
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



SEPTEMBER 12, 2016



Town of Goffstown

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

Sept. 12, 2016

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 8/22/16 and 8/29/16 public & non-public minutes
- 6:05 pm 2. **Announcements:**
- a. Cheryl Ann Bolouk of the NH Tax Collector's Association to present \$260 Ingemundsen Scholarship to Town of Goffstown for Stephanie Beaudoin's enrollment in the Certification Program
 - b. \$500 Donation to GTV from State Farm Insurance in behalf of Scott Gross
 - c. Thank you to Evelyn Redmond as published in newsletter
 - d. Road Project Updates
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Dark Fiber Bid Award recommendation by IT Director Funcke**
- 6:30 pm 5. **2017 Town Budget**
- a. Overview of 2017 Town Budget by Town Administrator Desruisseaux
 - b. Public Works 2017 Budget by Public Works Director Jacobs
 - c. Town Hall 2017 Budget by Town Administrator Desruisseaux
- 8:30 pm 6. **Public Comment**
- 8:40 pm 7. **Town Administrator's Report**
- a. Selectmen Meeting Schedule
 - b. Consensus Folder
 - c. Correspondence
 - d. Eversource Request to move rock at Glen Lake trailer parking for utility pole work
 - e. Used Vehicles for Sale Notice
 - f. Appointments to Cable Committee
 - g. Building Permit on Class VI Road (Map 24 Lot 71A)
- 9:00 pm 8. **Selectmen Discussion**
- a. Committee Meeting Reports: Sewer Commission 8/25/16; EDC 9/7/16; Planning Board 9/8/16
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix
- 9:15 pm 9. **Non-Public Session RSA 91-A:3 II (if needed)**
- ADJOURN by 10:00 pm

The public is cordially invited to attend.

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

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

Town Administrator's Report

September 12, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 8/22/16 & 8/29/16 public & non-public minutes #1
- 6:05 pm 2. **Announcements:** #2
- a. Cheryl Ann Bolouk of the NH Tax Collector's Association to present \$260 Ingemundsen Scholarship to Town of Goffstown for Stephanie Beaudoin's enrollment in the Certification Program
Motion to accept the \$260 scholarship from the NH Tax Collector's Association and deposit into General Fund.
 - b. \$500 Donation to GTV from State Farm Insurance in behalf of Scott Gross
Motion to accept the \$500 Donation from State Farm Insurance and deposit into the GTV Revolving Fund.
 - c. Thank you to Evelyn Redmond as published in local newsletter
 - d. Road Project Updates
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Dark Fiber Bid Award recommendation by IT Director Funcke** #4
- 6:30 pm 5. **2017 Town Budget** (see Budget Books)
- a. Overview of 2017 Town Budget by Town Administrator Desruisseaux
 - b. Public Works 2017 Budget by Public Works Director Jacobs
 - c. Town Hall 2017 Budget by Town Administrator Desruisseaux
- 8:30 pm 6. **Public Comment**
- 8:40 pm 7. **Town Administrator's Report**
- a. Selectmen Meeting Schedule

Tues.	9/13/16	7am – 7pm	State Primary Elections	Bartlett & GHS
Tues.	9/13/16	7:00 pm	ZBA	Room 106
Weds.	9/14/16	9:00 am	Highway Safety Committee	PD
Weds.	9/14/16	6:30 pm	HDC	Grasmere Town Hall
Thurs.	9/15/16	7:00 pm	Budget Committee	Room 106
 - b. Consensus Folder
 - Thank you letter to Kimberly Peace
 - Event Permits: Crispins House Crop Walk for Hunger 9/25/16 noon to 2:00 pm; and GMSP – Giant Pumpkin Weekend 10/15 and 10/16
 - Discharge of Lien – Map 4 Lot 95
 - MS1
 - Right-to-Inter: Tibbetts Shirley Hill Cemetery Section 3, Lots 100-107A
 - Four contracts to accept Highway Safety Grant**Motion needed.**
 - c. Correspondence #7c
 - Letter from David & Eleanor Christie with a request for a stop sign; referred to Highway Safety Committee
 - Thank you letter from Connie Rousseau of Davignon Street
 - d. Eversource Request to move rock at Glen Lake trailer parking for utility pole work
Eversource needs to work on some utility poles near the Glen Lake Parking Area. In order to access the area with their bucket truck they need to temporarily move a large rock. PW Director has no issue and Eversource will restore the area after they complete the needed repairs.
 - e. Used Vehicles For Sale Notice #7e
Enclosed is a notice of used town vehicles for sale.

Town Administrator's Report

September 12, 2016

- f. Appointments to Cable Committee: Scott Gross, Barbara Doody, Jason Cote, Michael Przekaza #7f
- g. Building Permit on Class VI Road (Map 24 Lot 71A) #7g
Enclosed at Tab 7g is a memo from the Town Planner regarding the issuance of an after the fact Building Permit on Sarette Road for the addition of a second floor and replace siding. Waiver of Municipal Liability form has been recorded at the Registry of Deeds. Planning Board has reviewed and has no comment.
Motion needed.

- 9:00 pm 8. **Selectmen Discussion**
- a. Committee Meeting Reports: #8a
Sewer Commission 8/25/16; EDC 9/7/16; Planning Board 9/8/16
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix #8c

- 9:15 pm 9. **Non-Public Session RSA 91-A:3 II (if needed)**

ADJOURN by 10:00 pm

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

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

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

The Board said the Pledge of Allegiance.

APPROVAL/CORRECTION OF MINUTES

Town Administrator Desruisseaux said at the bottom of page 6, under Old Business/Action Matrix, it should specify that they got approval from DES for the septic system.

Selectman Pierce made a motion to approve the minutes to the Board of Selectmen's meeting of August 8, 2016 as corrected. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

Chairman Georgantas said there is a letter from Amy Begnoche referencing the Roads Scholar Program. The UNH Tech2 Center announces that Mike Kos from DPW has attained Safety Champion level for achieving 20 safety hours in the educational program. It is a side award for achieving 20 safety hours, demonstrating extra effort and commitment to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

TOWN ADMINISTRATOR'S REPORT

Selectmen's Meeting Schedule

Town Administrator Desruisseaux said it is three weeks until the next Board of Selectmen meeting. Thursday, August 25, the Sewer Commission meets at 6 pm. Selectman Adams said he would attend. Town Administrator Desruisseaux said on Wednesday, September 7, the EDC meets at 6:30 pm. Vice Chairman Lemay said he would attend. Town Administrator Desruisseaux said the Planning Board meets at 7 pm on September 8. Selectman Pierce said he would attend.

Town Administrator Desruisseaux said the Selectmen meet on Monday, September 12 at 6 pm. The State primaries are on September 13 from 7 am to 7 pm at Bartlett Elementary and Goffstown High School. Chairman Georgantas said he would be gone that whole week. There is a new RSA or ruling that the Board of Selectmen can designate someone to stand in their stead. Selectman Pierce said he is on the ballot and won't be there.

Consensus Folder

Town Administrator Desruisseaux said they have Employee Status Forms: 3 Patrolmen successfully completed their probationary period. They have promotions from Firefighter to Fire Lt. and Call Firefighter to Firefighter. They also have a call firefighter's step increase. They have appointment papers for Barbara Griffin to SNHPC and for the new Patrolman that will be sworn in tonight. They have the MS-535 Financial Report of the Town of Goffstown for 2015 Budget Year. There are Event Permits for Cercle National Club Pig Roast & Live Band 9/17/16; Saint Anselm College Football Games; Goffstown Volleyball Servers Car Wash Fundraiser at St.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Lawrence Church 10/1/16; Wedding Ceremony on Town Common 10/1/16 and Uncanoonuc Mountaineers Snowmobile and Mini-Bike Show & Swap Meet 10/22/16 at Cemetery Field. There is a form to correct the lot consolidation of the three lots for the Fire Station. There is a Discharge of Lien for Map 19, Lot 34A. And there are On-Call Engineering Contracts with Stantec, McFarland Johnson, and CLD, which the Board voted on at the August 8, 2016 meeting. ***Selectman Brown made a motion to approve the Consensus folder. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries. Vice Chairman Lemay noted that he is in favor of the Consensus Folder with exception of the Call Firefighter step increases.***

ASSESSOR'S RECOMMENDATIONS

Town Administrator Desruisseaux said there is a recommended Current Use Land Use Change Tax Release for Map 8, Lots 30-1 and 30-2.

