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TOWN OF GOFFSTOWN

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BOARD OF SELECTMEN MEETING

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SEPTEMBER 26, 2016



# Town of Goffstown

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

**Sept. 26, 2016**

## **SELECTMEN MEETING AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

- 6:00 pm 1. **Acceptance/Correction of minutes:** 9/19/16 public minutes
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Goffstown Junior Baseball re: request for easement over town land**
- 6:30 pm 5. **2017 Town Budget**
  - a. Sewer Budget
  - b. Parks & Recreation Budget
  - c. Police Budget
- 8:00 pm 6. **Public Comment**
- 8:10 pm 7. **Town Administrator's Report**
  - a. Selectmen Meeting Schedule
  - b. Consensus Folder
  - c. Correspondence
  - d. Technology Conference
  - e. RFP for Grasmere Town Hall Septic System
  - f. Water Use Restrictions
- 8:30 pm 8. **Selectmen Discussion**
  - a. Committee Meeting Reports: Library Trustees (9/21/16); P&R Commission (9/21/16); Sewer Commission (9/22/16); Planning Board (9/22/16)
  - b. New Business: Nothing Submitted
  - c. Old Business: Action Matrix
- 8:40 pm 9. **Non-Public Session RSA 91-A:3 II (a) compensation and (b) hiring**

ADJOURN by 10:00 pm

The public is cordially invited to attend.

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

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

# Town Administrator's Report

## September 26, 2016

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

- |         |    |   |     |
|---------|----|---|-----|
| 6:00 pm | 1. | <b>Acceptance/Correction of minutes:</b> 9/19/16 public minutes   | #1  |
| 6:05 pm | 2. | <b>Announcements</b>  | #2  |
| 6:10 pm | 3. | <b>Public Comment</b>   |     |
| 6:20 pm | 4. | <b>Goffstown Junior Baseball re: request for easement over town land</b><br>Erik Strand from Goffstown Junior Baseball will appear before the Board of Selectmen to request an easement over town land near the Rail Trail and the Villa Baseball Fields to access the newly proposed parking lot. GJB has been to the Planning Board and their Notice of Decision is enclosed in your packet.  | #4  |
| 6:30 pm | 5. | <b>2017 Town Budget</b> ( <i>please bring budget books; handouts will be in your mail baskets</i> )<br>a. Sewer Budget<br>b. Parks & Recreation Budget<br>c. Police Budget  |     |
| 8:00 pm | 6. | <b>Public Comment</b>   |     |
| 8:10 pm | 7. | <b>Town Administrator's Report</b><br>a. <u>Selectmen Meeting Schedule</u><br>9/28/16     7:00 pm     Conservation Commission, Room 106<br>b. <u>Consensus Folder</u> <ul style="list-style-type: none"> <li>• Employee Status Reports: Dispatcher – educational stipend; Dispatcher – resignation</li> <li>• Charter for Economic Development Planning Ad Hoc Committee (signatures needed)</li> <li>• Permission for Snowmobile Access by Uncanoonuc Mountaineers for general maintenance</li> <li>• NH Emergency Notification System Authorized User Form Update</li> </ul> <b>Motion needed.</b><br>c. <u>Correspondence</u> <ul style="list-style-type: none"> <li>• Letter from Goffstown Rail Trail President Warren Denby thanking the Board of Selectmen for accepting their donation and showing the before and after pictures of the improved section under the power lines after the Shell Station.</li> <li>• Email from Audra Reed of Manchester requesting a Proclamation for World Pancreatic Cancer Day on Nov. 17<sup>th</sup> – <b>Motion needed.</b></li> </ul> | #7c |
|         | d. | <u>Technology Conference</u><br>IT Director request authorization to attend a 3 day technology conference in December in lieu of the annual GIS Conference. A description of the conference is included in his memo of 9/15/16. Employee Development budget will cover the cost of \$2,250. <b>Motion needed.</b>   | #7d |
|         | e. | <u>RFP for Grasmere Town Hall Septic System</u><br>Enclosed at Tab 7e is the RFP, Design and legal notice for the septic system at Grasmere Town Hall. <b>Motion needed.</b>  | #7e |
|         | f. | <u>Water Use Restrictions</u><br>The Town has received a request from the governor, state and federal agencies, the NH Drought Management Team to adopt ordinances banning outdoor residential lawn watering and to promote water conservation in their communities. State law grants local governing bodies the authority to restrict the watering of lawns with proper notice (see RSA 41:11-d enclosed). Also, enclosed is a copy of ordinances adopted in the towns of Londonderry and Rochester. How does the Board wish to proceed? <b>Motion needed.</b>   | #7f |

# **Town Administrator's Report**

## **September 26, 2016**

- 8:30 pm    8. **Selectmen Discussion** **#8a**
- a. Committee Meeting Reports:  
Library Trustees (9/21/16); P&R Commission (9/21/16); Sewer Commission (9/22/16); Planning Board (9/22/16)
  - b. New Business: Nothing Submitted
  - c. Old Business: Action Matrix
- 8:40 pm    9. **Non-Public Session RSA 91-A:3 II (a) compensation and (b) hiring** **#9**
- ADJOURN by 10:00 pm

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

Absent: Selectman Collis Adams

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

The Board said the Pledge of Allegiance.

**APPROVAL/CORRECTION OF MINUTES**

Town Administrator Desruisseaux said page 4 should say “Property Liability Insurance has been budgeted with a 9% cap increase for the last six months of the year.” On page 9, in the first paragraph, the Deliberative Session is February 8<sup>th</sup>. It reflects February 7<sup>th</sup> in the discussion, but is correct in the motion. In the discussion of the EDC, instead of saying she asked about the I-293 exit 6 and 7 trucking restriction” it should read, “She asked about the I-293 exit 6 and 7 meeting and what was said about lifting the trucking restriction on the Back Road in Manchester.” She added that she has learned it has been lifted. There was a court case that caused that.

*Vice Chairman Lemay made a motion to approve the minutes to the Board of Selectmen’s meeting of September 12, 2016 as amended. Selectman Pierce seconded the motion. VOTE: 3-0-1. Chairman Georgantas abstained. Motion carries.*

**ANNOUNCEMENTS**

**Road Project Updates:**

Chairman Georgantas said there are road projects being done. The largest is on College Road. There was a meeting held for folks affected by it. Updates from DPW Director Adam Jacobs are on the Town website. There is a project page at [www.goffstown.com/construction-projects/910/college-road-reconstruction.html](http://www.goffstown.com/construction-projects/910/college-road-reconstruction.html). You can get updates on the DPW Facebook page, and from Nixle text and email updates from the Police Department at <http://www.geoffstown.com/nixle-information.html>. College Road will be closed to through traffic for most of the project.

**Blood Drive – Parks & Recreation Center:**

He said there would be a Red Cross blood drive held at the Parks & Recreation building this Friday, September 23<sup>rd</sup>, from 1 to 6 pm. The State DOT will be doing night paving from Route 114 at the intersection of Route 101 to the intersection of 114A. This will begin on or about September 20<sup>th</sup> and will continue through about September 27<sup>th</sup> to completion, weather permitting, from 6 pm to 6 am. Be prepared for delays during those hours.

**Letters of Appreciation – Police Department:**

Chairman Georgantas read two letters of appreciation regarding the Police Department. The first was a letter addressed to Sgt. Pinard. Sgt. Pinard assisted the citizen with changing a flat tire. The tire was not able to be repaired. Out of his own pocket, he purchased four brand new tires. What a nice guy said Chairman Georgantas. He added this is from the person, “It’s

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*nice to know there are still people who take such pleasure in doing special things and making others feel good. Thank you very much. Gloria and Bill Riley.” Kudos to Sgt. Pinard for doing that added Chairman Georgantas.*

*The other was from Gail Labrecque. “Dear Chief Browne, this is something you probably already know, but GPD is phenomenal. I especially want to commend three of Goffstown's finest. Yesterday we had a group of eight family child care providers with a total of 35 children from Goffstown, Manchester, and Hooksett gather at my home here in Goffstown for a visit from SRO Pelletier, K9 Officer Babcock with Jax, and Sgt. Weeks. And unless I misunderstood, Officer Babcock was actually off duty but chose to come anyway. They came to talk to the children, infants to kindergarten age, about safety and their role as a police officer. To say they were awesome doesn't seem like it's enough. Keeping the attention of a group that size and age isn't easy, but they did it with ease! They talked to the children in ways they could understand. They made it interactive. They showed the children their police vehicles and allowed them inside. Jax captivated and amazed us all with his search skills. These children will take with them, not only exciting memories, but the knowledge that police officers are our friends. In today's society, a child can't learn that soon enough. Seeing and talking with each of these officers not only supports what we try to teach these children, but is probably a better lesson than we could provide. What message these three officers gave these children can't be conveyed any better. Thank you so very much. A wonderful time was had by all! I am certain my group in particular will be looking for and asking for the policemen and their cars for days to come.”*

Chairman Georgantas read a letter from David Preece (SNHPC). *“Following the Keynote speech, the Raymond E. Closson award was presented to Hank Boyle. Hank has been a sound proponent of quality planning for over ¼ century. He has served 10 years on his own Board of Selectmen, 7 years on the School Board, and multiple terms on the CIP committee. He has been a SNHPC Commissioner since 2004, and through his quiet leadership style has strengthened inter-municipal cooperation across our region. Hank Boyle has lived the example of putting community first, and southern NH is a better place because of his many contributions.”*

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

### **TOWN ADMINISTRATOR'S REPORT**

#### **Selectmen's Meeting Schedule**

Town Administrator Desruisseaux said the Sewer Commission meets Tuesday, September 20<sup>th</sup>, at 6 pm. Selectman Brown said he would cover from the meeting if needed. Town Administrator Desruisseaux said the Library Trustees meet Wednesday, September 21<sup>st</sup> at 6:30 pm. Also on Wednesday, September 21<sup>st</sup>, Parks & Recreation meets at 7 pm. Selectman Adams normally attends that. The Planning Board meets on Sept 22<sup>nd</sup> at 7 pm. Selectman Pierce said he would attend the Planning Board meeting.

#### **Consensus Folder**

Town Administrator Desruisseaux said there are two employee status reports. One is a resignation and the other is an FSLA/merit increase. We also have the NH Association of Assessing Officials Ballot.

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*Selectman Pierce made a motion to select Scott Bartlett as Treasurer, and to nominate Jon Duhamel of Nashua, to be the Hillsborough County Director. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

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

**Setting of Halloween Hours**

Town Administrator Desruisseaux said Police Chief Browne recommends setting Trick or Treat hours from 6-8 pm on October 31, 2016. It is a Monday night.

*Selectman Pierce made a motion to set Trick or Treat hours from 6-8 pm on October 31, 2016. Selectman Brown seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Requests from Goffstown Main Street Program**

Town Administrator Desruisseaux said Goffstown Main Street Program requests authorization to use Town Hall for Art Show-off Friday Oct. 14 - Dec. 1, and also reconsideration of 2016 funding of \$20,000. Selectman Pierce said we took no action on their letter stating they didn't need the money.

*Vice Chairman Lemay made a motion to authorize the use of Town Hall for the Art Show-Off Friday, October 14 – December 1, and to release the funding requested. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Property Tax Recommittal**

Town Administrator Desruisseaux said the auditors have completed the Recommittal Letter for our new Tax Collector to collect the tax committal issued under the prior Tax Collector.

*Selectman Brown made a motion to sign off on the Property Tax Recommittal letter. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Draft Charter for Ad Hoc Economic Development Planning Committee**

Town Administrator Desruisseaux said at tab 8f is a draft charter for the Ad Hoc Economic Development Planning Committee. Does the Board have any changes?

*Vice Chairman Lemay made a motion to adopt the Ad Hoc Economic Development Planning Committee charter. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

**Oath of Office – Fire Dept. - Lt. Derek Chouinard and Firefighter Robert Douglas**

Chief O'Brien said we have an opportunity to advance someone to a position of Lieutenant, and to advance someone to full-time. It is nice to see the support of the families here tonight. Without that support it can be a tough career. He introduced Derek Chouinard, who is being promoted to Lieutenant. He started working part-time with the Fire Department in 2011. He is a Paramedic/Firefighter III, certified. It is the highest you can go in certifications. He has technical rescues under his belt. He is completing his course work as a company officer and is completing a degree in Fire Science. Chairman Georgantas swore in Lt. Derek Chouinard as Fire Lieutenant. Lt. Chouinard's wife, Caitlyn pinned on his badge for him.

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Chief O'Brien introduced Rob Douglas, who was a call firefighter, starting in 2013. He got training and experience. He is now a Firefighter III/Advanced EMT and is being promoted to a full-time firefighter. Chairman Georgantas swore in Firefighter Rob Douglas. He chose his mother to pin on his badge for him.

