public Works.
113

114 15. Prior to the completion of the final pavement restoration, the Department of Public Works
115 shall be given at least 24 hours notice of paving schedule.
116

117 16. Provisions shall be made for proper drainage during construction and the permittee shall
118 be responsible for all claims for damage or injury whatsoever, which may arise from the
119 obstruction or use of any public sewer or drain in connection with the work under the
120 permit.
121

122 17. Dust control shall be provided as necessary to prevent a nuisance to abutters and
123 surrounding areas. Dust control shall be by wetting or use of calcium chloride or other
124 approved methods.
125

126 18. Trees shall not be cut down, trimmed or otherwise injured without prior consent of the
127 property owner.
128

129 19. Where it is necessary to cut and remove pavement, curb, sidewalk and/or other surface
130 improvements, the material shall be cut and removed by means of equipment suitable to
131 the type of material to be removed, and in a manner which results in a minimum amount
132 of damage to adjacent improvements.
133

134 20. All asphalt will be saw cut a distance of two (2) feet back from the edge of the excavated
135 trench prior to the placing of the new asphalt.
136

137 21. Excavated material shall be replaced or backfilled in lifts not to exceed twelve (12) inches
138 in compacted thickness; and shall be compacted at or near optimum moisture content

139 using pneumatic tampers, vibratory compactors or other approved means. The material
140 shall be compacted to not less than 95% maximum dry density as determined by the
141 standard proctor method in accordance with standard specifications.
142

- 143 a. A compaction test must be performed prior to paving and the results submitted to
144 the Department of Public Works. If a trench exceeds 100 feet in length,
145 compaction tests may be required up to every 100 feet (depending on conditions in
146 the judgment of the Town Engineer) prior to paving.
147

148 22. If unsuitable for backfill, excavated material shall be replaced with granular backfill as
149 specified in the "Standard Specifications for Road and Bridge Construction", State of New
150 Hampshire, Department of Public Works, hereinafter referred to as "The New Hampshire
151 Standard Specifications".
152

153 23. Within the asphalt paved areas, crushed gravel (as described in New Hampshire
154 Standard Specifications) equal to the existing gravel course shall be placed in lifts not
155 exceeding six (6) inches loose depth and thoroughly compacted. In no case shall the
156 overall compacted depth of gravel be less than twelve (12) inches.
157

158 24. In non-paved areas, the present surface type shall be restored by placing material on top
159 of the trench to a depth equal to existing before excavation. Any existing grassland,
160 additionally, shall be fertilized and reseeded. Any concrete sidewalk shall have surface of
161 equal depth, kind and quality placed.
162

163 25. As work progresses, all streets shall be thoroughly cleaned of all rubbish, excess earth,
164 rock or other debris resulting from such work.
165

166 26. If the final restoration is not completed within fifteen (15) working days or as approved by
167 the Department of Public Works, notice to the permittee shall be given. If prompt
168 response has not been made, the Public Works Director reserves the right to restore the
169 highway or cause the same to be restored under his direction and the permittee shall
170 reimburse the Town for any or all liability and expense suffered by reason or such work.
171

172 27. Cuts shall be parallel or perpendicular to the line of the trench. In the case of transverse
173 or diagonal trenching, the Town Engineer may require the pavement to be sawn to
174 provide a flat diamond shaped patch with a two (2) foot minimum overlap on undisturbed
175 material that will permit only a single wheel of a vehicle at a time to strike the patch area.
176 Within the sawn limits of the final patch, the existing pavement and any temporary
177 material shall be removed and replaced to an equal depth with a minimum of four (4)
178 inches, two and a half (2 1/2) inches of base and one and a half (1 1/2) inches of top, to
179 meet the existing pavement edge exactly. The face of all joints shall be painted with tack
180 coat. In cases where multiple excavations are made in a street which would result in the
181 edge of patches being closer than twenty (20) feet, a continuous patch may be required.
182

183 28. The excavation permittee shall be responsible for said excavation for fifteen (15) months
184 after all work conducted under the permit has been completed; and may be ordered by

185 the Department of Public Works, at any time during the fifteen (15) month period, to
186 improve or replace the work.

187
188 29. A road shall be under moratorium for the following periods (as determined by DPW):

- 189
190 a. Reconstruction or new construction = 60 months
191 b. Overlay with suitable drainage existing base material = 36 months
192 c. Shim or overlay with unsuitable drainage existing base material = 12 months
193

194 30. The Department of Public Works shall announce road work planned for that season upon
195 passage of the annual budget, and affected properties shall receive notifications.

196
197 31. Road work history and a list of streets under moratorium shall be made available on the
198 Department of Public Works page of the town website, and upon request at the DPW
199 offices.