Selectman Adams made a motion to accept the Assessor's recommendation. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Correspondence

Town Administrator Desruisseaux said there is a letter of resignation from the Conservation Commission by Kimberly Peace.

Selectman Adams made a motion to accept the resignation of Kimberly Peace with regrets, and to send a letter to her thanking her for her service. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vote on Vehicle and Traffic Ordinances codification including amendments, repeal of outdated ordinances, and adoption of new ordinances

Town Administrator Desruisseaux said the Board held the two required public hearings on these ordinances. There were no public comments at the first public hearing but a recognition by Selectman Adams that the no parking on Elm Street from Upton Lane to Big Jane's Lane was missing in the codification. This was added and reposted before the second public hearing. There were two selectmen's changes to be added. One was to specify that no parking at Big Jane's Lane is at the westerly entrance. The other was to include the Henry Bridge Road pedestrian crossing because it is not a state road. It would be up to us to enforce that one.

At the second public hearing Mr. Cadorette requested reconsideration of the no parking at the Fish and Game property on Elm Street from Upton Lane to Big Jane's Lane so that anglers could access the lake through the Fish & Game property. Selectman Adams said if Fish & Game wants parking, they should develop it on their own property, not on Town streets.

Selectman Adams made a motion to approve the Ordinances as presented with the two recommended amendments. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Town Administrator Desruisseaux thanked the Police Department and Public Works for helping her with this ordinance. She also said an email was received in support of the three way stop sign at East Dunbarton and Black Brook Roads. We advertised that the vote would be taken tonight.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

PUBLIC COMMENT at 6:10 pm

Todd Littlefield, of 17 Pollard Road, said he was going to comment at a previous public hearing that due to the reconstruction at East Dunbarton Road and Black Brook Road, the three-way stop wasn't needed. But now we have the three-way stop so it's a moot point.

FRANK BIRON OF MELANSON & HEATH – AUDIT PRESENTATION

Frank Biron said they performed audits for the Town of Goffstown for the year ending December 31, 2015. He reviewed them with the Board. This includes an independent auditor's report. It received a clean opinion which is the best that can be received from an outside audit. The Management Discussion and Analysis is intended to be a narrative overview of the results. He addressed page 12, the Statement of Net Position. This is the Entity Wide Presentation. It consolidates all of the Town's funds into two columns and presents them in the accrual basis of accounting. One column is Governmental Activities and the other is the Sewer Fund. He pointed out the long term assets and long term liabilities. There is a subtotal of \$59,084,694. The numbers just up from that are capital assets or fixed assets. They are broken into two categories: Land and Construction Progress is \$6,189,911. Those are assets that are not being depreciated. Below that are other capital assets, which would be buildings, equipment, etc. That is \$26,418,654.

Frank Biron said there is a new account for Deferred Outflows of Resources, and there is another new account for Deferred Inflows of Resources. That number is \$2,028,523. Both of those, plus Net Pension Liability, which is \$13,265,646, are all new and all relate to a new accounting standard. That is the Government Accounting Standard Board Statement #68, (GASB68) which is new. This deals with the reporting of the Net Pension Liability. It is all new and is required across the nation. It is your proportionate share of the Net Pension Liability. That number of \$13,265,646 has never been reported before. The number comes from the NH Retirement System. They have an audit done. Their overall liability gets prorated to all of the towns based on payroll information of participating members.

There are several pages of financial disclosures. The overall NH Retirement System is funded at 65%. It is unfunded at 35%, which will have to be funded in future years. As of June 30, 2016 they reduced the discount rate. That is what they anticipate to be earning in their investments. The higher the rate the lower the net pension liability would be. NH Retirement System has reduced the discount rate from 7.75% to 7.5%. That means the liability will likely go up next year due to that change. It is based on the actuaries and what investors anticipate they will actually be earning in the future.

Frank Biron said the other two new accounts are the Deferred Outflow of Resources (\$1.5 million) and Deferred Inflow of Resources (\$2 million). They are new accounts related completely to the Pension liability. Certain gains and losses, instead of being applied in one year, have to be amortized over a 5 year or longer period of time. An example would be if they earned less than their projected income, it would be reflected as a deferred outflow and would be spread over a 5 year time. The Unrestricted Net Position is in parenthesis, meaning it is in a deficit position. Because this had to be reported in your income statements, it went from a positive \$6 million to a negative \$7 million. Just about every municipality in NH has a deficit position in that account.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Page 14 is the fund accounting. The General Fund numbers are consistent with prior years. The Town is in a strong position, very similar to a year ago. In the Fund Balance section, there is a section for Committed Funds. Those are generally Capital Reserve Funds. There is an Assigned Fund Balance, which are encumbrances. Those are department budgets to be spent in 2016. The Unassigned Fund Balance is available to be used to reduce the tax rate in subsequent years. The Dept. of Revenue recommends that number be between 8% and 17% of your gross budget—Town, School District, and County combined. You are in a good position and have been consistent for the last 5 years. The Dept. of Revenue considers it income once the tax bills go out the door, not when they are received.

Page 18 is the Original Budget and Final Budget. The subtotal is \$42,246. That's the amount that revenues beat the budget for the year. It was close to a break even situation. The \$795,179 shown near the bottom is the amount that did not get spent or unencumbered for the year. If you combine that with the \$42,246, it is the amount the Town beat the budget for the year. It was your surplus for the year. At the top of the page, there is a Use of Fund Balance. You did use \$200,000 of the Fund Balance. The goal is to try to recover what you use from that account, and you exceeded that.

Frank Biron said the Sewer Enterprise Fund is also presented on the accrual basis of accounting. It is treated like a business. We have capital assets and long term liabilities. It also has a share of the Net Pension Liabilities based on employees in that department. It is \$316,000. The Net Position is presented. It includes the Net Invested in Capital Assets of \$4.3 million. The rest is what is unrestricted--\$3,424,795. It is a strong position. It has held steady for the last few years.

The Statement of Revenue and Expenses is the income statement. Change in Net Position is a net loss in the amount of \$175,657. If we were to convert this to a cash basis of accounting, it is a break even situation for accounting for the year. You are very consistent from year to year. Bond rating agencies would be very pleased and say you are in a strong position. He pointed out there is no management letter. You have had one in past years, but not for the last few. There were no issues worthy of being called weaknesses. Every year we come up with a few recommendations and management comes up with a corrective action plan. Your town does a good job at maintaining the records.

Town Administrator Desruisseaux said kudos to the Finance Department. The Board was in agreement. Town Administrator Desruisseaux said on page 41 of the Audit is the figure of \$5.937 million (Unassigned Fund Balance), which is the actual number we will use in setting the tax rate.

POLICE CHIEF BROWNE - Body Worn Cameras

Chief Browne said this is a couple of years in the making. A couple of years ago the Selectmen asked him to do some research. At the end of 2014 the technology and usability wasn't there. In 2015 we started to demo different styles. We were going to purchase some each year. The problem is recharging time for the batteries because the officer's work 12 hour shifts. Upload speed time is also an issue. We talked with IT about having three storage solutions. One would be archaic and labor intensive, with a server purchase and purging and redaction would be done by the Police Department. The second would be a server committed by us with IT's help. It

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

would have a threshold set to delete what is not needed. The cloud option would have all we needed but it was too expensive. We looked at a company called Coban. It would allow us the secondary option. But we were concerned about requirements of the State that allow us to retain these records. Some work is being done by the State where it's favorable for agencies not wearing them. The 91-A issue will not affect body worn cameras. Unless a particular video was an issue, it wouldn't need to be retained.