**SELECTMEN'S DISCUSSION**

**Committee Meeting Reports:**

**Highway Safety Committee—Sept 14, 2016**

Selectman Brown said it was a short meeting primarily regarding the parking at the elementary school.

**Historic District Commission—Sept. 14, 2016**

Vice Chairman Lemay said a discussion was that the Fire Chief needed a letter of permission to have the work done at the Church Street building. That is because the Fire Station is 50 years old and it's considered historic. We gave permission, and the letter was drawn up. Chairman Georgantas said the Chief asked if we were interested in having a groundbreaking ceremony.

Vice Chairman Lemay said, regarding Grasmere Town Hall the second floor stage lights are in the process of being worked on. Painting and exterior repairs are completed. We are waiting for Therrien Roofing to come in with a quote for replacement of slate shingles. Town Administrator Desruisseaux said it came in at \$1,650. Now they have to see where they will get the money. This Board gave the Commission permission to do the septic system. Town Administrator Desruisseaux said DPW Director Jacobs would write the RFP. The hope is to get it done before winter.

**Budget Committee—Sept. 15, 2016**

Selectman Pierce said it was basically an organizational meeting to start off the budget season. Elizabeth Dubrulle is the chair. John Stafford was sworn in as a member, and Zuzana Buzzell submitted a request to be part of the committee. Her oath of office will be taken care off when the Town Clerk comes back from vacation. They will start meeting actively on November 1<sup>st</sup> with dates and rooms to be determined. Town Administrator Desruisseaux said the Step Room at the High School is available for the six conflicting dates.

**NEW BUSINESS**—no new business submitted.

**OLD BUSINESS**

**Action Matrix**—Chairman Georgantas said the Action matrix has items that are ongoing.

**2017 TOWN BUDGET**

**Library Budget**

Library Director Dianne Hathaway gave a snapshot of library services. She said on average they are adding about 50 new card holders every month. It grows about 8% every month. To date they welcomed 38,359 visitors year to date. There is a drop in the number of items borrowed. Research assistance to the public has declined, but the time spent with people is greater because of the technology needs. The use of the museum pass program has increased by about 16%. This is made possible by the Friends of the Library to the tune of about \$3,400 per year. Our

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most noticeable growth comes in classes and programs. The services we offer focus on materials people borrow and the classes and programs people attend. We were able to receive an increase in those areas for our budget in 2016. We were able to subscribe to HOOPLA, for people to have access to movies, music, e-books, etc. This allows us to offer digital content that doesn't take up physical space. We have been able to expand our outreach and our offsite summer program, and programs in conjunction with Parks & Recreation. The increase in programs and attendance is directly related to the increase in budget. We don't have space for a dedicated maker place but offer programs that fit into that category. We have a writers group, a knitting group, Lego building workshops, robot programming classes, and a monthly cookbook club. We visit clients to deliver materials to those who can't come to the Library themselves. The digital services have been added over the past few years. We partner with other departments, organizations and other libraries. We have an open request system, which allows people to request material from other libraries to be delivered to the Goffstown Library. This expands what we can offer our community.

Mike Lawler, Chairman of the Board of Trustees, said the budget shows a difference of 2.62% over last year's budget. We have come off some soft winters, and have increased our budget for fuel for the winter to \$3,000. Professional dues stay the same. We had tuition reimbursement as a line item in 2016. That person will complete their studies this year and we will no longer have that as a line item in the 2017 budget. We are looking to increase employee development from \$2,000 to \$3,000. We have development programs for staff—conferences and workshops. Travel expenses remain the same. We are looking to increase consulting services from \$500 to \$2,000.

We are just completing the work on a personnel manual and will have legal costs for reviewing that. This is meant to be a stand-alone, and separate from what you are referencing. Dianne Hathaway said they are not following the Town manual. Some areas have been written into the library manual. Town Administrator Desruisseaux said they could compare the two when it is done. Mike Lawler said we have written them specifically to the Library staff and their functions. There is no increase to the minute takers. Postage is decreasing. We use more electronic means. Photocopier contracts is the cost of maintaining the photocopier they own. It is offset by \$3,000 in revenue that is noted. It goes to the Town General Fund. Books and publications increased last year. We are looking to stay the same on that. Computers and communications is the same. Advertising is going to be decreased from \$800 to \$400 due to the ability to use electronic means. The \$250 is a one-time stipend paid to Dianne Hathaway for the use of her own phone. GMILCS allows a lot of borrowing from other communities. It includes computer programs that happen behind the scenes. Dianne Hathaway has done a good job of forecasting what the membership cost would be at \$2,600. It comes from the number of items borrowed v the number of items leant, as well as other things. Electronic subscriptions and contracts has no increase from the prior year.

Chairman Georgantas asked about the heating oil. Is the tank full or empty? Dianne Hathaway said it is full. Town Administrator Desruisseaux said it is predicted to be a cold winter. Mike Lawler said it's difficult to say that we would be the same as last year. Chairman Georgantas asked about minute takers expense. You've used \$450 and budgeted \$2250. Dianne Hathaway said \$1,000 of that goes to the Town for bookkeeping services. It's a gross appropriation.

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You've already received it. The Trustees paid the Town from their money, but the \$1,000 had to go into the budget. Mike Lawler said the Town does the bookkeeping for the Library Trustees for money they control. It ends up being a wash. The net cost is the monthly costs for the minute taker for our meetings. Chairman Georgantas asked if there is a better way to show that? You've used \$450 this year and budgeted \$3,000. Dianne Hathaway said the money is paid for by the Library Trustees. Town Administrator Desruisseaux said it can be handled differently.

Chairman Georgantas said your budget is a 3.5% increase because you are eliminating \$7,000 from tuition reimbursement. You don't need to spend it, yet are spending that money someplace else. Dianne Hathaway said a portion of it still is in the budget with other increases. Mike Lawler asked if the minute taker line item would be reduced by \$1,000. Town Administrator Desruisseaux said yes, and it would still reflect the revenues as an inter-agency transfer. We don't have to gross appropriate it since it doesn't come out of the Library budget. Mike Lawler said that line could be made to be \$1,250.

**Fire Budget**

Chief O'Brien said his budget includes EMS, Fire Department, and Emergency Management. In the Fire Department budget, he addressed increases and decreases. Wage increases reflect significant changes from the recent contract passed at the Town vote, as well as overtime rate increases. There was an increase in special duty wages to cover things such as political debates. We increased employee development and dues.

Legal services decreased \$1,000 because it is not a contract negotiation year. SCBA equipment and repair is reduced significantly because we have new equipment that is under warranty. Furniture and fixtures was increased because we will need new furniture when we move into the new building. Regarding heating oil and propane, we will see a decrease in oil and an increase in propane because we are converting to propane at the Tirrell Hill Road Station and Church Street Station. Fire Prevention has been increased by \$500 to \$3,500 because the price of public education material has increased. Diesel fuel and gasoline have been adjusted down. Fleet maintenance has increased. We take a three-year average to project a cost of repairs. Facility repairs has a \$26,000 increase. That is to convert from oil heat to natural gas at the Mast Road Fire Station. That is \$13,000. Liberty Utilities has a program for municipalities where they will get it to the building and pay for any excavation costs. We just have to take it from the back of the building and convert the furnace to accommodate it. It includes a washer and dryer unit for the Mast Road Station. It is to launder specialized gear and can't go into a regular washer. It also includes a generator transfer at the Tirrell Hill Road Station. Property insurance numbers reflect what the Town has been offered. The increase from Manchester Water Works is reflected in the increase for hydrants and cisterns. \$97,562 is the total increase in the Fire Department budget.

Chairman Georgantas asked about the Furniture and Fixtures for Church Street. It should be in the warrant article. He clarified that \$7,500 is to transfer a generator. Chief O'Brien said that is to transfer and install. It will need a new electrical panel in the station. Vice Chairman Lemay said it's a smaller switch and won't match what is there. Also, it will be able to power the entire station. Chairman Georgantas asked if Church Street would have a washer/dryer cabinet.

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Couldn't the gear be transported there? Chief O'Brien said it would have a cabinet. It only does 2-3 sets of gear at a time and we could have 30 outfits after a larger call.

Chief O'Brien addressed page 3 of his presentation for the EMS. The budget request is unchanged from fiscal year 2016. In the EMS budget, nothing requested comes from taxation. Chairman Georgantas asked if he is crediting the Fire Department Budget from the EMS fund. Chief O'Brien said no. We purchase the gear, training and certification they need. We do allocate \$9,800 per year for administration costs. Town Administrator Desruisseaux said all EMS revenue goes to the EMS fund. Chief O'Brien said they are operating from vehicles funded from this fund and using equipment funded from this fund. That fund has enough to sustain the core elements of the service. In the EMS budget we have an increase in wage related lines. This is to adjust to hourly pay increases. Radios are less because we have new radios coming in in November. Fleet maintenance will be reduced because of a new vehicle under warranty. Equipment costs have increased. The majority of that is the cardiac monitor at \$39,000. The total increase for the EMS budget is \$30,284.

Chief O'Brien said with the Capital Improvements, they will replace the 1994 Engine and the 1999 Squad unit with one new rescue pumper. The total needed to fund the replacement is \$72,000, after using \$568,000 from the Capital Reserve Fund. We have a rescue boat that needs to be replaced. This boat is often in need of repair. It is an inflatable that we've had nearly 20 years. That is \$20,000. It would be the same kind of boat. It works well. Chairman Georgantas asked if he's looked for a used boat. Chief O'Brien said other departments get rid of them when they are at the end of life. We are looking to replace our four thermal imaging devices. They are 20 years old and at the end of their life. It's a tool we use every day. We'll be asking for \$225,000 to replenish the Fire Apparatus Capital Reserve Fund, usually done from a warrant article.

Town Administrator Desruisseaux said \$35,097 should be deducted from the Wages for the true increase for the Fire Department. The increase is really about \$62,000. Chief O'Brien said the Fire Department budget is about a 3% increase. The Emergency Management budget has no increase and EMS has a 7% increase. And we are asking for the same annual contribution to the Capital Reserve Fund. The warrant articles are for the Capital Reserve Fund and for additional staffing. In August he presented a self-assessment which recommended an increase in staffing. With that, Phase 1 would be to hire 4 additional staff starting in July 2017. Then he would ask to apply for additional personnel under a grant that would pay for two years for that staffing. If not successful, we would ask for 4 additional staffing in 2018. That would allow us to have staffing around the clock. Our incident tally is 105 more calls this year thus far than last year. The last table on page four includes a summary of what it would cost, reflecting the wage lines, rollouts, and health benefits. We assumed they all took family health care. We took the worst case scenario. We added in the cost of physical exams to get them hired and their turn out gear. For six months, it would be \$192,967. That would be best to put in a warrant article.

Chairman Georgantas explained his understanding of this staffing plan. In 2019, you'd be looking at about a \$1 million dollar increase in the personnel budget. Chief O'Brien said he has been a taxpayer in town for many years. He has seen the service demands the community would

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like to see. There is a price tag to that. There is the benefit of adding more personnel and they can weigh in with a warrant article.

Chairman Georgantas said the \$72,000 doesn't show up in the CIP page. Chief O'Brien said it's a gross appropriation. Chief O'Brien said there are a couple of ways to re-coup some of our costs. We can adjust the ambulance rates to bring in more funds to allocate for more staffing. If we staff around the clock, we wouldn't have crews held over as they have been. Our shift changes at the busiest time of the day. Operationally, when it comes to costs, we staff covering officers. Those staffed at night could be re-allocated to this program.

Town Administrator Desruisseaux said what stuck out to her was the difference in mutual aid—how much we give and receive. How does that relate to day and night when we have more or less ability? Chief O'Brien said this year we used more resources than we gave out. In part it was due to the fire of Jutras. It offset the smaller events where we went out mutual aid. This year it's a wash, but it could be different next year. We have more ambulance calls during the day. Chairman Georgantas said we would be doing special articles at another meeting. Town Administrator Desruisseaux said that would be on October 3<sup>rd</sup>.

**Goffstown Junior Baseball - Request for easement over town land**

Town Administrator Desruisseaux said she got an email and they are unable to attend tonight. They want to be scheduled next week.

**TOWN HALL FOUNDATION**

Town Administrator Desruisseaux said she filed the final report regarding the Town Hall foundation. It was recommended to continue monitoring of the settling with survey grade data. In the corner he put a hole in the flooring. He found a 3" gap and recommends it be filled. Do you want to go forward with that step and continue to monitor that? The sewer runs under that corner of the building and could be contributing to that that problem. She's asked Meghan Theriault to get a cost on having that done. All the costs will come from the Mildred Stark Trust Fund. It is a maintenance item and that is what that fund is for. The Board's consensus was to see what the cost would be and discuss it at that point.