200
201 32. Emergency excavations or closing of Town road/highway shall be done by contacting the
202 Department of Public Works during normal working hours or the Goffstown Police
203 Department after hours. The permittee or authorized agent shall obtain a Road Opening
204 Permit at the DPW as soon as is practical after such notification.

205
206 33. The Public Works Director may revoke any street excavation permit at any time if the
207 permittee is in violation of these rules.

208
209
210 **C. INSURANCE**

211
212 1. The permittee further agrees to indemnify and save harmless the Town of Goffstown,
213 New Hampshire from all claims and damage or injury whatsoever, that may arise from the
214 encumbrance, obstruction, occupation or use of said road/highway and the applicant shall
215 be accountable for all damage that may occur on account of said encumbrance,
216 obstruction, occupation or use of the aforesaid road/highway. The Town of Goffstown,
217 New Hampshire in no case assumes any responsibility or liability by reason of granting
218 this permit.

219
220 2. The permittee, as a condition of this permit, shall agree to indemnify and protect the Town
221 of Goffstown, New Hampshire and its Department of Public Works and the Police
222 Department against all liability, claims or demands for injuries or damage--including
223 claims for loss or interruption of business in cases where the encumbrance or
224 construction impedes the flow of traffic to any person or property arising out of activities of
225 the permittee, its servants, employees, agents, representative or subcontractors.

226
227 3. The permittee as a condition of the permit, shall agree to the following insurance:

- 228
229 a. Comprehensive General Liability insurance with limits not less than \$1,000,000 per
230 occurrence for bodily injury and \$1,000,000 per occurrence for property damage

231 and automobile liability insurance with not less than \$1,000,000 per occurrence for
232 property damage covering all activities of the permittee for the full period of the
233 permit. Such insurance shall include the Town Of Goffstown and the Department
234 Of Public Works, including all officials and employees thereof. Such insurance
235 shall include:

- 236
- 237 i. All activities including use of all vehicles;
- 238 ii. Contractual Liability covering this permit;
- 239 iii. Coverage for the so called "X,C,U" Hazard--i.e., explosion, collapse of
240 buildings, damage to/from underground utilities;
- 241 iv. Completed operations hazard for a period of at least two (2) months
242 following the acceptance by the Department of Public Works of the
243 completed permit;
- 244 v. "Personal" injury coverage (in addition to bodily injury).
- 245

246 b. Workers compensation insurance, whether or not required by the New Hampshire
247 revised statutes annotated (RSA), as amended, with statutory coverage and
248 including employer's liability insurance with limits of liability of at least \$100,000 for
249 each accidental injury and, with respect to bodily injury by disease, \$100,000 each
250 employee and \$500,000 per policy year.

251

252 c. Insurance similar to that required of the permittee shall be provided by, or on
253 behalf of, all independent contractors used by the permittee during the period of
254 this permit. The permittee shall be held responsible for any modifications in these
255 insurance requirements as they apply to independent contractors.

256

257 d. Insurance certificates evidencing the above coverage are to be furnished to the
258 Department of Public Works prior to issuance of the permit; and, shall provide for
259 not less than thirty (30) days prior notice to the Department of Public Works of any
260 cancellation or major changes in policies. **Such certificates shall name the
261 Town of Goffstown and Goffstown Public Works as additional insured** and
262 shall state that in the event of cancellation or material change, written notice shall
263 be given to the Town of Goffstown, Finance Office, 16 Main Street, Goffstown,
264 New Hampshire 03045.

265

266 e. The purchase of insurance requirement or the furnishing of the aforesaid
267 certificates shall not be a satisfaction of the permittee's liability hereunder or in any
268 way modify the permittee's indemnification responsibilities to the Town of
269 Goffstown or the Department of Public Works.

270

271 **D. FEES**

272

273 1. The application fee is non-refundable and includes the cost of a mandatory inspection
274 prior to final pavement installation.

275

276 a. The applicant shall be billed an additional re-inspection fee for each failed

277 inspection requiring revisit.

- 278
279 b. If the permit was not obtained in advance of the excavation, the application fee will
280 be doubled (unless the excavation is deemed an emergency).

281
282 2. A road bond (cash, surety or similar instrument acceptable to the Town) will be required
283 for all right-of-way excavations. Bond amount is calculated as follows: Road Opening
284 Bond = excavation multiplier x length x width. The excavation multiplier is per town fee
285 schedule. Contractors who regularly work in Town can opt for an annual bond with the
286 approval of the Director of Public Works. The minimum bond amount is \$300 and the
287 maximum bond amount is \$5,000 for work not performed on behalf of the Town.

288
289 3. The bond will be held for 15 months from the date of the completed excavation. If the
290 excavation requires no further work during the 15 months, the bond will be returned in full.
291 All or portions of the bond may be used to reimburse the Department of Public Works for
292 any work performed by the Town due to permittee insufficiency.