Since that has come about, the budget line was approved by voters. We have purchased our Taser equipment. Taser International has a new line of body worn cameras. It is probably the best piece of equipment for body worn cameras. It functions for the twelve hours the officers are out there. It allows us to download to a cloud storage. It will have redaction software. We can hide the face of a juvenile and related audio, for example. A 5 year quote from Taser International for 20 body worn cameras is \$4,000, whereas we were getting it for \$8,000. We will also have 4 different charging stations. It will automatically upload the videos to where it needs to go. IT and Taser International will set it up. The total cost for the first year is slightly under \$13,000, which is under the budget request for the year. The hitch is that this is a multi-year contract. There is a non-appropriation clause. Should the town not pass a budget including this in the out years, the Town is off the hook. Each out-year is a shade under \$6,400 per year. They are for licensing fees and cloud storage. Our contract is for five years and the warranties are good for that. At the end of that time, if it works for us, we would probably just re-up for a subscription on cloud storage. He thinks that Taser International is the way to go.

Selectmen Brown said the first year the 20 cameras are \$13,000, with cameras included. Chief Browne said for the next four years it is \$6,400 per year. Chairman Georgantas said if we need to make a cut in the budget, it is in the contract that we can walk away. Chief Browne said we've worn the body camera in a demo fashion and it's been very helpful even though we've only had one. Having 20 of them will make his job easier. The ability to have access to that when someone says something happened will be invaluable. It's also becoming a Best Business Practice for transparency purposes in trying to get over the hurdle police are currently trying to get over. Goffstown has been proactive and this is another way to do what we need to do.

Vice Chairman Lemay said he's in favor of this. We have people who will see this video for courts, etc. Is there a fee we can charge them? Chief Browne said a defense has the ability to obtain any evidence the prosecution holds automatically. We would send them the link. They can make a copy if they want. They only have access to the video of that particular case. Before the 91-A decision came about, if someone came in and said they wanted all the video recordings of the last 30 days, it would be labor intensive. Before the legislature comes out, we could say it will be a set price for a set amount of time. Accountable measures to employ to charge that amount of money to make that recording onto a disk.

Selectman Adams said that's allowed now. Town Administrator Desruisseaux said that is a discussion at the State. Selectmen Pierce said 20 cameras far exceeds ½ of the staff. Chief Browne said it would be assigned to street-line supervisors and officers working the road. They would not be assigned to the Chief, the Captain, the two Lieutenants, the Prosecutor or the School Resource Officer. He would provide half to each of the two teams, each that work 12 hour shifts.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Town Administrator Desruisseaux said it totals \$38,582 for five years. Selectman Brown asked about the length of the contract. Is it 5 years? Chief Browne explained Taser International will make things right when it comes to usability. There is fine language in there about what we are tied to. All of it has been gone through for us. Town Administrator Desruisseaux said there is a non-appropriation clause.

Vice Chairman Lemay moved to allow the Chairman to sign the contract with Taser International for 20 cameras. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

POLICE BUSINESS

Chief Browne requests the Board's approval for Accreditation Manager Michelle Provencher to attend the CALEA conference from Nov. 1-6 as budgeted.

Vice Chairman Lemay made a motion to approve the request for the Accreditation Manager to attend the CALEA conference from November 1-6, 2016. Selectman Pierce seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

DPW BUSINESS

Street Excavation Waiver recommendations on Glenridge Ave. for Manchester Water Works, Goffstown Sewer Commission and Liberty Utilities (if needed)

Chairman Georgantas said this is for street excavation waiver recommendations on Glenridge Ave. for Manchester Water Works, Goffstown Sewer Commission, and Liberty Utilities (if needed).

Selectman Brown made a motion to waive permit fees for Manchester Water Works, Goffstown Sewer Commission, and Liberty Utilities if needed, as requested, to excavate on Glenridge Ave. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Crack sealing bid results and budget recommendation

Town Administrator Desruisseaux said they had two bidders. The low bid was provided by Sealcoating, Inc., of Braintree, MA for \$.94 per square yard of roadway, which was higher than anticipated and would require significantly more than the budgeted \$20,000 to be worthwhile. DPW Director Jacobs recommends no award for crack sealing in 2016, and transferring the funds from the Crack Sealing line to the Reclamation line where it could be used for other road improvements. One of our late-season goals was to reclaim a portion of Stinson Road. This transfer would help ensure adequate funds are available. In the event we run out of time for road work, the funds could be put toward preparations for the 2017 Main Street project. Selectman Pierce asked if they have skipped years in the past. Town Administrator Desruisseaux said they have.

Selectman Brown made a motion to accept the recommendations of the DPW Director to not award the crack sealing bid and to transfer the funds in the crack sealing line to the reclamation account line. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Approval of TAP grant application

Selectman Adams made a motion to allow the Chairman to sign the TAP grant application. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

WARREN DENBY, PRESIDENT OF FRIENDS OF GOFFSTOWN RAIL TRAIL - Trail Project

Chairman Georgantas asked if anyone had a problem with what the Friends of the Rail Trail want to do. Selectman Adams asked how long this would take and how much more funds? Selectman Pierce said 50% has been done. The remainder may take 4 or 5 more years depending on grants. The Friends of the Rail Trail have applied for an \$80,000 grant. If we receive a grant applied for, it would do ¼ of that 50%. Chairman Georgantas said before us now is a small section under the powerlines that is soft sand. Selectman Adams said his concern is how many more times we will commit town resources to the Rail Trail. Vice Chairman Lemay said as many years as this goes on, they will be looking for assistance from DPW and Parks & Recreation. Chairman Georgantas said you'll have to look at each one as they come. This one will take about 1 hour of drive time.

Warren Denby, President of the Friends of the Rail Trail, said the volunteers are purchasing nit pack material and renting a compactor. They intend to contribute the nit pack and labor from volunteers. The objective is to fill in the soft sand that is within the Town's specifications on a temporary 4 foot wide path. This is to improve the surface and to avoid the section of soft sand and riding along the side of Route 114.

Selectman Pierce made a motion to accept the donation of about \$500 worth of nit pack material for the Rail Trail as presented, and to authorize DPW to transport one truck load of the material to the site. Vice Chairman Lemay seconded the motion. VOTE: 4-1-0. Selectman Brown voted against. Motion carries.

Chief Browne made a note that there are actually 22 cameras from Taser International. There were two given to us by Taser as spares.

OATH OF OFFICE - PATROLMAN RICHARD RODRIGUES

Chief Browne thanked the Board of Selectmen for allowing them to recognize their newest officer. He said this venue is nice because people at home get to meet our newest officer, Officer Richard Rodrigues. He is from Somerville, MA and attended Saint Anselm College, earning his Bachelor's degree in Criminal Justice. He was an intern with the Goffstown Police Department. It is an important program in our recruitment selection process. He graduated this past Friday from the 170th NH Police Academy. Officer Rodrigues introduced his family. Chairman Georgantas swore in Officer Richard Rodrigues and Officer Rodrigues read his pledge. Officer Rodrigues requested his mother pin on his badge.

BUDGET SCHEDULE

Chairman Georgantas asked if anyone had questions about the budget schedule. (The Board had no questions.) Town Administrator Desruisseaux said she thinks they can get it done in three meetings. That gives the month of October to do deliberations. In the last week of October we will get it together for the Budget Committee so they have it the first week of November. Chairman Georgantas said he won't be here on Sept 12.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Town Administrator Desruisseaux said she emailed them an item today. This was for the fire wall and switching purchase. Our network runs with a series of connections and access points. Brian Rae and Neil did a great job negotiating this. They were provided a quote to refresh all of our networking equipment at a significant discount. This quote was received after several weeks and months of working with RTM Communications out of Bedford, NH and Cisco Meraki to secure pricing that would fit into our budget. With the pending fiber project there were many network devices throughout the Town that needed to be replaced. With the quote provided they could refresh their entire networking hardware in preparation for the fiber installation. The total cost is \$74,953.84, to be spread over 5 years. The pricing we have secured is about 49% below standard pricing. Securing multiple quotes is unnecessary. No other vendor would be able to secure better pricing. Meraki assures us that a small office can manage the network with ease. In regards to manageability, there are very few, if any, devices that are at the same level, and this is why we feel it is the best fit for our office and the Town. The quote includes an additional two years of support. By purchasing this equipment from this quote, we would be saving a very significant amount of money over the term of the agreement. It's about \$16,561 per year. Standard pricing for the whole thing would have been \$146,872.48. Our pricing totals \$74,953.84. It's a significant savings. It will give us access we need when the fire station is done. This is to be done now. They have the money in their hardware budget now. It does have a non-appropriation clause.