*7:32 pm Vice Chairman Lemay made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation, (b) hiring and (e) legal claims. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.*

*8:00 pm Selectman Brown made a motion to exit non-public session. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.*

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

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***8:01 pm Selectman Brown made a motion to adjourn. Vice Chairman Lemay seconded the motion. Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.***

Respectfully submitted,

Gail Labrecque  
Recording Secretary

*Subject to approval by the Board of Selectmen.*



# Town of Goffstown

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

## GOFFSTOWN PLANNING BOARD NOTICE OF DECISION

Date 08/24/16 (Meeting of 08/11/16)

Name of Applicant: RJM Real Estate Trust & Margaret Perron, Owner and Goffstown Junior Baseball, Applicant

Mailing Address: RJM: 821 Varnum Street, Washington DC, 20017

Mailing Address: Baseball: P.O. Box 43, Goffstown, NH 03045

Project Name: Map 5 Lot 62: Site Plan Review Hearing for a proposal to add a parking lot to the Villa Augustina Baseball Fields, Owner: RJM Real Estate Trust & Margaret Perron, Applicant: Goffstown Junior Baseball, located on Route 114/Mast Road & Normand Road, Zoned: Commercial Industrial Flex Zone

The Planning Board voted to deny the waiver of fee request and to approve the waiver request for the site specific soil mapping standards subject to DPW approval of the drainage. The Planning Board voted to approve the site plan as follows:

**Jim Raymond made a motion to approve the site plan with the following condition precedent:**

1. Note on plan the Board's final written decision, including any waivers, conditional use permits, and outstanding conditions of approval, or conditions subsequent, as required by Chapter 266 (SB 189).
2. Appropriate professional stamps and signatures.
3. Certification of bounds.
4. Correct any typographical error(s).
5. Provision of digital files, AutoCAD submission on North American Datum of 1983 (NAD 83) and North American Vertical Datum of 1988 (NAVD 1988).
6. Signage for handicapped parking as required.
7. Drainage solution approved by DPW.
8. Drainage maintenance agreement required.
9. Detail for lighting is not required since there has been a representation there will be no lights.
10. Demarcation will be required in accordance with Parking and Loading Requirements, Section 7.1.2 and 7.1.4 of the Zoning Ordinance.
11. Review and determination(s) of plan(s) does not exempt applicant from obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.
12. Review and determination(s) of plan(s) does not exempt applicant from the obligation to meet all applicable required approvals and permitting, including but not limited to Wetlands, Shoreland, Stormwater, NHDES, US EPA, US Army Corps of Engineers, etc.

PLANNING AND ZONING DEPARTMENT

(603) 497-8990 Ext. 117  
FAX (603) 497-8993

[jonathan.orourke@goffstownnh.gov](mailto:jonathan.orourke@goffstownnh.gov)



# *Town of Goffstown*

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

**13. Payment of \$410.00 for application fees and any fees associated with recording any documents.**

**Kimberly Peace seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.**

**Jim Raymond made a motion to approve the site plan with the following conditions subsequent:**

- 1. The Planning Board is making no findings as to the boundaries, and to the extent there are issues with either the Town or Eversource, the applicant must obtain agreements with the property owners to allow any use of the property they encroach onto;**
- 2. That they obtain the driveway permit from NHDOT.**
- 3. The applicant will obtain an access easement from the Town.**
- 4. The applicant will obtain the Joint Use Agreement from Eversource.**

**Tim Redmond seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.**

Sincerely,

Jonathan W. O'Rourke, Planning & Zoning Administrator

Time Limitation: A subdivision's, or site plan's, conditional approval by the Planning Board is valid for a period of one year, by which time all conditions necessary for signing and releasing the plan shall have been met. Following its signing, a site plan shall be valid for a period of one year, by which time a building permit shall have been applied for. An applicant may submit a written request, 30 days prior to expiration, for additional time. See Sections 4 and 5 of the Planning Board's Development Regulations for the full text of the respective time limitations and extensions.

CC: Planning Board & File

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PLANNING AND ZONING DEPARTMENT

(603) 497-8990 Ext. 117

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[jonathan.orourke@goffstownnh.gov](mailto:jonathan.orourke@goffstownnh.gov)

C:\Users\sued\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\27CG4MQY\Notice of Decision 08-11-16.doc



# Town of Goffstown

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: August 11, 2016  
To: Planning Board  
From: Jonathan O'Rourke, Planning and Zoning Administrator

---

## **SITE PLAN REVIEW** **August 11, 2016 Planning Board Meeting**

**Project:** Villa Augustina Baseball Fields  
**Location:** Mast Rd/Normand Rd  
Map 5, Lot 62  
**Owner:** RJM Real Estate Trust  
**Co-Owner:** Sister Margaret Perron Et al  
821 Varnum St  
NE  
Washington, DC 20017  
**Zone:** CIFZ

### **Overview:**

**Map 5 Lot 62**, Completeness Review/Site Plan Review Hearing for a proposal to add a parking lot to the Villa Augustina Baseball Fields, Owner: RJM Real Estate Trust & Margaret Perron, Applicant: Goffstown Junior Baseball, located on Route 114/Mast Road & Normand Road, Zoned: Commercial Industrial Flex Zone (continued from the June 23, 2016 Meeting)

### **Regional Impacts:**

Upon the Board's finding that, due to (a) the proposal's relative proximity to town borders, (b) transportation networks, (c) anticipated emissions such as light, noise, smoke, odors or particles, (d) proximity to aquifers or surface waters which transcend municipal boundaries, or (e) shared facilities such as schools and solid waste facilities, a regional impacts exists, additional notice is required. (Development Regulations Section 2.E.7.d.) Staff recommends that this project does not pose a regional impact. **(No regional impact found 03June2016)**

### **Waivers and Acceptance for Review:**

- (1) This application form has been completed, including (a) names and addresses of applicant, (b) names and addresses of all holders of conservation, preservation or agricultural preservation restrictions, as defined by RSA 477:45, (c) names and addresses of all abutters as of not more than 5 days before filing, and (d) names and addresses of every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted;
- (2) The abutters' names are shown on any plat filed with application;
- (3) The checklist has been completed and signed; and is accompanied by (a) the proposed plan, (b) WSWC delineation, (c) topography, (d) drainage study, (e) sediment and erosion control solution, (f) traffic study, (g) architectural renderings;
- (4) Not all the fees have been received Board needs to determine waiver request;** and
- (5) Appropriate notice has been given abutters and the public.



# *Town of Goffstown*

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## **Waivers requested:**

- **Waivers were request for payment of the fees (only the cost to notify abutters have been paid.)**
- **A waiver has been requested of doing a drainage study in lieu of proposed drainage solution.**
- **Waiver request for Boundary? Section 4 C7**
- **Waiver request for site specific soil mapping?**

## **Section 4: Site Plan Specifications for Plans and Documents:**

### **C. Site Plan Contents:**

7. Boundaries of the tract with their true bearings and distances and references to Town Property Maps by page and parcel numbers;

## **Section 6: Design Standards and Requirements for Improvements:**

### **L. Site Specific Soil Mapping Standards:**

1. **Purpose:** The purposes of these standards are:

- a. To assure that the land indicated on plat/plans submitted to the Planning Board shall be of such character that it can be used for the building purposes without danger to public health, safety or welfare.
- b. To protect ground water quality for purposes of public health and safety.

2. **Sources of Soils Information:**

- a. The subdivision or site plan shall provide soil maps and information in accordance with Site Specific Soil Maps for New Hampshire and Vermont SSSSNNE Special Publication No. 3, June 1997, or the latest version as amended.
- b. Maps prepared by field examination shall be prepared and stamped by a Certified Soil Scientist.
- c. All cost of preparing soil data shall be borne by the applicant.

### **Other Considerations**

1. Easement and/or permission from Town of Goffstown Parcel 19-47-5
2. Easement and/or permission from Eversource for crossing/using parcel 19-47-5-1
3. The requirements of the Flood Hazard District, Section 13.2 of the Zoning Ordinance, are not applicable. The proposal is not within the floodway.
4. The property is not within 100 feet of a prime wetland.
5. The proposed site plan meets the requirements of the Wetland and Surface Water Conservation District, Section 13.3 of the Zoning Ordinance, notation of wetland's contiguous size; specified flagging, and mapping for wetland and surface waters and their buffers.
6. Received letter from Eversource, JUA (Joint Use Agreement) will be finalized when the purchase is complete.



# Town of Goffstown

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## **Staff comments are as follows:**

### **Planning Dept. Comments:**

1. Proposed site plan review
2. Driveway permit is required.
3. Has NHDOT reviewed the plans (if required)?
4. What will be used for demarcation of parking spaces?
5. Sheet D1 – “Remove two abandoned utility pole stubs” – are the PSNH/Eversource? Have you obtained permission to remove them?
6. Sheet D1 – “Proposed Paved Surface” – Are you proposing to pave the area or gravel? Conflicting information, please clarify.
7. Sheet S1 – Note 4 – States March 11, 2014, please update information to current version
8. Sheet S1 – Note 5 – States March 11, 2014, please update information to current version
9. Sheet E1 – Note 4 – States March 11, 2014, please update information to current version
10. Sheet E1 – Note 5 – States March 11, 2014, please update information to current version
11. Lighting plan conforming to Section 8 – Outdoor Lighting (if required).
12. Permit may be needed for additional signage.
13. Review and determination(s) of plan(s) does not exempt applicant from the obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.
14. Review and determination(s) of plan(s) does not exempt applicant from the obligation to meet all applicable required approvals and permitting, including but not limited to Wetlands, Shoreland, Stormwater, NH DES, US EPA, US Army Corps of Engineers, etc.
15. Please review additional comments below and attached documents for your review.

### **Conservation Commission Comments:**

- **The Conservation Commission had no concerns but recommends adequate drainage system be in place so drainage doesn't sheet across the Rail Trail. (June 22, 2016)**

### **DPW/Engineering Comments:** (07July2016)

Here are the DPW Comments for the proposed overflow parking lot at the Villa Ballfields – plan dated April 2016. I have not done a site visit yet (Mike Yergeau did though), so I may have some adjustments to comments before meeting next week.

#### Sheet A1.1

- Show signature and stamp of Licensed Land Surveyor
- Label Boundary Lines w/ Distances, Bearings & Angles
- Include Soil Map By Licensed N.H.. Soil Scientist – or request waiver.

#### Sheet D1



# *Town of Goffstown*

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

- Show existing 27" sewer main.
- Show existing utility poles being used to block vehicles on existing parking area.
- Show Temporary Benchmark (TBM) on plan

## Sheet S1

- Show existing and proposed signage on plan.
- Label existing topo lines to the northeast and south of proposed parking lot.
- Show existing topo around proposed drainage pond.
- Proposed pond seems small. Drainage study required to show there is no increase in off-site flow. Concerned that proposed swale will not handle flows. Overflows to east but flyover contours show that land goes up in that corner so water would actually flow north or west to the existing low area?
- Proposed topo needs to tie into existing topo. Will there be swale running easterly along north side of parking lot? Please clarify.
- Show what contours are doing around existing guy wire and how proposed contours tie into this. Will water from west side of parking lot flow here?

## General comments

- NHDOT Approval may be required since off of Route 114. Have plans been sent to NHDOT for review?
- Sight distance plan recommended for existing parking lot entrance, which is poor from the west bound lane.
- Suggest removing some of the gravel near Rt. 114 to the west of the proposed entrance to channel traffic into site better. Will entrance be paved off Rt. 114?
- Sign detail to be shown on plan.
- Add suitable space for site plan approval block.

Is a warrant article needed for an easement over 19-47-5 or has that already been granted with the current gravel parking lot use?