293
294 **E. WINTER CONSTRUCTION PROCEDURE**

295
296 1. The procedure outlined in the Department of Public Works Street excavation general
297 instructions shall be followed except for the placing of asphalt pavement.

298
299 a. If hot bituminous concrete asphalt is available, three (3) inches of temporary hot
300 bituminous pavement (1/2" aggregate) shall be correctly placed so that the
301 patched area is level with the roadway surface.

302
303 b. When hot bituminous pavement is not available or when deemed necessary by the
304 Department of Public Works:

305
306 i. Compacted crushed gravel shall be brought to within three (3) inches of the
307 roadway surface.

308 ii. "Cold patch," meeting the current requirements of the Department of Public
309 Works, shall be correctly placed so that the patched area is level with the
310 roadway surface.

311
312 2. The following spring, when hot bituminous pavement becomes available, the temporary
313 pavement shall be removed and replaced with pavement as required in Section B, 27.

314
315 3. The permittee is responsible for maintenance of the temporary patch until permanent
316 restoration can be performed.

319 Adopted: June 27th, 2016

Board of Selectmen:

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Peter Georgantas, Chairman

Mark Lemay, Vice-Chairman

Collis Adams

John Allen Brown

David Pierce

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**APPENDIX A:
GUIDELINES FOR ROAD EXCAVATIONS DURING MORATORIUM PERIOD**

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Purpose

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Though the Town strives to protect its infrastructure investments, it is understood that on occasion, a newly paved or reconstructed road must be cut for utility repair or installation.

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Situations warranting an excavation during the moratorium period

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The following are factors will be considered by the Board of Selectmen when an excavation request is made during the moratorium period:

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- Emergency repairs are needed for an existing service that has failed.
 - When property owner is not advised by the town of the road moratorium policy prior to the road improvement and enforcement of the moratorium will create an undue hardship to the property owner.
 - When the trenching is required by changes in state or federal laws.
 - The installation and/or repair cannot be made by horizontal boring or other non excavating technology.

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Moratorium Excavation Specifications

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1. Backfill
 - a. The trench shall be backfilled to within fourteen (14) inches of final grade.
 - b. Backfill shall be thoroughly compacted by hand or mechanical means in layers not to exceed twelve (12) inches. Each backfill layer shall be at least 95% of its optimum density.
 - c. No stones or rock fragments larger than 3" shall be deposited in the backfill per NHDOT 209.2.1 Backfill Material Requirements.
 - d. Frozen material shall not be used for backfilling under any circumstance.
 2. The pavement foundation will then be placed to within two (2) inches of the final grade. The foundation shall consist of approved crushed gravel spread uniformly and compacted.
 3. Road surfaces shall be broom cleaned immediately after backfilling and appropriate measures taken for dust control.
 4. Prior to patching, the pavement shall be trimmed a minimum distance of one (1) foot on each edge beyond the limits of the trench.
 5. A temporary patch consisting of base course (¾ inch aggregate) asphalt will then be placed in two (2) one-inch lifts to a total depth of two (2) inches. This temporary patch will be maintained as necessary by the contractor and allowed to remain in place for a minimum of 12 months. **Use of cold patch material is specifically prohibited for temporary patch unless the excavation is completed during the Winter Construction Period (November 15th – April 1st).**
 6. At the end of the 12-month stabilization period, the temporary patch will be cut out and the trench trimmed a minimum distance of one (1) foot on each edge beyond the limits of the temporary patch area or observed settlement, whichever is greater.

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- 7. The contractor will add crushed gravel, if necessary, use a tack coat, and place a minimum of four (4) inches of bituminous concrete applied in two (2) courses. The first course being 2.5 inches of ¾ inch base course asphalt and the second course being 1.5 inches of ½ inch wearing course asphalt. Rolling shall be done with a self propelled roller weighing not less than 2.5 tons and shall continue until a firm even surface true to the lines and grade is obtained.
- 8. A curb to curb 1 ½ inch thick overlay twenty-five (25) feet in each direction from the outside edges of the trench will be required. The entire area to receive overlay will be milled to a depth of 1 ½ inches. Tack coat will be applied with a tack truck equipped with a spreader bar. This treatment shall be required if the excavation is occurring during a 60-month or 36-month moratorium for new pavement. Streets under a 12-month moratorium shall require a full-width mill and overlay ten (10) feet in each direction from the outside edges of the trench. Owner must add crushed gravel to the shoulders following overlay as necessary.
- 9. For moratorium excavations, the normal performance guarantee amount will be assessed and held for fifteen (15) months after the final patch (total of 27 months) to ensure an adequate repair.

The undersigned agrees to comply with the Guidelines for Moratorium Excavations and fully understand that any failure to comply within the timeframe will result in the calling of the performance guarantee.

Owner's name (printed): _____

Owner's Signature: _____ Date: _____

Contractor's name (printed): _____

Contractor's Signature: _____ Date: _____