Vice Chairman made a motion to allow the Town Administrator to sign the contract with the Delage Landen Public Finance for \$74,953,84 for a total of 5 years. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

SELECTMEN DISCUSSION

Committee Meeting Reports:

Sewer Commission meeting of August 9, 2016

Selectman Adams said they went into non-public to talk about land acquisition. It was a short meeting.

Conservation Commission meeting of August 10, 2016

Selectman Brown said they had a presentation on the Black Brook Preserve. They discussed Miller's Landing. They reviewed the invoices for the milfoil treatment. They reviewed plans and provided comment for the Fire Department project. They had no issues or concerns. For the JEM 443 Mast LLC application to convert a barn to an auto repair shop, there was concern about there being no outdoor containment for the outdoor lift. They had no issues or concern for the time extension for Woodland Village.

Planning Board meeting of August 11, 2016

Selectman Pierce said they addressed the parking lot for Goffstown Junior Baseball. The Board approved the plan for the parking lot. There were related decisions—waiving of the requirement to show professional survey of boundaries; for soil mapping and denied waiving of fees. Conditions include having a joint use agreement with Eversource; an access easement from the Town, and they must comply with DOT for a driveway permit.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Miller's Landing was addressed and approved. The Fire Chief covered the renovations of the building on Church Street. The Board asked the Fire Department to consider the comment, which included increased public parking and increased landscaping to improve the facilities appearance. The Woodland Trust extension application was its sixth extension. Public comment took the position that there have been material changes to the plan triggering the need for a new application rather than a new extension. The Board continued the application to October 13, 2016 to allow the Town Engineer sufficient time to review the application and report findings to the Board. The last application was Saint Anselm's plan to make an addition to their Student Center. This plan was approved.

Parks & Recreation meeting of August 17, 2016

Selectman Adams said a new alternate and a new full-time member were sworn in. They talked about the budget. It was pretty straight forward.

NEW BUSINESS - No new business was submitted.

OLD BUSINESS

Action Matrix

Town Administrator Desruisseaux said the painting at Grasmere Town Hall is complete. The exterior project is done. We are still waiting on the other items for quotes. The septic system was approved. The HR matrix will be discussed in the non-public session. The Pinardville/911 issue is ongoing and the Planning Board issue is on-going. Regarding Mill Street, it was stated the first step should be a survey. She is looking to find out the time frame so they can be budgeted accordingly. Selectman Pierce said the survey would be next year. That will lead to a decision about what to do with the use of that land by an abutter.

Town Administrator Desruisseaux said we should develop a class VI road policy. In the past we've taken them on a case by case basis. She's looking to see if there are policies in place in other communities. Selectman Adams said it's a good idea. We have to be consistent when we do this. The Board concurred. Town Administrator Desruisseaux said she would add it to the matrix, get information from other towns, and talk with department heads about this.

7:25 pm Selectman Adams made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation and (e) legal. Vice Chairman Lemay seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

7:50 pm Selectman Adams made a motion to exit non-public session. Selectman Brown seconded the motion. VOTE: All in favor. Motion carries.

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

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 22, 2016

Selectman Pierce made a motion to approve the FMLA extension recommendation from 8/18/16 to 8/24/16 without any additional insurance costs. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:52 pm Selectman Adams made a motion to adjourn. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF AUGUST 29, 2016

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

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

Selectman Adams moved, Vice Chairman Lemay seconded to enter non-public session under RSA 91-A:3 II (a) compensation. Roll Call Vote passed: 5-0-0.

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

Vice Chairman Lemay moved, Selectman Brown seconded to seal the non-public minutes. Roll Call Vote passed: 5-0-0.

6:40 pm Selectman Adams moved, Selectman David Pierce seconded to adjourn. Passed: 5-0-0.

Respectfully submitted,

Sue Desruisseaux,
Town Administrator

Subject to approval by the Board of Selectmen.

Greater Bedford Womenaid

A Note of Gratitude From a Recipient: The Reason Why We Love The Impact and Potential of GBW!

"To Whom it May Concern: Since last April of 2015 I have been dealing with 2 eye surgeries and a neck surgery this past October 2015 which has left me with permanent nerve damage in my left arm. I have had to reach out for help in a variety of places to keep a roof over my head: Goffstown Welfare Office, The Episcopal Church, and Fuel Assistance. And now you wonderful people have helped me with my electric bill with the help of Evelyn Redmond, Welfare Officer, here in Goffstown. I would like to Thank You So Much for your help in this time of need. Respectfully and God Bless."

Sue Desruisseaux

From: Adam Jacobs
Sent: Friday, September 02, 2016 12:15 PM
Subject: Black Brook Road ph 3 project update (9/2/16)

Good afternoon,

This will likely be the last project update for Black Brook Road for this year! This week the crew worked on finish loam and seed, layout and signage for the new all-way stop intersection at East Dunbarton Road, and mailbox resets. Today the crew is working on base paving driveways and around drainage structures, the paving contractor's schedule did not allow them to return as we had hoped. They are now set to arrive on Tuesday to pave the top 1.5" of asphalt driveways, in addition to the areas that are to receive asphalt berm/cape cod curbing. I expect to remove the detour on Tuesday afternoon. The pavement marking contractor is set to return to town in two weeks to paint as well.

The wearing course paving of this final phase will be performed in summer of 2017, to allow any possible settlement or seasonal heaving to show itself before the final layer of asphalt is applied. If we've done our job properly, the spring heave should be all but eliminated...

It's been a pleasure working with your neighborhood, and if you have any lingering questions or concerns don't hesitate to ask. We will be sending out post-construction surveys soon, your feedback would be much appreciated and help us with future projects.

Thank you again,
Adam

Adam Jacobs, MPA
Director of Public Works
404 Elm Street
Goffstown, NH 03045
(603) 497-3617 x210



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Sue Desruisseaux

From: Adam Jacobs
Sent: Friday, September 02, 2016 12:34 PM
Subject: Worthley Hill Road project update (9/2/16)

Good afternoon,

This will likely be the last project update for Worthley Hill Road for this year! This week the crew worked on backfilling behind the curb and berm, ADA warning plates for the sidewalk tipdowns, finish loam and seeding, finish paving of driveways and sidewalk, restoration of the staging area under the power lines, and mailbox resets. Final areas of seed and street sweeping will be accomplished this afternoon.

Still to be done: Street signs will be replaced where necessary soon, and the pavement marking contractor is set to return to town in two weeks to paint.

The wearing course paving of this final phase will be performed in summer of 2017, to allow any possible settlement or seasonal heaving to show itself before the final layer of asphalt is applied. If we've done our job properly, the spring heave should be all but eliminated...

It's been a pleasure working with your neighborhood, and if you have any lingering questions or concerns don't hesitate to ask. We will be sending out post-construction surveys soon, your feedback would be much appreciated and help us with future projects.

Thank you again,
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Sue Desruisseaux

From: Adam Jacobs
Sent: Friday, September 02, 2016 12:48 PM
Subject: Glenridge/Maplewood/Westside project update (9/2/16)

Good afternoon,

I was onsite this morning to check in with Manchester Water Works, and they are making good progress. The main line installation is complete and tested, and they began swapping over house services to the new public main this morning. It looks as though they will be complete by the middle of next week. Following hot on their heels will be Park Construction to begin work on the sewer main replacement. Sewer anticipates 3-5 days for that project. Also beginning soon will be the installation of the new gas main by Liberty Utilites, they may even begin early on Maplewood if they can avoid the sewer work on Glenridge.

I have also asked Eversource to survey a few of the trees that are either at the road edge, unhealthy, or leaning over the road. Hopefully they will be able to assist with the removal and save some of our road budget.

The town portion of the work is tentatively set to begin on Tuesday, September 13th, which would place the completion date at roughly the end of October. I'll keep you posted if anything changes.

If you have any questions, don't hesitate to ask.