## **Fire Dept. Comments:**

GFD review of Jr Baseball parking proposal (21June2016):

- Transition between street and parking access must accommodate fire engine
- Surface of roadway and parking must accommodate the fire engine (weight)
- Protect all utilities from vehicle impact / collision

## **Police Dept. Comments:**

- No Comments Received

## **RECOMMENDATIONS:**



# *Town of Goffstown*

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

## **SITE PLAN ACCEPTANCE RECOMMENDATIONS:**

1. (done) Accept the Site Plan as complete and ready for review.
2. Hear the Applicant's Presentation
3. Hold the Public Hearing
4. Resolve any remaining issues
5. Address remaining comments/issues appropriately, recommend approving.
6. Site Plan subject to the following (if approved):
  - a. Conditions precedent to final approval:
    1. Note on plan the Board's final written decision, including any waivers, conditional use permits, and outstanding conditions of approval, or conditions subsequent, as required by Chapter 266 (SB 189).
    2. Appropriate professional stamps and signatures.
    3. Certification of bounds.
    4. Correct any typographical error(s)
    5. Provision of digital files, AutoCAD submission on North American Datum of 1983 (NAD 83) and North American Vertical Datum of 1988 (NAVD 1988).
    6. Drainage maintenance agreement required
    7. Detail for lighting shall be shown on the plan. All new lighting shall conform to Standards in Section 8.3 of the Zoning Ordinance.
    8. Demarcation will be required in accordance with Parking and Loading Requirements, Sections 7.1.2 and 7.1.4 of the Zoning Ordinance.
    9. Review and determination(s) of plan(s) does not exempt applicant from the obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.
    10. Review and determination(s) of plan(s) does not exempt applicant from the obligation to meet all applicable required approvals and permitting, including but not limited to Wetlands, Shoreland, Stormwater, NH DES, US EPA, US Army Corps of Engineers, etc.
    11. Payment of \$410.00 for application fees and any fees associated with recording any documents.

July 19, 2016

Mr. Erik W. Strand  
Project Manager  
Gale Associates, Inc.  
15 Constitution Drive #173  
Bedford, NH 03110

Re: Conditional Acceptance Letter, Goffstown Junior Baseball Parking Lot, Eversource K105/B143 Transmission Right of Way

Dear Mr. Strand:

This letter is written in response to a proposal submitted to Eversource by your firm titled "Villa Augustina Baseball Field" dated December 2015 and without revision. The proposal includes an improvement within the Eversource K105/B143 transmission right of way, requiring Eversource to evaluate the improvement for compatibility with its rights to build and maintain electric power lines.

Eversource acquired a 150 foot wide easement within the subject property by deed of Villa Augustina, recorded at the Hillsborough County Registry of Deeds as Book 875 and Page 198 on February 4, 1928, and a 100 foot wide easement by deed of The Convent of Jesus and Mary; Villa Augustina recorded as book 857 and page 268 on August 17, 1926. These deeds reserve for Eversource the right to "erect, repair, maintain, rebuild, operate and patrol electric transmission and distribution lines", "for the transmission of electric current", "over and across" the lands owned by the grantor.

The improvement within the Eversource right of way described by the proposal plan consists of a graded and graveled area crossing the entire Eversource right of way width to be used as a parking lot. Per the proposal, there are no additional improvements within the right of way meant to augment the graveled parking lot such as lighting, landscaping, underground drainage facilities, etc.

Eversource has reviewed the proposal, and upon receipt of the new property deed, will craft and provide for your client's review a "Joint Use Agreement" (JUA). The JUA outlines the terms for jointly using the Eversource right of way and will be recorded at the Hillsborough County Registry of Deeds. Until the JUA has been executed by your client and returned, this letter will serve as evidence that Eversource has reviewed the proposal and accepted the use as described by the plan, subject to the terms of a JUA. Please note that the JUA will include language designed to hold Eversource harmless from damages to the proposed improvement resulting from Eversource's use of the right of way for regular maintenance and construction activities as well as emergency power restoration efforts.

No construction activities should begin within the right of way before the fully executed JUA is received by Eversource.

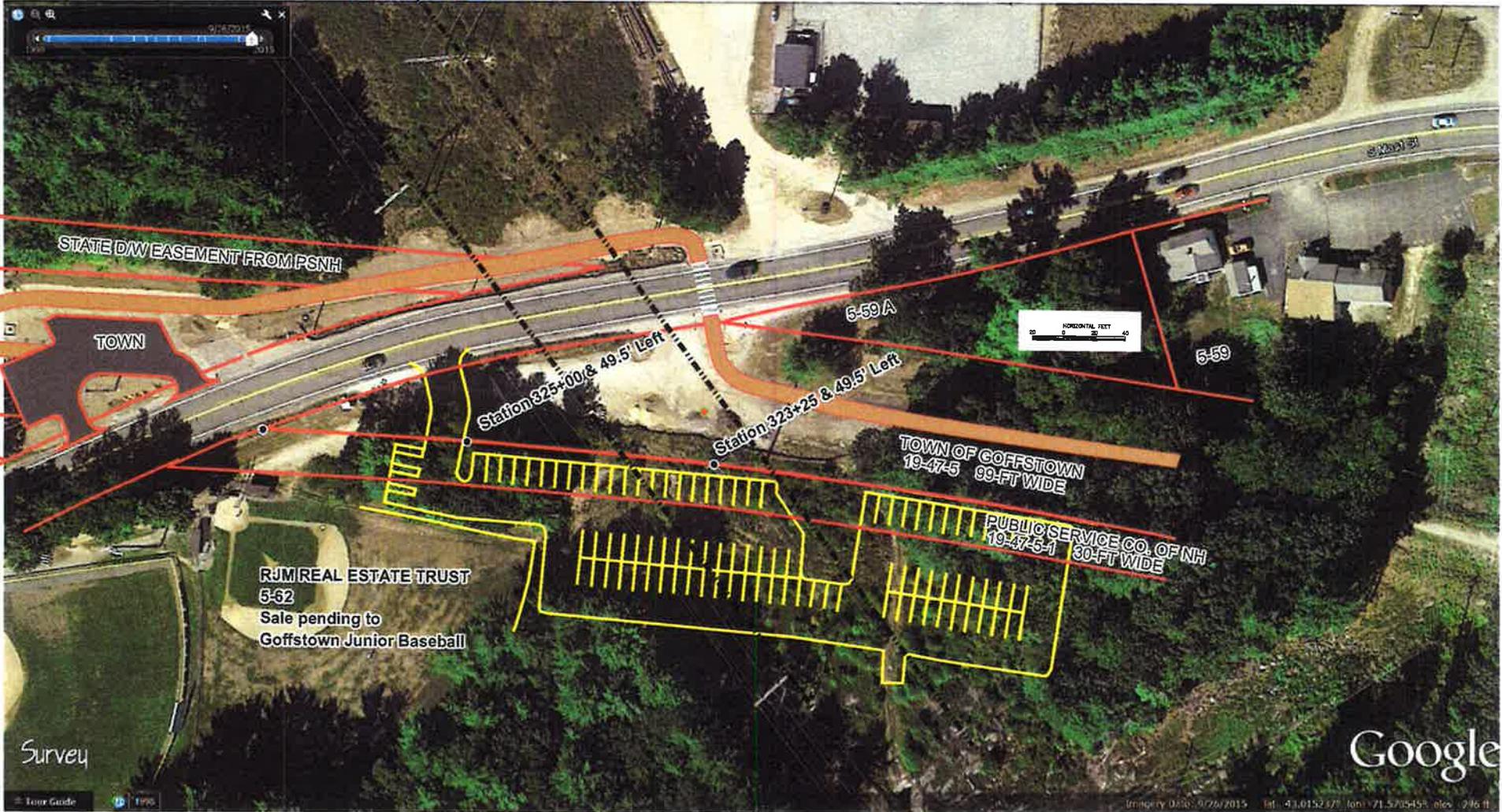
Please contact me with any questions. Eversource thanks you for your cooperation.

Sincerely,



Russell Maille  
Engineering Technician  
Eversource Survey Engineering  
603 634-2477  
[maillrb@eversource.com](mailto:maillrb@eversource.com)

Cc: Eugenia Snyder, Eversource  
Shawn Southworth, Eversource



Boundary lines and rail trail features lifted from town project documents and pasted over the imagery  
The parking lot arrangement lifted from plans submitted for July 14, 2016 consideration at the Planning Board

Prepared by  
Friends of Goffstown Rail Trail  
July 12, 2016

● = Survey markers installed by a town rail trail contract -- and still in good condition in July 2016.

*Submitted by Sel. Pierce*



# Friends of the Goffstown Rail Trail

A quiet, healthy, safe walking and bike path connecting Pinardville, Grasmere and Goffstown Village.

September 21, 2016

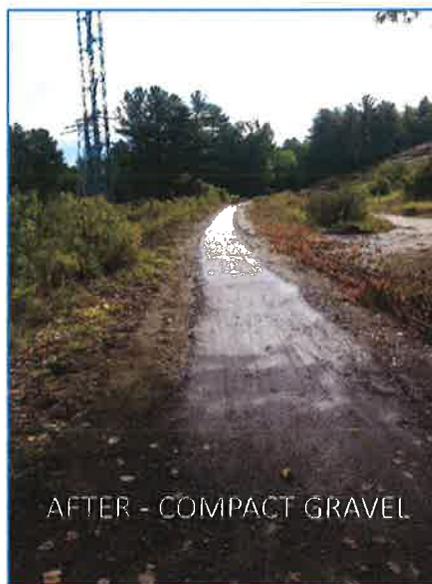
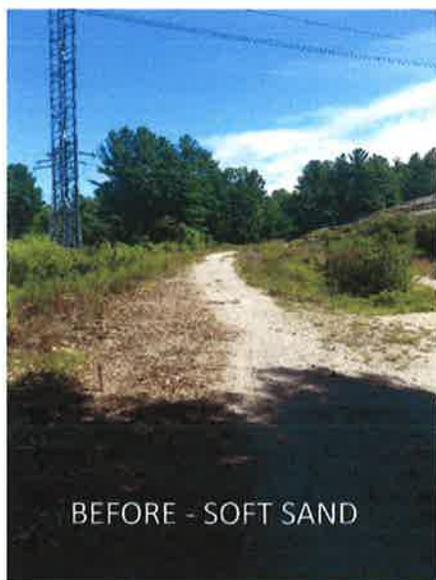


Board of Selectman  
Town of Goffstown  
16 Main Street  
Goffstown, NH03045

Dear Board Members,

On behalf of the members and volunteers from the Friends of the Goffstown Rail Trail, I would like to thank the Selectman for accepting (on August 22<sup>nd</sup> 2012) our contribution of labor and material for temporary improvement of our rail trail under the power lines near the intersection of Geer Road and Route 114.

Our volunteer work crew has successfully replaced the soft sand with a 4 foot wide bed of compacted nitpack gravel that meets town specifications. This improvement will help travel on the rail trail by families and individuals on bicycles, running and walking.



We look forward to future opportunities to help develop and maintain the trail in collaboration with the Department of Public Works and Parks and Recreation.

Kind Regards

Warren Denby  
President  
Friends of the Goffstown Rail Trail  
P.O. Box 2, Goffstown, NH 03045

## Sue Desruisseaux

---

**From:** Audra Reed  
**Sent:** Monday, September 19, 2016 9:56 AM  
**To:** Sue Desruisseaux  
**Subject:** proclamation for world pancreatic cancer day  
**Attachments:** Goffstown proclamation.docx

Dear Ms. Desruisseaux,

I am writing on behalf of the estimated 41,780 Americans who will die of pancreatic cancer in 2016, approximately 210 of whom live in New Hampshire. In 2016, pancreatic cancer will afflict more than 53,070 Americans, 71 percent of whom will die within one year of their diagnosis, and 92 percent of whom will die within five years of diagnosis.

In 2014, I lost my father, at the age of 69 to this horrible disease. He did not have any of the common risk factors for other forms of cancer, as he was a non-smoker and did not drink his entire life. Up until he was diagnosed, there were no cancer related deaths on his side of the family. Unfortunately, during his illness, I became all too familiar with this disease and the lack of advancement made in the last 30 years for treatment options. I want to change that.

This year, pancreatic cancer surpassed breast cancer to become the third leading cause of cancer-related death in the United States, and it is projected to become the second leading cause by 2020. It is the only major cancer with a five-year relative survival rate in the single digits at just eight percent. We need your help to shine a spotlight on this disease and finally make progress in developing treatments and early detection tools. By issuing a proclamation supporting the observance of November 17 as World Pancreatic Cancer Day in Goffstown, you can help us raise awareness in our community.

We request that a total of 2 originals of the attached proclamation be made available for our records. Please contact me at \_\_\_\_\_ with any questions. I look forward to working with you to issue a proclamation that will recognize November 17 as World Pancreatic cancer Day and bring much needed attention to this deadly disease. Thank you for your interest in this important issue.

Sincerely,  
Audra Reed

## Goffstown, NH Proclamation

### RESOLUTION

Declaring November 17 as "World Pancreatic Cancer Day" in the town of Goffstown.

WHEREAS in 2016, an estimated 53,070 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 41,780 will die from the disease;

WHEREAS pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States, and it is projected to become the second leading cause by 2020;

WHEREAS pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent;

WHEREAS when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis;

WHEREAS approximately 210 deaths will occur in New Hampshire in 2016;

WHEREAS pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world;

WHEREAS there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2020;

WHEREAS the good health and well-being of the residents of Goffstown are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes and effective treatments; therefore be it

RESOLVED that the Board of Selectman designate November 17 as "World Pancreatic Cancer Day" in the Goffstown.