<http://www.goffstown.com/construction-projects/809-glenridge-sewer-project.html>

<https://www.facebook.com/GoffstownDPW/>

Have a great weekend,
Adam

Adam Jacobs, MPA
Director of Public Works
404 Elm Street
Goffstown, NH 03045
(603) 497-3617 x210



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Town of Goffstown

4

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Memorandum

To: Board of Selectman
From: Neil Funcke, IT Director
Date: September 8th, 2016
Re: Recommendation on Dark Fiber RFP

Three companies submitted proposals for the Town Dark Fiber project, and two bids included more than one option. I've highlighted, and am recommending the low bid option. FirstLight, the low bidder, is also the only bidder not to require a substantial up front Non-Recurring Charge (NRC).

BIDDER	Option	Term	Install	Monthly	Yearly	TCV	Notes
Comm-Tract	All Sites	NA	\$443,633.32			\$443,633.32	No Internet
Fairpoint option 1	All Sites	60 Months	\$210,500.00	\$3,821.27	\$45,855.24	\$439,776.20	No Internet
Fairpoint option 2	All Sites	60 Months	\$199,000.00	\$4,802.78	\$57,633.36	\$487,166.80	50 Mbs internet
Fairpoint option 3	-2 sites	60 Months	\$83,900.00	\$4,269.00	\$51,228.00	\$340,040.00	50 Mbs internet
FirstLight option 1	-2 sites	60 Months	\$0.00	\$5,540.00	\$66,480.00	\$332,400.00	100 Mbs Internet
FirstLight option 2	All Sites	120 Months	\$0.00	\$6,510.00	\$78,120.00	\$781,200.00	100 Mbs internet

The IT office budgets for most of the Town telecommunications expenses, including Phones, Internet and Mobile Data Access. Because we added money to the 2016 budget to pay for several months this year, and some of our existing expenses will be replaced, the telecom line will not need to go up by this full amount.

Tonight I am asking the selectmen to make a motion to authorize the Town Administrator to sign a contract for services and issue a notice to proceed to FirstLight for Option 1.

Thank You,

Neil Funcke
IT Director
Town of Goffstown



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

What is Dark Fiber?

A *dark fiber* network is a privately operated network that is run directly by its operator over *dark fiber* leased or purchased from another supplier, rather than by purchasing bandwidth or leased line capacity.

Back in 2001 the Town had only a handful of employees with Internet access over 56Kbs dial-up modems. We had the options of upgrading to expensive leased lines or inexpensive Cable Internet. At the time, we had a need for Internet connectivity, but very little need for networking between our buildings. We chose Cable Internet with very little increase in cost. This solution served us reasonably well for over 10 years, even allowing us to create Virtual Private Networks (VPNs) between our facilities. We upgraded our Cable Internet speeds as pricing and availability allowed.

Over the last few years, we hit the limitations of Cable Internet. The service is still designed based on the needs of residential users who mostly download data (documents, photos, video - Netflix, YouTube, Facebook, etc.). The only service options are asynchronous. For example, you can have 100 Mbps download speed, but only 20 Mbps upload speeds. As everyday use of technology advances, we have greater need to connect our buildings and greater need for increased Internet bandwidth. Our connections are limited by the upload speeds to the point that employees are having trouble accessing files between locations, accessing the finance system, and even accessing their email. Comcast's highest level of service is recommended for up to 8 users or devices.

Deluxe 100	100 Mbps Download speed 20 Mbps Upload speed	Ideal for 6-8 users or devices For offices with heavy bandwidth usage Manage content on sites Run backup servers Stream video and audio services More details
Deluxe 150	150 Mbps Download speed 20 Mbps Upload speed	Ideal for 8+ users or devices For businesses who do most of their activity online Host websites and email servers Host your applications and webinars Run backup servers

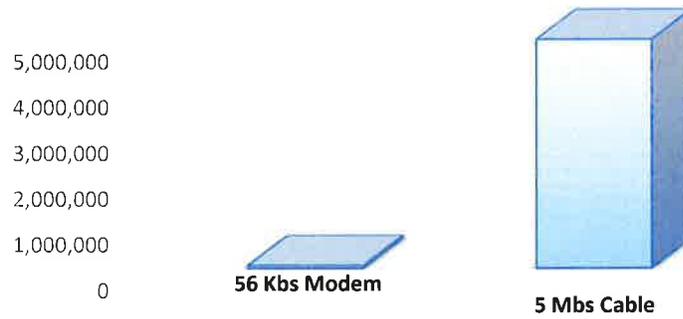
We average over **50** devices a day connecting to our router at the Police station and over **65** at Town Hall. By moving to a leased dark fiber solution, we control our own bandwidth, yet the vendor maintains the infrastructure when storms or accidents take out a utility pole.



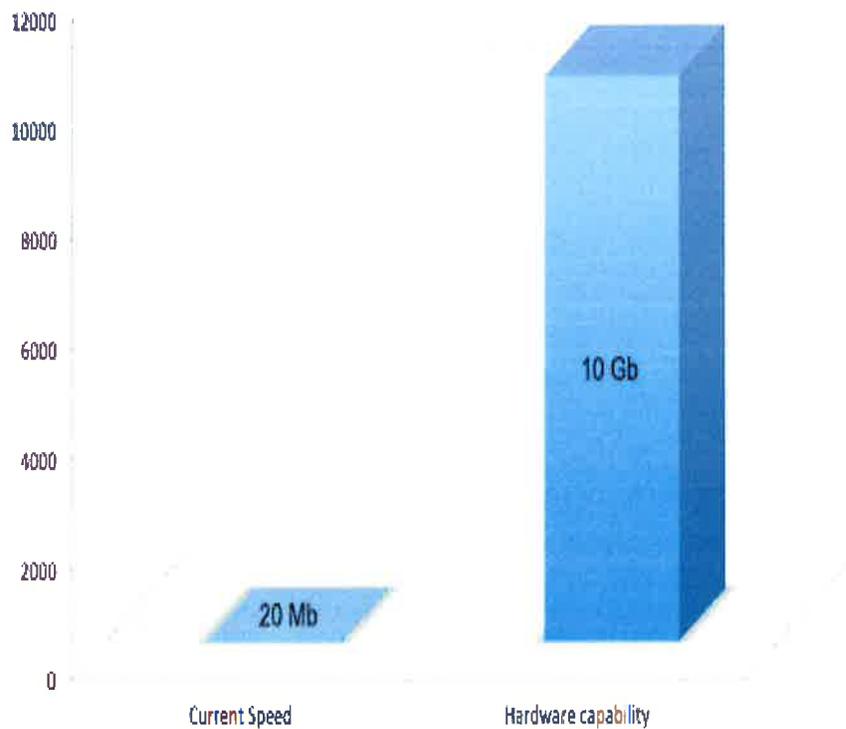
Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

2001 - Dial-up to Cable Internet



2016 – Cable Internet to Dark Fiber



7c

David & Eleanor Christie

10 Lynchville Park Road
Goffstown, NH 03045

Goffstown Selectmen

September 8, 2016

Dear Sirs,

We have lived at the above noted property for the past 2 years and are becoming increasingly concerned that a serious accident will occur directly in front of our property unless STOP SIGNS are installed as indicated on the attached sketch. The property opposite to ours has been for sale for some time and the vegetation on the roadside has now grown up to the point that there is no sight line to the Lynchville Park access road.

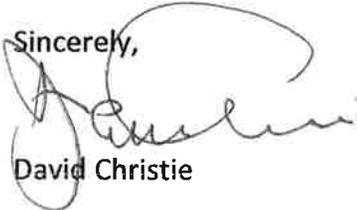
Vehicles coming up the hill and exiting to Mast Road are often driving at excessive speed and making a wide turn onto the access road and visitors often miss the turn and continue up Oak Lane at considerable speed.

With a new development starting further down Lynchville Park, the volume of traffic coming up Lynchville Park Road is going to increase and it is only a matter of time before there is a serious head on collision at a point directly in front of our property. We would also have concern for the children who congregate on the corner in front of our property for the School bus pick up and drop off.

We would respectfully suggest that STOP Signs be installed as indicated on the sketch. It might also make sense to have some gentle speed bumps installed to limit the speed of vehicles approaching this intersection.

If you wish to observe the problem, you are welcome to park an observation vehicle in my drive way to watch what happens at peak traffic times. If we can be of further assistance please be in touch. Thank you for considering this letter.