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# Town of Goffstown

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

Attn: Susan Desruisseaux, Town Administrator

From: Neil Funcke

Date: September 15<sup>th</sup>, 2016

RE: Out-of-state overnight travel request for the IT Director

Due to IT Office scheduling conflicts, I am not attending the annual regional GIS conference this year. Instead, I would like to attend a 3 day Technology conference this December in Orlando. This conference would allow me to review and get hands-on experience with the latest technology and Microsoft software. The conference and travel would cost approximately \$2250, which is budgeted in the employee development line. I would be able to compare products and discuss them with peers. This conference has some of the best IT-focused content in the industry, and is comprised of these co-located events:

TechMentor<sup>SM</sup>  
SQL Server Live!  
Office & SharePoint Live!

The conference is produced by the publishers of MSDN Magazine, Redmond Magazine, and Virtualization Review Magazine and is supported by Microsoft.

The 3 day conference of sessions and workshops will:

- Grant me access to literally hundreds of sessions that address the most relevant technology topics and challenges faced by Municipalities just like ours.
- Improve my technical skills and make me a more valuable asset to the Town.
- Give me the opportunity to learn from both Microsoft and independent industry experts.
- Make me more efficient and productive by shaving time off my projects.
- Allow me to network with other professionals in different industries to share best practices and gain new perspectives on the technology I work with daily.
- Open new avenues for me to find solutions for our biggest business and technology challenges.



# *Town of Goffstown*

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

The conference provides in-depth real-world training on:

- User Experience
- Windows Client (Windows 8.1 & 10/WinRT, WPF)
- Mobile Client and Devices
- Mobile Management
- HTML5 Client
- Cloud Computing
- Working with SQL Server Data Tools (SSDT)
- SQL Server security
- Analysis Services
- Information Management with Integration Services, Master Data Services and Data Quality

#### Services

- Power BI and its companion Excel add-ins
- High availability, disaster recovery, and continuity planning
- Operational monitoring and maintenance
- Azure SQL Database and SQL Server running on Azure VMs or Amazon Relational Database

#### Services (RDS)

- Windows 10
- Virtualization
- Windows PowerShell
- Desired State Configuration
- Patch Management
- Storage, Software-Defined Networking, and other deep infrastructure topics
- Core Infrastructure

#### Office & SharePoint Live!

- Managing SharePoint Online / Office 365
- SharePoint On-Premises linked with Office 365 / SharePoint Online
- SharePoint Online in on-premises deployments for hybrid scenarios
- Governance of SharePoint Deployments

Thank you for considering my request.  
Sincerely,

Neil Funcke  
IT Director  
Town of Goffstown



**TOWN OF GOFFSTOWN**  
**NEW HAMPSHIRE**

**REQUEST FOR PROPOSALS**  
**FOR**  
**1200 GPD SEPTIC SYSTEM INSTALLATION**  
**GRASMERE TOWN HALL**  
**87 CENTER STREET, GOFFSTOWN, NH**

The Town of Goffstown, New Hampshire, is seeking proposals from qualified contractors to install a septic system at the Grasmere Town Hall.

There will be a mandatory pre-bid meeting and walkthrough at the Grasmere Town Hall 11am on September 30<sup>th</sup>, 2016.

All bid inquiries shall be submitted in writing by 4:00 PM September 30<sup>th</sup>, and addendum(s) shall be issued no later than October 4<sup>th</sup> if necessary.

All proposals must be received by 1:00PM, prevailing time, on October 6<sup>th</sup>, 2016. Interested parties must submit three (3) copies of their proposal in a sealed envelope marked with the company name, address, and "Grasmere Town Hall Septic System RFP". Bids should be addressed to the Town Administrator, Town Hall, 16 Main Street, Goffstown, NH 03045. The Town of Goffstown reserves the right to reject any and all proposals. Notice to proceed is expected to be provided within 30 days of acceptance of bids.

The Town hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

Copies of the request for proposals and approved septic system plan may be obtained, without charge, from the Department of Public Works, 404 Elm Street, Goffstown, NH 03045, and telephone number (603) 497-3617 or on the Town's web site at <http://www.goffstown.com>

**TOWN OF GOFFSTOWN**  
**NEW HAMPSHIRE**

**REQUEST FOR PROPOSALS**  
**FOR**  
**1200 GPD SEPTIC SYSTEM INSTALLATION**  
**GRASMERE TOWN HALL**  
**87 CENTER STREET, GOFFSTOWN, NH**

**BACKGROUND**

The Town of Goffstown has submitted and received approval from the State of NH Department of Environmental Services for a new 1200 GPD septic system with pump chamber to serve the Grasmere Town Hall. The town desires for the new system to be installed and operational in 2016.

**SCOPE OF SERVICES**

The contractor shall provide complete permitting and construction services in accordance with the NHDES-approved plan (entitled "Plan of Effluent Disposal", tax map 28 lot 28, dated June 8<sup>th</sup>, 2016).

Proposal shall include directional drilling for the 4" distribution pipe and sleeve underneath Center Street to the leach field under the Hillside Cemetery parking area.

All disturbed areas shall be restored. Any pavement disturbance in the parking area shall be repaired per the 2016 Town of Goffstown Street Excavation Rules.

**SUBMISSION REQUIREMENTS**

Attendance at a pre-bid walkthrough on site at 11am on September 30<sup>th</sup> 2016 is mandatory.

Proposals must contain the following:

- Proof of license as septic installer in the State of NH
- Evidence that the firm has performed or is performing similar work in the last three (3) years. Include client name, address, contact person, telephone number, and description of work
- Demonstrated experience and qualifications of the actual people who will undertake the work
- Estimated start and completion date of construction (from Notice To Proceed)

- Total cost of the work, including all materials
- Warranty terms, if applicable

Proposals, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Board of Selectmen's judgment shall be final and the right is reserved by the Town to reject any or all proposals as he/she may determine *incomplete*, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

General questions regarding this RFP may be addressed to:

Adam Jacobs  
Director of Public Works  
404 Elm Street  
Goffstown, NH 03045

(603) 497-3617 x210  
[ajacobs@goffstownnh.gov](mailto:ajacobs@goffstownnh.gov)

### LEGAL NOTICE

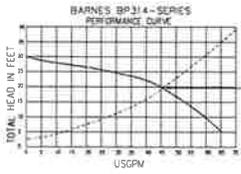
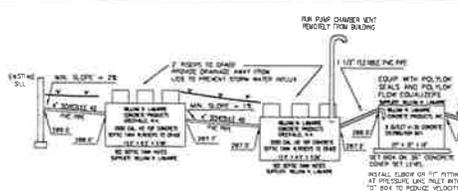
The Town of Goffstown NH, Dept. of Public Works is seeking proposals from qualified contractors to install a septic system at the Grasmere Town Hall (#87 Center Street). A mandatory pre-bid walkthrough will be held at 11am on September 30<sup>th</sup> at the Grasmere Town Hall. Bid proposals should be returned in a sealed envelope clearly labeled "Grasmere Town Hall Septic System RFP" to the Town Administrator's Office at 16 Main St. Goffstown, NH 03045 before 1:00 PM October 6<sup>th</sup>, 2016. The bids will be publicly opened and read at that time by the Goffstown Public Works Director or designee and the Town Administrator or designee at the Goffstown Town Hall.

The Town of Goffstown reserves the right to accept or reject any and all proposals as well as waive any informality in the best interest of the town.

Bid inquiries should be directed to the Dept. of Public Works at 404 Elm St. Goffstown, NH 03045 or (603) 497-3617 x200. The deadline for inquiries will be 4:00 PM September 30<sup>th</sup>, and bid addendum(s) would be issued by October 4<sup>th</sup> if necessary.

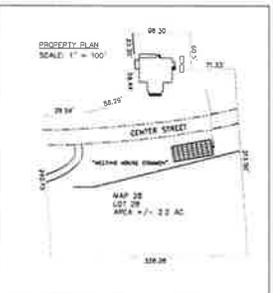
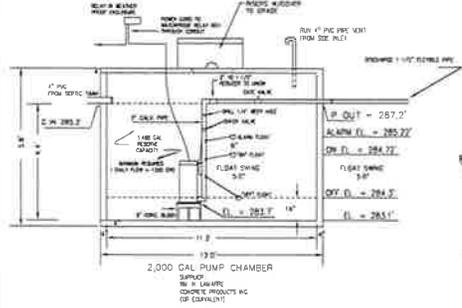
Project information, bid documents, and results are available at the Town of Goffstown website under <http://goffstown.com/rfp>

Adam L. Jacobs  
Director of Public Works

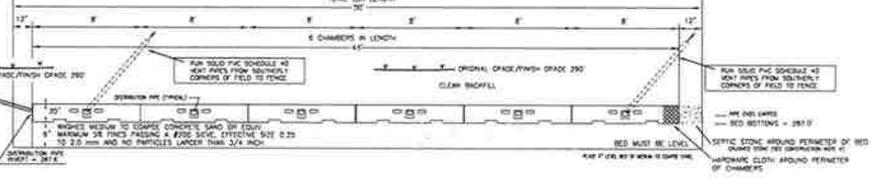


- PUMP NOTES**
- INSTALL BARNES SERIES BP314 1/3 HP 1750 RPM 200V 3-Ø 600-643-8615
  - EQUIP PUMP WITH DOUBLE FLOAT PUMP SWITCH AND "TANK ALERT" ALARM SYSTEM - MOUNT ALARM IN BUILDING
  - SWITCH SETTING CALCULATIONS (MAX DOSE VOLUME = 200 GALS); SET FOR 6 DROSES PER DAY
  - LOADING = 200 GAL PER DOSE = 4.34 MINUTE/DOSE
  - SYSTEM PERFORMANCE: 1 1/2" DIAM MAIN FRICTION LOSS; REAL LENGTH 150; EQUIVALENT LENGTH WITH FITTINGS 183 1/2"; TOTAL DYNAMIC HEAD = 15" GALONS PER MINUTE = 46

**PUMP CHAMBER DETAIL**

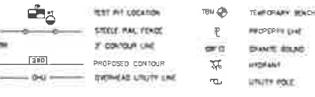


**PROFILE OF PUMP DISPOSAL SYSTEM (NOT TO SCALE)**



- GENERAL NOTES**
- SYSTEM HAS TO BE REBUILT IN PLACE IF FAILING OCCURS
  - ALL SYSTEMS MUST COMPLY TO STATUTORY REQUIREMENTS OF RSA 484-A. THE INSTALLER IS RESPONSIBLE FOR VERIFYING SITE CONDITIONS. ANY DISCREPANCIES IN THE APPROVED PLAN AND THE ACTUAL SITE CONDITIONS MUST BE REPORTED BY THE INSTALLER TO THE DESIGNER PRIOR TO CONSTRUCTION. CHANGES IN THE PLAN DO NOT RELIEVE INSTALLER OF RESPONSIBILITIES
  - FOR MAINTENANCE PROCEDURES SEE ALL WATER SUPPLY AND POLLUTION CONTROL ENGINEER'S PARALLEL TDS AND YOUR SEPTIC SYSTEMS