Sincerely,



David Christie

10 Lynchville
Park Road.

← Oak Lane
No Exit

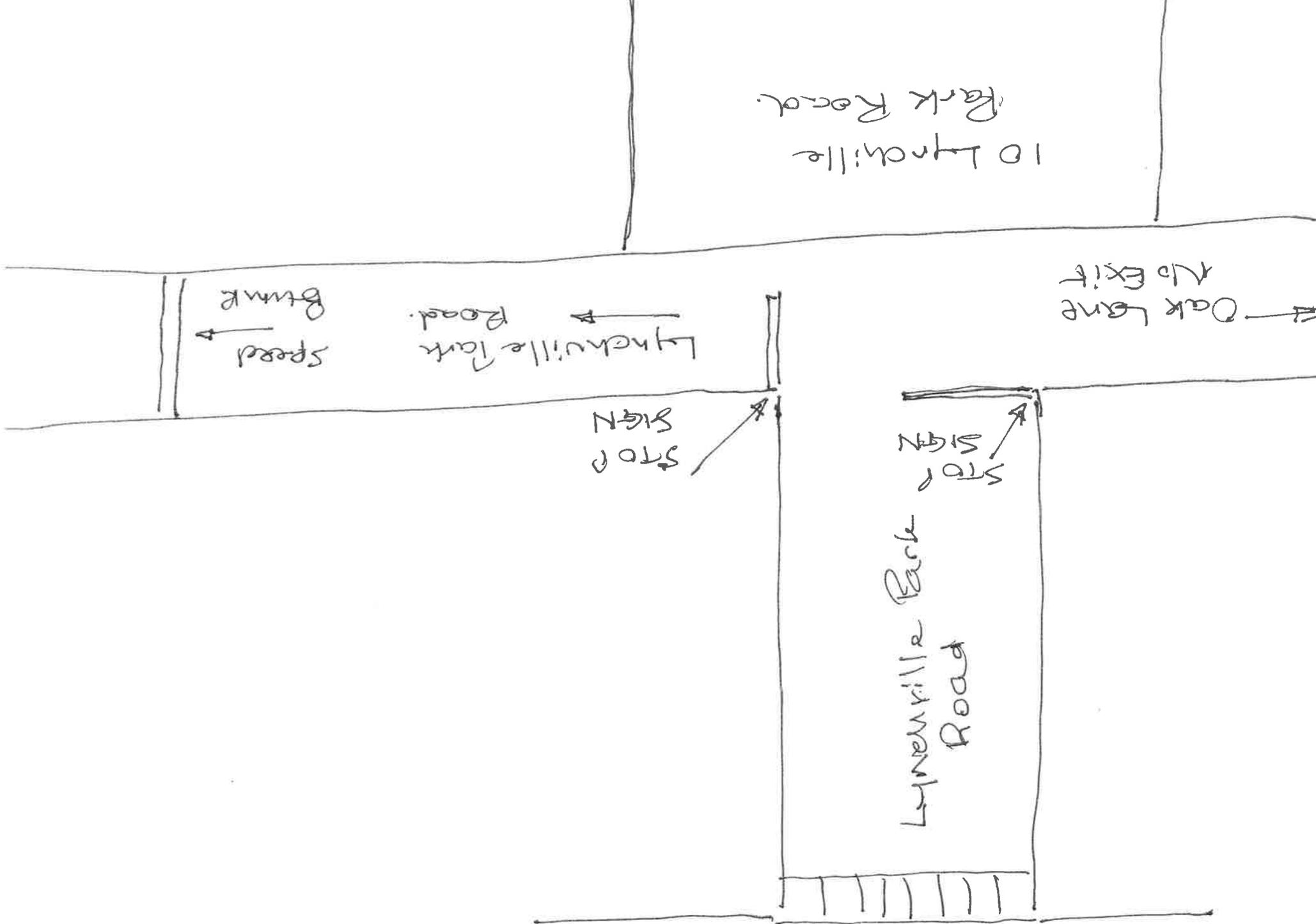
Speed
Bump
→ Lynchville Park
Road.

STOP
SIGN

STOP
SIGN

Lynchville Park
Road

MAST Road



Pi Mark,

8/26/16

This is a note to thank the Board of Selectman for their positive response in installing a street light and dead end signage on the dead end of Davignon St in Pinardville.

We all feel so much safer from the light shining on our driveways when we return home after dark. Already, we have noticed a decrease in the traffic flow on the dead end.

Again, thanks from the folks on the dead end of Davignon St in Pinardville

Sincerely,
Cecilia Fournier

24 Davignon St

The phrase is simple
and the words are few,

but behind them

is a whole lot

of appreciation.





Te

Town of Goffstown

DEPARTMENT OF PUBLIC WORKS

Legal Notice For Sale-Used Vehicles

The following used vehicles are being sold and may be viewed at the Public Works Facility, 404 Elm St., Goffstown, NH between the hours of 7:00 AM - 4:30 PM, Monday through Friday. Call 497-3617, ext. 222 for more information.

- 2001 Ford 1 ton dump truck – 105,838 mileage
- 2005 AutoCar Model WXR64 trash truck – 142,329 mileage
- 2006 Ford Crown Vic – 106,112 mileage – last six of VIN 145358
- 2006 Ford Crown Vic – 116,902 mileage – last six of VIN 144853
- 2007 Ford Crown Vic - 106,927 mileage – last six of VIN 144745
- 2010 Ford Crown Vic – 106,868 mileage – last six of VIN 129993

Please mark outside of sealed envelope with specific description of equipment being bid. Sealed bids will be accepted until **1:00 p.m. on October 5, 2016** at the Town Hall, Office of the Board of Selectmen, 16 Main Street, Goffstown, NH 03045. Bids will be publicly opened and read at that time. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as it may determine where the best interest of the Town would be served. All equipment must be removed from the DPW facility by November 4, 2016. Payment other than cash will be held up to seven days before releasing vehicle.



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

7g

Date: September 9, 2016
To: Goffstown Board of Selectmen
Cc: Hedib & Draga Memic, Property Owner (Map 24, Lot 71A) C/O Attorney Lombardi
From: Jonathan O'Rourke, Planning & Zoning Administrator

Project: Building Permit on Private Road
Location: 83 Sarette Road
Owner: Hedib & Drage Memic
Map/Lot: 24 / 71A
Zone: Residential-2

Overview:

Please find attached an application for an "after the fact" building permit submitted by Hedib & Draga Memic. The proposal is to construct a "...family room and storage onto existing house, same footprint just one floor up, also replacing siding".

Planning Board Review & Comment:

On September 8, 2016 the Planning Board reviewed the attached application. The Board voted to make a recommendation of "**No Comment**" regarding the proposed building permit.

Considerations:

- In accordance with RSA 674:41 a Municipal Waiver of Liability for Private Road Building Permit must be recorded at the Hillsborough County Registry of Deeds. *(See attached)*
 - September 7, 2016 - The applicant completed and recorded the "Waiver of Municipal Liability" attached copy provided by their Attorney.
- The property has two houses on the lot. The Planning Board approved a condominium subdivision of the property on December 2, 2004.
- May 28, 2014 – NH DES – Determined Shoreland Permit is not required (No change in footprint)
- June 10, 2014 – ZBA Notice of Decision – Variance granted to build second floor (If Building Inspector determines it is a bedroom, must meet additional State of NH septic requirements.
- June 20, 2016 – NH DES – "After the fact" approval for operation of Individual Sewage Disposal System (ISDS), 4 bedrooms, 600 GPD. Approval is after the fact and based on as-built plans.

LOMBARDI LAW OFFICES PLLC

James T. Lombardi
jtlombardi@lombardilawoffices.com
603.471.9110

Edward L. Hahn
edwardhahn@gmail.com
603.867.8495

Also admitted in RI and CT

Of Counsel
Also admitted in MA

September 7, 2016

Pamela D. Coughlin, Register
Hillsborough County Registry of Deeds
19 Temple Street
P.O. Box 370
Nashua, NH 03061-0370

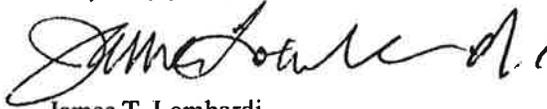
Re: Document for Recording

Dear Ms. Coughlin:

Enclosed for recording is a Release of Liability pursuant to RSA 674:41, signed by Hedib and Draga Memic of 83 Sarette Road, Goffstown, New Hampshire. Also enclosed is a check for \$16.49, payable to the Registry, for the recording fee.

Thank you.

Very truly yours,



James T. Lombardi

JTL/vph
Enclosure
cc: Hedib and Draga Memic

HEDIB MEMIC
DRAGA MEMIC

Sept 2, 2016
Date

Pay to the Order of Hillsborough County Registry of Deeds \$ 16,49
Sixteen and 49/100 Dollars

For Recording

MP

4 Bell Hill Road
Bedford, NH 03110
603.471.9110
www.lombardilawoffices.com

RETURN TO:
TOWN OF GOFFSTOWN
16 MAIN STREET
GOFFSTOWN NH 03045

**Waiver of Municipal Liability for Class VI Highway or Private Road
Building Permit Pursuant to RSA 674:41, I(c) & (d)**

RELEASE OF LIABILITY

NOW COMES Hedib and Draga Memic (hereinafter referred to as "owner(s)") of 83 Sarette Road, Town of Goffstown, County of Hillsborough, State of New Hampshire and says as follows:

WHEREAS Owners are the owners of certain real property on Sarette Road (Assessor's Tax Map # 24 Lot # 71 A) as stated in Deed recorded at Book 7403, Page 0087 at the Hillsborough County Registry of Deeds;

WHEREAS the relevant portion of said Sarette Road upon which the owner's real property fronts is a Class VI Highway or private road as classified by New Hampshire Revised Statutes Annotated 229:5

WHEREAS the Town of Goffstown Board of Selectmen (BOS), pursuant to the authority given to it in NH RSA 674:41, have agreed to issue a building permit on the above described premises, access to which premises is achieved from said Class VI highway or private road;

WHEREAS said permit was agreed to be issued on the condition that the said owner(s) provide to the BOS, prior to the issuance of the same, a suitable document in recordable form containing the declaration of the owner(s) identifying the limits of municipal responsibility for said Road as well as indicating the owner(s) assumption of the same for themselves, successors or assigns;

WHEREAS, the owner(s) have executed this document and acknowledged the same in order to establish the foregoing as a matter of record in the Hillsborough County Registry of Deeds.

1. The owner(s) acknowledge that they understand that by issuing the above referenced permit, the TOWN neither assumes responsibility for maintenance, including snow plowing, nor liability for any damages resulting from the use of the above described Road;
2. The owner(s) agree that, in consideration of the issuance of said permit, they shall be responsible for maintaining access to the subject property and do/does hereby forever release and discharge the TOWN, its officers, agents and employees from the obligation of maintaining the above described Road and from any claim of any nature, whether in tort or otherwise, which the owner(s) might have against the TOWN for any loss or damage, including those incurred through failure to provide a municipal services, including police, fire and ambulance services, arising out of the condition of the roadway from the point wherein the above described Road is a Class VI highway or private road;
3. The owner(s) assumes responsibility for transporting any children to the nearest regular school bus stop;
4. The owner(s) assumes responsibility for maintenance and repair of the above described Road, and agrees that at his expense or at the expense of himself and other owners of property similarly located on the above described Road, to clear and maintain the said above described Road to a width of not less than twenty (20) feet, and to repair and maintain the traveled portion of the above described Road

RETURN TO:
TOWN OF GOFFSTOWN
16 MAIN STREET
GOFFSTOWN NH 03045

in a good and passable condition as determined by the Goffstown Director of Public Works so that year round access/egress for emergency vehicles is maintained.

5. This condition shall constitute a covenant that shall run with the land and shall bind the heirs, successors and/or assigns of the owner(s) and any future owners of the above referenced premises.

[Signature]
Witness

[Signature]
Property Owner

[Signature]
Witness

[Signature]
Property Owner

Date: 9/2/2016

Date: 9-2-16

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH, SS

On this the 2nd day of September the above named Hedib and Draga Memic acknowledged that they executed the within document for the purposes indicated and, having taken the prescribed oath, acknowledged the same to be their free act and deed.

[Signature]
Justice of the Peace/Notary Public

My commission expires: _____



Ja

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



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: September 8, 2016
To: Susan Desruisseaux, Town Administrator
From: Derek M. Horne, Economic Development Coordinator
Re: EDC 09/07/2016 Meeting

The Economic Development Council met at Town Hall on Wednesday, September 7. In addition to approval of minutes, the EDC discussed the following items.

Implementation of EDSAT Recommendations

Process Flowchart/Checklist

The EDC finalized the revised process flowchart/checklist. A copy is attached and will be provided to Planning Office and Planning Board.

Economic Development Strategy

The Council discussed the process for developing the Town's Economic Development Strategic Plan. The Board of Selectmen's 2016 Goals included the goal of creating an Ad Hoc Committee comprised of staff, Board of Selectmen, Planning Board and EDC representation.

Council Members requested the Chairman Lemay discuss the ad hoc committee at the upcoming Board of Selectmen meeting.

Storefront Activity

Council members discussed current storefront activity throughout town. The members also discussed the effort by New Hampshire Economic Development to create www.choosenh.com, a website that includes information and available sites and buildings throughout NH.

Other Business & Upcoming Meetings

- The EDC discussed the public informational meeting conducted in August for the I-293 Exit 6 & 7 Planning Study.
- Annual Economic Forecast Luncheon, Manchester Chamber of Commerce
Wednesday, 9/14/16, 11:30AM-1:00PM, Manchester Country Club, Bedford
- TRI·CITY·EXPO, Business-to-Business Expo
Manchester, Nashua and Concord Chambers of Commerce
Thursday, 9/29/16, 3:00PM - 7:00PM, Center of NH Expo Center, Manchester, NH

The next meeting of the Goffstown Economic Development Council is scheduled for Wednesday, October 5, 2016 at 6:30 pm at Goffstown Town Hall.

SITE PLAN APPLICATION PROCESS For Development, Change or Expansion of Use

Optional Recommended Pre-Application meeting with Technical Review Committee

- Meet with staff to discuss development and identify items that may require modification.
- TRC meeting available 1st and 3rd Tuesday morning of each month.

STEP 1 Applicant Submits Application

Attached checklist on reverse.

STEP 2 Technical Review

Technical Review Committee | Staff Comments

- Town Staff comments requested [review of Planning & Zoning, Fire, Police, Building, Public Works, Sewer, Conservation, School];
- Meetings with Town Staff held when required;
- Drawings corrected; and
- Identification of any items to which Town Staff and applicant cannot agree.

Step 2a Notice sent to abutters and general public [RSA 676:4, I(d)].

STEP 3 Planning Board Acceptance of Completed Application

Planning Board considers:

- Consideration of regional impact [RSA 36:54]; and
- Board acceptance of application as complete [RSA 676:4, I(b)].

If Application is complete Planning Board proceeds with review of accepted application (Step 4).

If Application is incomplete and/or requires Regional Notice (Step 2).

STEP 4 Planning Board Review of Accepted Application

Planning Board Meeting (may be same meeting as Application Acceptance, Step 3):

- Applicant presents project to the Planning Board;
- Planning Board reviews Town Staff comments;
- Public Hearing (Board opens for public comment); and
- Board deliberates and then takes action (Step 5).

STEP 5 Planning Board Action

Continue Application

- Continue to future meeting (Step 4).
- Additional information may be requested.
- Possible plan adjustments.
- Additional input from Town Staff may be required.

Approve Application

- May approve with conditions.
- Conditions met, plans signed and documents recorded (as needed).
- Pre-construction meeting with DPW, required permits, and performance guarantee.
- Construction & necessary inspections.

Deny Application

Applicant may appeal town decision by petitioning the Superior Court within 30 days from the date of decision.

OPEN FOR BUSINESS

SITE PLAN APPLICATION CHECKLIST

For Development, Change or Expansion of Use

The Town's subdivision and site plan application includes a checklist of items that must be submitted at time of application or waived by the Planning Board. In addition to the items below, the Board may require additional reports or studies deemed necessary to make an informed decision, including but not limited to: traffic, school, fiscal, environmental impact analysis and wildlife. The Board reserves the right to request such information after an application has been accepted as complete.