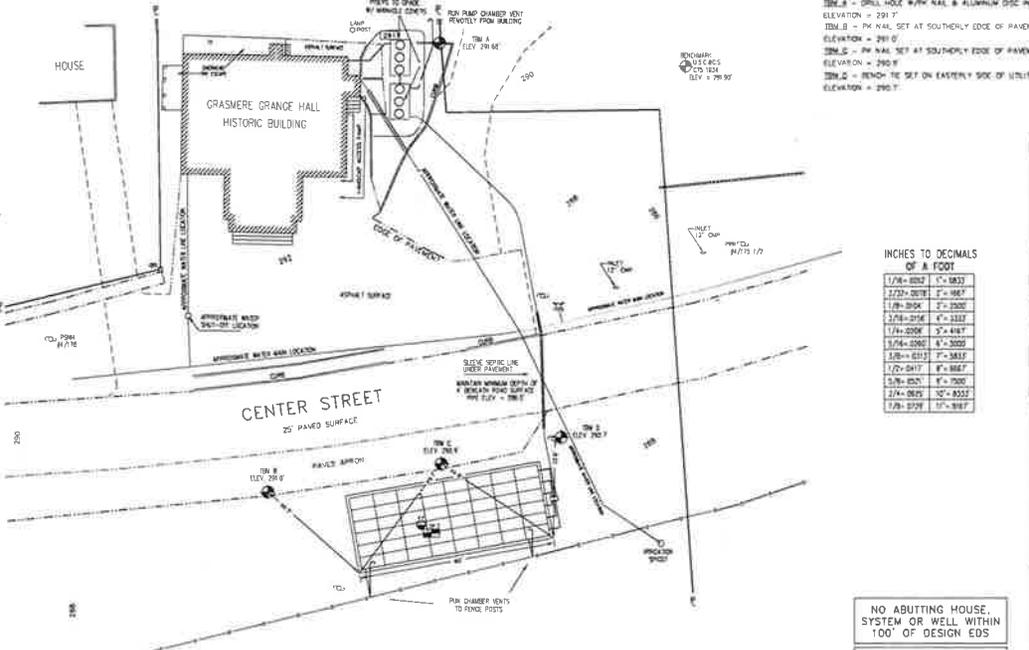
**LEGEND**



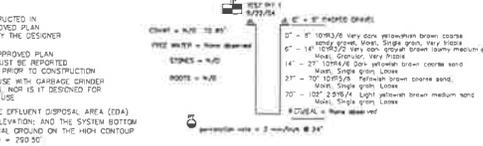
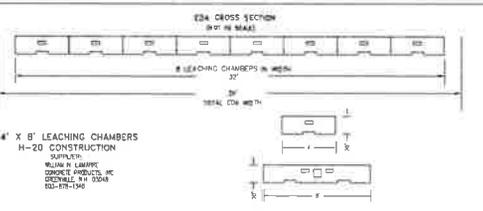
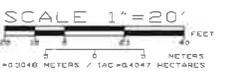
- CONSTRUCTION NOTES**
- INSTALLATION GUIDELINES IN PIPER NHOR CODE OF ADMINISTRATIVE RULES ENV-WD 1000
  - EXCAVATE EDA AND SCARIFY SOIL TO 1'-0" BELOW BED BOTTOM
  - BOTTOM OF LEACH FIELD TO BE LEVEL, AND CHAMBER ELEVATIONS SHALL BE IN ACCORDANCE WITH THE DESIGN SCHEMATICS
  - PIPES FROM DISTRIBUTION BOX OUTLETS TO CHAMBERS SHALL BE SOLID SCHED. 40 PVC PIPE
  - ROCKLETS TO BE REMOVED FROM FILL EXTENSIONS
  - PROVIDE FOR SURFACE DRAINAGE AWAY FROM THE EDA

**DETAILS**

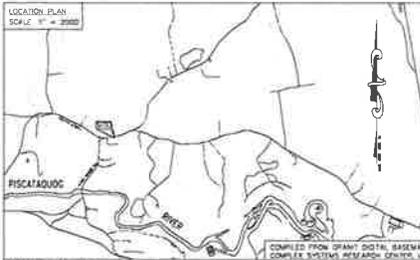
- TANK TO BE FITTED WITH RUBBER INLET & OUTLET SEALING BOOTS
- USE SCHEDULE 40 PVC PIPE FROM FOUNDATION TO TANK INLET AND FROM TANK OUTLET TO "D" BOX
- IN THOSE CASES WHERE THE PROTECTIVE WELL RADIUS OVERLAPS THE TANK INLET PIPE IT SHALL HAVE AN SPI OF 30 OR GREATER
- PER ENV-WD 1000.07
- INLET & OUTLET SAMPLES SHALL BE SECURED TO THE INLET & OUTLET PIPES USING STAINLESS STEEL SCREWS
- INLET Baffles THAT EXTEND ABOVE THE LIQUID LEVEL SHALL NOT BE LESS THAN 1" FROM THE INTERIOR TOP OF THE SEPTIC TANK COVER
- THE BOTTOM OF THE INLET BAFFLE SHALL BE AT LEAST 6" BELOW THE LIQUID LEVEL BUT AT NO TIME GREATER THAN THE DEPTH OF THE OUTLET BAFFLE



**"HILLSIDE CEMETERY"**



- DESIGN NOTES**
- THE ENTIRE SYSTEM MUST BE CONSTRUCTED IN STRICT ACCORDANCE WITH THE APPROVED PLAN. ANY CHANGES MUST BE APPROVED BY THE DESIGNER BEFORE CONSTRUCTION BEGINS
  - ANY DISCREPANCIES BETWEEN THE APPROVED PLAN AND THE ACTUAL SITE CONDITIONS MUST BE REPORTED TO THE DESIGNER BY THE INSTALLER PRIOR TO CONSTRUCTION
  - THIS SYSTEM IS NOT DESIGNED FOR USE WITH GARAGE DRAINER OR WATER CONDITIONER INSTALLATION, NOR IS IT DESIGNED FOR HIGH VOLUME DISPOSABLE APPLIANCE USE
  - DESIGN INTENT: THE BOTTOM OF THE EFFLUENT DISPOSAL AREA (EDA) SHALL BE CONSTRUCTED AT 287 OF ELEVATION; AND THE SYSTEM BOTTOM IS APPROXIMATELY 3'3" BELOW ORIGINAL GROUND ON THE HIGH CONTOUR AT WESTERN END OF PROPOSED BED = 292.30
  - LOT LOADING CALCULATIONS: ENV-WD 1000.04(a) LOT SIZE = 1200 SQ FT / 2000000 A GROUP 1 SOIL FACTOR OF 10 = 26.584 ENV-WD 1000.03(b) SITE WATERSHED WATER SUPPLY REQUIRES 50% OF THE CALCULATED AREA OR 20 000Y MINIMUM LOT SIZE = 28.1672 = 13.008 PROVISION 23.83231
  - VERTICAL BARRIERS: ENV-WD 1000.05 REFERENCED TO BENCHMARK E 15. A U.S.C. & G.S. STANDARD OSM LOCATED 57' NORTH OF SW 1/4 1/2" ELEVATION = 291.80'
  - TEMPORARY BENCHMARKS (TBM) ESTABLISHED BY BAROMETRIC LEVELING USING AN ELECTRONIC TOTAL STATION SURVEY INSTRUMENT
  - TBM 1 = GRILL HOLE WITH NAIL & ALUMINUM DISC IN STONE WALL ELEVATION = 291.7'
  - TBM 2 = 1/4" NAIL SET AT SOUTHERLY EDGE OF PAVEMENT ELEVATION = 291.0'
  - TBM 3 = 1/4" NAIL SET AT SOUTHERLY EDGE OF PAVEMENT ELEVATION = 290.9'
  - TBM 4 = BENCH-MARK SET ON EASTERN SIDE OF UTILITY HOLE #65 ELEVATION = 290.7'



**PLAN OF EFFLUENT DISPOSAL SYSTEM**

OWNERS: TOWN OF COFFSTOWN  
15 MAIN ST  
COFFSTOWN, NH, 03045

TAX MAP 28 LOT 28  
COFFSTOWN, N.H.



ROBERT B. TODD  
232 International Road, New Britain, CT 06053  
Professional Services: Land Survey, Site Planning, Civil Engineering, Water Resources, Wetland Delineation, Storm Drainage Approval, Landscape Design

- NO ABUTTING HOUSE, SYSTEM OR WELL WITHIN 100' OF DESIGN EDS
- NO POORLY DRAINED SOIL WITHIN 100' OF DESIGN EDS
- NO WETLAND OR SURFACE WATER WITHIN 100' OF DESIGN EDS



DATE: 6/8/16  
JOB #: 874

**Sue Desruisseaux**

---

**From:** Herbold, Stacey [Stacey.Herbold@des.nh.gov]  
**Sent:** Thursday, September 22, 2016 1:01 PM  
**Cc:** Kernen, Brandon; Gallagher, Jim; Vaughn, Kelsey; Martin, James  
**Subject:** Municipal Lawn Watering Bans and Guidance  
**Attachments:** 2016 Emergency Measures Guidance for Municipalities.docx;  
 Model\_LawnWateringRestrictions.doc; waterban.pdf

Dear Municipalities,

During last week's conference call with municipalities, the governor, and state and federal agencies, the NH Drought Management Team (DMT) asked municipalities to adopt ordinances banning outdoor residential lawn watering and to promote water conservation in their communities. Attached is the 2016 Drought Guidance for Municipalities, including actions municipalities have been asked to take, guidance on providing emergency water sources to the public, outreach materials for the public and private well owners, drought related contacts, and a draft press release for your use. Also, attached is a Word version of the Lawn Restriction Ordinance for copying and the latest drought conditions map and water bans/restrictions.

Please email me the following ban and restriction information for posting on the Drought Management Program page:

Town Name or Community Water System Name:

Town:

Voluntary or Mandatory:

Details of restriction or ban:

Please also email me with the locations and access details of any emergency water supplies your community has setup for homeowners on private wells experiencing shortages.

If an emergency supply location is proposed that is not a public water system, as discussed during the meeting, please contact Brandon Kernen at (603) 271-0660 [brandon.kernen@des.nh.gov](mailto:brandon.kernen@des.nh.gov). DES will arrange to come out and test the water quality to ensure the health and safety of the public.

For the latest drought conditions and drought information, go to:

<http://des.nh.gov/organization/divisions/water/dam/drought/index.htm>

Stacey Herbold

[Water Conservation Program](#)

[Water Use Registration and Reporting Program](#)

NHDES Drinking Water and Groundwater Bureau

29 Hazen Drive, P.O. Box 95

Concord, NH 03302-0095

PH: (603) 271-6685

FAX: (603) 271-0656



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

**Municipal Role in Managing the Drought Emergency in New Hampshire**

On September 16, 2016, Governor Hassan, representatives of municipalities, and state and federal agencies held a conference call to discuss the drought. NHDES is urging the public to discontinue non-essential outdoor water use and to take efficiency measures indoors. NHDES is also recommending that municipalities implement mandatory lawn watering bans and that those municipalities which have set up a location for emergency water supply, ensure that the supply being offered is safe to drink.

As a municipality, you are being asked to assist with mitigating drought impacts by taking the following actions:

- Implement lawn watering bans and report bans to NHDES.
- Contact NHDES with the location of emergency water supplies established for private well owners impacted by the drought. If the water supply is not a public water system, contact NHDES to request sampling.
- Provide the public with actions that can be taken to conserve water.
- Provide residents on private wells with information on how to address drought impacts.

Below is guidance for completing the above, including a link to a model ordinance for banning lawn watering, outreach materials for the public and private well owners, a list of contacts, and a press release template for your use.

**Drought Conditions**

Southern New Hampshire is experiencing a drought emergency. Southern New Hampshire has received about 50% of its normal rainfall over the last six months. Streamflow and groundwater levels are at historic low levels. Some New Hampshire residents on private wells, as well as some community water systems are experiencing water supply shortages. More widespread shortages are imminent if rainfall does not replenish our lakes, streams and groundwater supplies before winter weather sets in, as our water resources will probably not be substantially refilled until after the snowmelt during the spring of 2017. The drought condition is a very slow-moving natural disaster that may continue to worsen.

To stay informed on the latest drought conditions and current drought related information go to the NHDES Drought Management Program webpage at:

<http://des.nh.gov/organization/divisions/water/dam/drought/index.htm>.

**Authority to Restrict Lawn Watering**

Average indoor water use per capita in New Hampshire is approximately 63 gallons per day. In the summer, total water use increases to 93 gallons per capita per day due to outdoor water use, mostly attributed to lawn watering. Since July of this year, NHDES has encouraged New Hampshire residents to stop lawn watering immediately in response to the drought. Public water systems in New Hampshire have authority to restrict or ban residential lawn watering by their customers. Municipalities have broader authority under RSA 41.11-d to adopt regulations to restrict or ban outdoor lawn watering for

DES Web Site: [www.des.nh.gov](http://www.des.nh.gov)

households that obtain water from either a private well or public water system. Those restrictions can take effect when the state or federal government has declared a state of drought.

More information about lawn watering restrictions and a model regulation can be found at [http://des.nh.gov/organization/divisions/water/dwgb/water\\_conservation/documents/mo-lawn-watering-rstrctn.pdf](http://des.nh.gov/organization/divisions/water/dwgb/water_conservation/documents/mo-lawn-watering-rstrctn.pdf).

To add your water system to the water ban and restriction list posted at [http://des.nh.gov/organization/divisions/water/dwgb/water\\_conservation/documents/waterban.pdf](http://des.nh.gov/organization/divisions/water/dwgb/water_conservation/documents/waterban.pdf), e-mail Stacey Herbold, NHDES Water Conservation Program, at [stacey.herbold@des.nh.gov](mailto:stacey.herbold@des.nh.gov) with the following information:

**PWSID (if applicable):**

**Name of water system (if applicable):**

**Town:**

**Is the ban voluntary or mandatory?:**

**Details of the restriction/ban:**

### **Providing Emergency Water Supplies to the Public**

A number of municipalities have provided access to an emergency water supply for use by residents that rely on private wells impacted by drought. Some municipalities have designated a location in town where people can get water. Where possible, municipalities should designate a local source of water that is already associated with a state regulated public water system to ensure the water is safe. If a source of drinking water is made available to the public that is not associated with a public water system, please contact NHDES at (603) 271-0660 to request testing of the water to ensure its safety.

Fire departments have also delivered drinking water to area farms to provide water for livestock or to irrigate crops. These efforts are critical to area farmers who are struggling to grow food for their livestock and provide them drinking water. Fire departments should not use their tanks to deliver water to households by refilling wells, nor should water from fire department tanks be used for human drinking and cooking. This activity could result in contamination of groundwater and cause people consuming the water to become sick.

Please provide the location of emergency supplies to Stacey Herbold, NHDES Water Conservation Program, at [stacey.herbold@des.nh.gov](mailto:stacey.herbold@des.nh.gov). A list will be maintained on the NHDES Drought Management Program page.

### **Message to Provide to the Public**

See "2016 Emergency Drought Guidance for the Public":

<http://des.nh.gov/organization/divisions/water/dam/drought/documents/publicemergency.pdf>

See "2016 Drought Guidance for Homeowners on Private Wells":

<http://des.nh.gov/organization/divisions/water/dam/drought/documents/droughtguidehome.pdf>

**Municipal Drought Contacts:**

Drought Management Team: Brandon Kernen [brandon.kernen@des.nh.gov](mailto:brandon.kernen@des.nh.gov) (603) 271-0660

Fire Danger: Brian Thibeault (603) 223-4289

Homeowner Private Wells: Rick Schofield [richard.schofield@des.nh.gov](mailto:richard.schofield@des.nh.gov) (603) 271-1974

(If well has failed, homeowners should also contact the local health officer.)

Large Public Water System Water Shortages: Rick Skarinka [richard.skarinka@des.nh.gov](mailto:richard.skarinka@des.nh.gov) (603) 271-2948

Lake Levels: Jim Gallagher [james.gallagher@des.nh.gov](mailto:james.gallagher@des.nh.gov) (603) 271-1961

Press Inquiries: Jim Martin [james.martin@des.nh.gov](mailto:james.martin@des.nh.gov) (603) 271-3710

Small Public Water Systems Water Shortages: Shelley Frost [shelley.frost@des.nh.gov](mailto:shelley.frost@des.nh.gov) (603) 271-2949

Stream Flows: Ted Diers [ted.diers@des.nh.gov](mailto:ted.diers@des.nh.gov) (603) 271-3289

Surface Water Withdrawal Inquiries/Complaints: Stacey Herbold [stacey.herbold@des.nh.gov](mailto:stacey.herbold@des.nh.gov) (603) 271-6685

Water Restrictions, Lawn Watering and Water Restriction Ordinances, Water Efficiency: Stacey Herbold [stacey.herbold@des.nh.gov](mailto:stacey.herbold@des.nh.gov) (603) 271-6685

**Model Press Release**

**MUNICIPALITY NAME Implements Outdoor Water Ban and asks Residents to Conserve amid Persistent Drought Conditions**

MUNICIPALITY NAME has adopted a lawn watering restriction ordinance and is requiring all residents, including those on private wells to stop watering lawns and is requesting the entire community take steps to conserve water. This drought is historic, southern New Hampshire has not experienced such a drought in nearly 50 years and all sections of the state are experiencing low stream flows and groundwater levels. Some New Hampshire residents on private wells, as well as some community water systems are experiencing water supply shortages. An above average amount of mild rainstorms that allow water to soak in are needed to fully recharge lakes, rivers and groundwater sources before the winter. It is unlikely that the amount and type of rain needed will be received to fully recharge water sources. Widespread shortages are imminent if the recharge from rain the state does receive is not used wisely. MUNICIPALITY NAME needs the cooperation of customers to help protect water supplies now and through the winter.

Outdoor water use, primarily for lawn watering, is one of the largest consumptive uses in the summer months. Lawn watering is straining water supplies and needs to be ended. There are also many opportunities indoors to use water more efficiently with little effort that will save not only water, but energy, and money. Indoor use can be cut by 20% or more by turning off faucets while washing dishes and hands, only washing full loads of laundry, and taking shorter showers, as well as by replacing old showerheads, toilets, sink aerators, and washing machines with EPA WaterSense and Energy Star® certified products. Also, repairing running toilets can save hundreds of gallons a day. For current drought information and water efficiency fact sheets including efficiency tips, go to [www.des.nh.gov](http://www.des.nh.gov), click on the "A-Z" list, and scroll down to the Drought Management Program.



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



Thomas S. Burack, Commissioner

**RESTRICTING RESIDENTIAL LAWN WATERING  
DURING STATE OR FEDERALLY DECLARED DROUGHTS**

**2016**

Municipal and privately-owned public water systems have had the authority to implement water use restrictions for water system customers under RSA 38:26. Water systems with potential water supply shortages have often restricted or banned residential lawn watering to ensure an adequate water supply is maintained.

In 2007, the legislature adopted RSA 41:11-d, authorizing municipalities to restrict all residential lawn watering for areas within their political boundaries if the state or federal government declares a drought condition for that region of the state. This authorizes a municipality to adopt regulations to restrict residential lawn watering during a drought for properties that obtain water from either public water systems or on-lot private domestic wells.

The legislation was adopted because of experiences during the 2001-2003 drought when municipalities and the state found there was no clear process to curtail residential lawn watering, even in neighborhoods where private residential wells were dewatered. During the drought, homeowners with dewatered or dry wells spent thousands of dollars to replace or deepen wells and experienced long waits due to the increased demand for water well contractor services. Many homeowners resorted to cross-connecting their home plumbing system via a garden hose to a neighbor's home or illegally dumping water hauled to their property into their dewatered well.

In order to adopt residential lawn watering regulations for drought conditions, the local governing body may establish the regulations after public notice that includes publishing them in a paper of general circulation in the municipality and posting them in at least two public places. The regulations may be implemented and enforced three calendar days following notification. The minimum notification requirements are provided in the regulation but towns are encouraged to find supplemental means of notification to residents. RSA 41:11-d allows for broad flexibility in developing residential lawn watering restrictions. The governing body of the municipality can specify how, where, when, and to what extent the lawn watering restrictions apply. The governing body may also enforce the lawn watering restrictions by imposing fines in accordance with RSA 625:9.

DES Web Site: [www.des.nh.gov](http://www.des.nh.gov)

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095  
Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964

## MODEL REGULATION FOR LAWN WATERING RESTRICTIONS

### ARTICLE \_\_: LAWN WATERING RESTRICTIONS

#### I. PURPOSE

To protect public health and safety by restricting the use of water from private wells or public water systems for residential outdoor lawn watering during a state or federally declared drought.

#### II. AUTHORITY

The provisions of this regulation are adopted pursuant to RSA 41:11-d, Choice and Duties of Town Officers. (See Appendix A, Relevant Sections of State Law)

#### III. APPLICABILITY

The requirements of this section shall apply immediately after the public notice period described in Section VII to all residential outdoor lawn watering within Insert name of town, city, village district when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

#### IV. DEFINITIONS

- A. Drought:** A sustained and regionally extensive occurrence of appreciably below average natural water availability in the form of precipitation, stream flow or groundwater. The following resources are used by Insert name of town, city, village district to determine the declaration of a drought condition.
- i. The New Hampshire Drought Management Team as designated by the New Hampshire Drought Management Plan
  - ii. State of Emergency declaration by the Governor's Office
  - iii. United States Drought Monitor
- B. Residential Lawn Watering:** The application of water to decorative grass at a property that's primary use is to provide living accommodations for people.

#### V. REQUIREMENTS UNDER DROUGHT CONDITIONS

The following limits to residential lawn watering will apply under drought conditions. The specified levels (Level 1 through 3) will be determined by the [local governing body] and will be included in the public notice required under Section VII of this regulation.

- A. If Insert name of town, city, village district issues a Level 1 restriction, then**
- i. Residential lawn watering by odd numbered addresses is allowed on odd numbered days.

- ii. Residential lawn watering by even numbered addresses is allowed on even numbered days.
- iii. Residential lawn watering shall not occur between the hours of 8AM and 7PM
- B. If Insert name of town, city, village district issues a Level 2 restriction, then**
  - i. Residential lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
  - ii. Residential lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
  - iii. Residential lawn watering shall not occur between the hours of 8AM and 7PM
- C. If Insert name of town, city, village district issues a Level 3 restriction, then**
  - i. Residential lawn watering is prohibited.

## **VII. PUBLIC NOTIFICATION OF WATER USE RESTRICTION**

Notification of any intention to restrict water use and the requirements associated with Section V shall be given at least three calendar days before implementation. Notice of the regulations shall be posted in a paper of general circulation and shall be posted in at least two public places. Residents are specifically requested to take notice of the markings at Insert location(s)

## **VIII. TERMINATION OF WATER USE RESTRICTION**

Public notification and termination of water use restriction shall be given in accordance with Section VII.

## **IX. ENFORCEMENT**

Any sworn officer of the Insert Town/City Name Police Department is hereby granted the authority to initiate any enforcement action against any violation of the provisions of this Regulation.

## **X. PENALTIES**

Any person failing to comply with the restrictions imposed pursuant to this Regulation shall be deemed a violation and subject to penalties pursuant to RSA 651:2.

First violation: Warning

Second violation: \$Insert amount fine

Additional violations: \$ Insert amount to \$1,000 fine

## APPENDIX A

### RELEVANT SECTIONS OF STATE LAW

#### **RSA 41:11-d Restricting the Watering of Lawns.**

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for residential outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

#### **RSA 625:9 Classification of Crimes.**

V-a. The violation of any requirement created by statute or by municipal regulation enacted pursuant to an enabling statute, where the statute neither specifies the penalty or offense classification, shall be deemed a violation, and the penalties to be imposed by the court shall be those provided for a violation under RSA 651:2.

#### **RSA 651:2 Sentences and Limitations.**

III-a. A person convicted of a violation may be sentenced to conditional or unconditional discharge, or a fine.

IV. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The limitations on amounts of fines authorized in subparagraphs (a) and (b) shall not include the amount of any civil penalty, the imposition of which is authorized by statute or by a properly adopted local ordinance, code, or regulation. The amount of any fine imposed on:

(a) Any individual may not exceed \$4,000 for a felony, \$2,000 for a class A misdemeanor, \$1,200 for a class B misdemeanor, and \$1,000 for a violation.

(b) A corporation or unincorporated association may not exceed \$100,000 for a felony, \$20,000 for a misdemeanor and \$1,000 for a violation. A writ of execution may be

issued by the court against the corporation or unincorporated association to compel payment of the fine, together with costs and interest.