Final Subdivision and Site Plan Submission Checklist

Item	Required	N/A	Notes
ZBA Notice of Decision for any required variance or special exception.	_____	_____	_____
The proposed plan.	_____	_____	_____
Wetland and Surface Water Conservation (WSWC) district delineations.	_____	_____	_____
Topography based on the Town's GPC control points.	_____	_____	_____
Drainage study in support of proposed drainage solution.	_____	_____	_____
Sediment and erosion control solution for proposed construction.	_____	_____	_____
Traffic study, in accordance with Development Regulation thresholds.	_____	_____	_____
Yield plan if proposal is an open space subdivision.	_____	_____	_____
Architectural renderings if proposal is a site plan.	_____	_____	_____

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

Date: September 9, 2016
To: Sue Desruisseaux, Town Administrator
From: Jonathan O'Rourke, Planning & Zoning Administrator
RE: September 8, 2016 Planning Board Meeting

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

Absent: Kimberly Peace

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

Board members voted to approve the Minutes of August 11, 2016 with amendments

Public Hearing on the Draft 2017-2022 Capital Improvements Program (CIP) Matrix

Brief presentation by CIP Chairman – Tim Redmond

Earl Carrol –Community at large member

Would like a workshop potentially?

Should matrix reflect bond?

Better definition of rating – “immediate”, “necessary”, etc...

Offsetting revenues, should we look at this also?

Would like to complete a formal revision of the handbook

Will meet again to present to the Planning Board

Motion to accept matrix as presented

Motion carries

OLD BUSINESS:

Map 20, Lot 16, Completeness Review/Site Plan Review Hearing for a proposal to convert the 1,404 sq. ft existing garage/barn into an auto repair shop. The property currently has a real estate office (Century 21), along with a single family home on the lot, making this a mixed use property. JEM 443 Mast LLC, Applicant & Owners, 443 Mast Road & Route 114A, Map 20 Lot 16, Zoned: Residential Small Business Office-2 (RSBO-2) **(Continued from the July 28, 2016 Meeting)**

- 02June2015 – Variance granted for 1 bay auto repair facility (in barn).
- Brief presentation by applicant's representative Ray Shea

Public Comments:

- **Jason Spencer 444 Mast Rd**
 - Concerned about the lift, will it actually be removed?
 - Concerns with landscaping
 - Would request a timeline for removal
 - Concerns about parking as well
- **Andrew & Mary Philippy 456 Mast Rd A&B & 28 Meadow Lane**
 - Would like the lift removed along with the concrete pad
 - Concerned with multiple cars being parked there, increased traffic
 - Has concerns about landscaping as well

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

- **Dave Raymond - Abutter**
 - Believes Zoning Board made a large mistake allowing this use in the zone
 - Urges Board not to grant any relief to the applicant
 - Lift removal needs to be in writing and given a time line

- **George Jones - Abutter**
 - Abutter to the East side
 - Concerned about the realistic intent of the use of the property
 - Concerned about potential growth of the property
 - Concerned with the work, wants to make sure work is done inside the barn
 - Outside Lift – would like the lift removed.

- **Motion** to continue to the October 13, 2016 Planning Board Meeting
 - **Motion** carries

NEW BUSINESS:

Map 15 Lot 166-1, Conditional Use Permit Hearing/Completeness Review to allow two (2) separate driveways to be constructed that will not meet the 40 ft. driveway separation requirement as per Section 7.4.2 of the Goffstown Zoning Ordinance, on an existing lot that will have a two-family home built on the property. A Conditional Use Permit must be granted in order to allow the construction of two driveways that do not meet the 40 ft. separation requirement. Daniel Lapointe, Applicant & Owner, located on Laurier Street, Zoned: Residential-2

Brief presentation by Applicant, Daniel Lapointe

- **Motion** to accept, no regional impact, complete and ready for review
 - **Motion** carries

Public Comment:

- No comments

- **Motion** to approve
 - **Motion** carries

Correspondence reviewed by Board, including but not limited to:

Memic - 83 Sarette Rd – BOS request comments for a Building Permit Application on Class VI Road reviewed at the beginning on the meeting.

- **Brief** presentation by applicant's representative
- **Motion** to send a "No comment" remark to the Board of Selectmen
 - **Motion** carries 3-2-1

Letters - From abutters of 443 Mast Road project reviewed during discussion of the application.

22Sep2016 – to be noticed as a "Workshop" (items the Board feels need to be addressed).

**THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE
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The meeting adjourned at approximately 9:31 PM.

Next PB meetings: 22Sept2016, 13Oct2016, 27Oct2016, 10Nov2016

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

UNOFFICIAL

TO: Collis Adams; Board of Selectmen
FROM: Goffstown Sewer Commission
DATE: 9-9-16
SUBJ: Summary – August 25, 2016 Meeting

2017 Budget – The Commissioners did not have all the information they needed to propose the initial draft and requested a worksheet showing 2015 expenditures, the 2016 approved budget and amounts spent to date, 2017 numbers to be submitted by other departments, their source and if necessary, notes explaining estimated amounts.

Sewer Use Ordinance – Mike Trainque of Hoyle Tanner & Associates gave copies of the latest draft to each Commissioner.

OLD BUSINESS: 9/12/16 ACTION MATRIX (started 3/16/15)

Mtg. Date	Item	Description	Schedule
06/15/15 07/13/15 08/03/15 08/31/15 09/28/15	Grasmere Town Hall	<p>Tasks remaining for Fire Escape area on west side of building:</p> <p><u>Empire Sheet Metal</u> - Structural repairs of side fire escape as outlined in SFC report; remove rear fire escape</p> <p><u>Target New England</u> - Repair & replace fastenings as needed; remove any and all rust on fire escape; paint fire escape; remove 3 windows on side of building next to fire escape; fill in area with glass provided by town; install new siding and trim; install fire rated dry wall on interior windows.</p> <p>SFC - Construction monitoring & certify fire escape</p> <p>Grasmere Town Hall - Painting (Maintenance): 3/28/16 RFP authorized by BOS</p>	<p>Granite post near former rear fire escape will be cut by DPW when time allows;</p> <p>Emergency Lighting: electrician walking the property on 6/24/16 and will provide a quote to HDC facility committee members;</p> <p>Fire Alarm & Sprinkler System: sprinkler connection done on 6/17 - concern regarding sprinkler heads in 2nd floor bathroom and hallway;</p> <p>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.</p> <p>Septic System: NHDES Approval For Construction - approved 07/07/16.</p> <p>Exterior Project: Done.</p> <p>Slate Roof: A.W. Therrien Company has provided a quote of \$1,650 to perform repairs to the slate roof.</p>
07/20/15	HR Matrix	<p>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.</p> <p>Cost estimate for 2016 and 2017 in 08/08/16 BOS Packet - non-public; 8/29/16 BOS adopted Wage & Classification Study.</p>	Implement new Wage & Classification Plan in 2017.
08/10/15 08/17/15 08/24/15 09/21/15 09/28/15	Pinardville	<p>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;</p> <p>3/15/16 Board approved Property Tax Insert - cost \$100 to 03102 addresses</p>	Property Tax Insert sent out; PSAs continue on GTV
08/31/15 09/21/15 10/5/15	Planning Board	<p>Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning?</p> <p>Collis will assist with drafting a letter to NHDOT for Mitigation Funds for secondary impacts from the Route 93 project; funds could assist with Updates of Master Plan and Development Regulations</p> <p>Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment</p>	Review of Dev Regs and Master Plan in process by Planning Board; request for CIP funding in 2017
07/25/16 08/8/16	Mill Street	<p>Board wishes to discuss the future of the Mill Street property which they decided not to sell (across from Cottage St.) at the request of PRLAC to use as a future portage area for canoes and kayaks.</p> <p>Correspondence included in 08/08/16 BOS Packet.</p> <p>1st step should be the surveying of the parcel before development for public access. Budget for surveying in 2017.</p>	Survey in 2017.
08/22/16		Develop policy regarding building permits on Class VI Roads	In progress