# Known Water Use Restrictions and Bans

Last Update: September 22, 2016

**Legend**

- County Boundary
- Town Boundary

**Municipality or Water System Status**

- Outdoor Use Ban
- Restriction
- Voluntary Restriction or Ban

**Drought Condition**

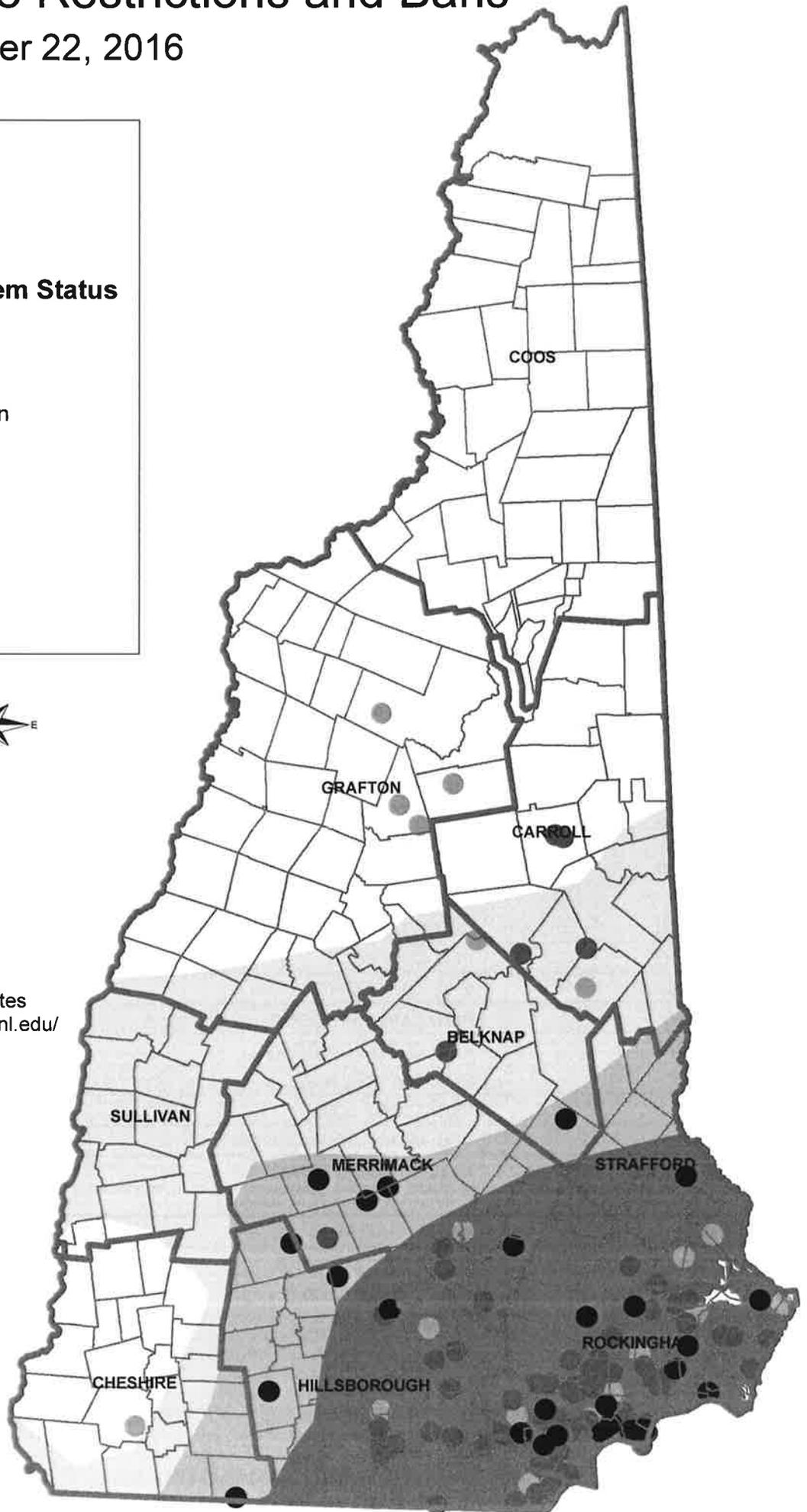
- Abnormally Dry
- Moderate Drought
- Severe Drought
- Extreme Drought

0 5 10 20 Miles



Drought Conditions based on United States Drought Monitor (<http://droughtmonitor.unl.edu/Home/StateDroughtMonitor.aspx?NH>)

Disclaimer: The status of water use restrictions and bans is based on information submitted to the New Hampshire Department of Environmental Services and may not be comprehensive.



Known Water Use Restrictions and Bans 2016

9/22/2016

DERRY	PEU: MAPLE HAVEN	RESTRICTION
DERRY	PEU: RICHARDSON	RESTRICTION
DERRY	RAND-SHEPARD HILL	RESTRICTION
DERRY	WILLOW BEND	RESTRICTION
DERRY	WOODLANDS	RESTRICTION
DOVER	DOVER WATER DEPARTMENT	VOLUNTARY OUTDOOR USE BAN
EAST KINGSTON	COUNTRY HILLS OF EAST KINGSTON	OUTDOOR USE BAN
EAST KINGSTON	HAWC: CRICKET HILL/MAPLEVALE	RESTRICTION
EPPING	PEU: WOODLANDS	RESTRICTION
EPPING	TOWN OF EPPING WATER SYSTEM	OUTDOOR USE BAN
EXETER	PEU: FOREST RIDGE	RESTRICTION
EXETER	TOWN OF EXETER	OUTDOOR USE BAN
FREMONT	HAWC: BLACKROCKS VILLAGE	RESTRICTION
GOFFSTOWN	GRASMERE WATER PRECINCT	VOLUNTARY RESTRICTION
HAMPSTEAD/ E. HAMPSTEAD	HAWC: HAMPSTEAD AREA WATER	OUTDOOR USE BAN
HAMPTON	AQUARION WATER CO	RESTRICTION
HENNIKER	COGSWELL SPRINGS	RESTRICTION
HILLSBOROUGH	EMERALD LAKE VILLAGE DISTRICT	OUTDOOR USE BAN
HOLLIS	PITARYS MOBILE HOME PARK EAST/WEST	RESTRICTION
HOPKINTON	DEER MEADOWS	OUTDOOR USE BAN
HOPKINTON	THE MEADOWS	OUTDOOR USE BAN
HUDSON	HUDSON WATER UTILITY	RESTRICTION
KINGSTON	HAWC: COOPERS GROVE	RESTRICTION
KINGSTON	HAWC: KINGS LANDING	RESTRICTION
KINGSTON	HAWC: LAMPLIGHTER	RESTRICTION
LEE	OYSTER RIVER CONDOS	VOLUNTARY RESTRICTION
LEE	PEU: THURSTON WOODS	RESTRICTION
LINCOLN	LINCOLN WATER WORKS	VOLUNTARY RESTRICTION
LITCHFIELD	PEU: LITCHFIELD	RESTRICTION
LONDONDERRY	CENTURY VILLAGE II	VOLUNTARY RESTRICTION
LONDONDERRY	PEU: AVERY ESTATES & HICKORY WOODS	RESTRICTION
LONDONDERRY	PEU: HARVEST VILLAGE	RESTRICTION
LONDONDERRY	PEU: MINISTERIAL HILLS	RESTRICTION
LONDONDERRY	PEU: PINEHAVEN	RESTRICTION
LONDONDERRY	PEU: R AND B	RESTRICTION
LONDONDERRY	PONDEROSA MOBILE HOME PARK	OUTDOOR USE BAN
MEREDITH	PATRICIAN SHORES ASSOC	VOLUNTARY RESTRICTION
MERRIMACK	MERRIMACK VILLAGE DISTRICT	RESTRICTION
MILFORD	MILFORD WATER DEPARTMENT	RESTRICTION
MILFORD	PEU: ASHLEY COMMONS	RESTRICTION

SANDOWN	PEU: BEAVER HOLLOW	RESTRICTION
SEABROOK	SEABROOK WATER DEPARTMENT	OUTDOOR USE BAN
STRATHAM	WIGGIN FARM	RESTRICTION
SWANZEY	EASTFIELD CROSSING ASSOC	VOLUNTARY RESTRICTION
TAMWORTH	LRWC: TAMWORTH WATER WORKS	RESTRICTION
TAMWORTH	MOUNTAIN VIEW WATER WORKS	RESTRICTION
THORNTON	CONE RIDGE APTS	VOLUNTARY OUTDOOR USE BAN
THORNTON	MILL BROOK VILLAGE WATER SYSTEM	VOLUNTARY RESTRICTION
TILTON	PEU: WINNISQUAM	RESTRICTION
TUFTONBORO	LRWC: HIDDEN VALLEY	RESTRICTION
WARNER	WARNER VILLAGE WATER DISTRICT	OUTDOOR USE BAN
WATERVILLE VALLEY	WATERVILLE VALLEY WATER DISTRICT	VOLUNTARY OUTDOOR USE BAN
WEARE	COLLINS LANDING	OUTDOOR USE BAN
WEARE	PEU: DANIELS LAKE	RESTRICTION
WEARE	SOUTH WEARE WATER	OUTDOOR USE BAN
WINDHAM	PEU: CASTLE REACH	OUTDOOR USE BAN
WINDHAM	PEU: FLETCHERS CORNER	RESTRICTION
WINDHAM	PEU: GOLDEN BROOK	RESTRICTION
WINDHAM	PEU: HARDWOOD	OUTDOOR USE BAN
WINDHAM	PEU: LAMPLIGHTER VILLAGE	RESTRICTION
WINDHAM	PEU: SPRUCE POND	RESTRICTION
WINDHAM	PEU: W & E	RESTRICTION
WOLFEBORO	BIRCHES OF WOLFEBORO	VOLUNTARY RESTRICTION

# TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

## CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

### Selectmen

#### Section 41:11-d

##### **41:11-d Restricting the Watering of Lawns. –**

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for residential outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

**Source.** 2007, 218:1, eff. Aug. 24, 2007.

# ORDINANCE 2016-07

## An Ordinance Relative to a Restriction on Outside Water Use

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First Reading: 09/20/16  
Second Reading/Public Hearing: 09/27/16  
Adopted: 09/27/16

**WHEREAS** On Friday, September 16, 2016, the New Hampshire Department of Environmental Services (“NHDES”) advised Town of Londonderry Town Manager Kevin Smith that drought conditions in the State of New Hampshire are sufficiently severe that NHDES is requesting that municipalities use their statutory authority under RSA 41:11-d to enact town-wide lawn watering bans for both private and public wells;

**WHEREAS** As of September 1, 2016, NHDES has classified the Town of Londonderry as a municipality suffering from “severe” or “extreme” drought conditions;

**WHEREAS** RSA 41:11 allows municipalities through their governing body to establish restrictions on the use of water from private wells or public water systems for residential outdoor lawn watering when a drought condition has been declared; and

**WHEREAS** Portions of Londonderry are already under some restrictions as put in place by the public water supply companies.

**NOW THEREFORE, the Town of Londonderry ordains** by the Londonderry Town Council that, in response to the severe and extreme drought conditions and the impacts therefrom facing the residents of Londonderry, effective September 27, 2016, a mandatory restriction on the watering of all residential lawns is imposed in accordance with RSA 41:11-d. Enforcement of this restriction shall be completed by any sworn officer of the Town of Londonderry Police Department, which is hereby granted the authority to initiate any enforcement action against any violator of this restriction. Any person failing to comply with the restriction shall be deemed in violation and subject to the following penalties pursuant to RSA 651:2: (1) a first violation shall result in a warning; (2) a second violation shall result in a \$250 fine; and (3) each succeeding violation shall result in a \$500 fine. Furthermore, it is encouraged that all non-residential property owners in Londonderry voluntarily abide by the same restriction.

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John Farrell, Chairman  
Londonderry Town Council

( TOWN SEAL )

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Sherry Farrell  
Town Clerk

**A TRUE COPY ATTEST:**  
09/27/16

# **TOWN OF LONDONDERRY RESTRICTED WATER USE ORDINANCE**

## **I. PURPOSE**

To protect public health and safety by restricting the use of water from private wells or public water systems for residential outdoor lawn watering during a state or federally declared drought.

## **II. AUTHORITY**

This regulation is adopted pursuant to the provisions of RSA 41:11-d, which authorizes the local governing body to establish regulations restricting the use of water from private wells.

## **III. APPLICABILITY**

The requirements of this section shall apply immediately after the public notice period described in Section VII to all residential outdoor lawn watering within the Town of Londonderry when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

## **IV. DEFINITIONS**

A. Drought: A sustained and regionally extensive occurrence of appreciably below average natural water availability in the form of precipitation, stream flow or groundwater. The following resources are used by the Town of Londonderry to determine the declaration of a drought condition:

- i. The New Hampshire Drought Management Team as designated by the New Hampshire Drought Management Plan
- ii. State of Emergency declaration by the Governor's Office
- iii. United States Drought Monitor

B. Residential Lawn Watering: The application of water to decorative grass at a property that's primary use is to provide living accommodations for people.

## **V. REQUIREMENTS UNDER DROUGHT CONDITIONS**

The following limits to residential lawn watering shall apply under drought conditions as determined by the Londonderry Town Council, and will be included in the public notice required under Section VII of this regulation. Such restriction shall remain in effect until terminated as provided in Section VIII.

AS OF (DATE) THE TOWN COUNCIL HEREBY IMPLIMENTS THE FOLLOWING RESIDENTIAL WATER USE RESTRICTION:

Residential lawn watering is prohibited

## **VII. PUBLIC NOTIFICATION OF WATER USE RESTRICTION**

Notification of any intention to restrict water use and the requirements associated with Section V shall be given at least three calendar days before implementation. Notice of the regulations shall be posted in a paper of general circulation and shall be posted in at least two public places.

## **VIII. TERMINATION OF WATER USE RESTRICTION**

Public notification and termination of water use restriction shall be given in accordance with Section VII.

## **IX. ENFORCEMENT**

Any sworn officer of the Town of Londonderry Police Department is hereby granted the authority to initiate any enforcement action against any violation of the provisions of this Ordinance.

## **X. PENALTIES**

Any person failing to comply with the restrictions imposed pursuant to this Ordinance shall be deemed a violation and subject to penalties pursuant to RSA 651:2:

First violation: Warning

Second violation: \$250

Third and succeeding violations: \$500



## *City of Rochester, New Hampshire*

DEPARTMENT OF PUBLIC WORKS  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

FOR IMMEDIATE RELEASE  
September 21, 2016

FOR INFORMATION  
Contact John B. Storer, PE, Director of City Services (603) 332-4096

### **Mandatory Water Use Restrictions**

ROCHESTER, NH – Beginning Monday, September 26, 2016 the City of Rochester will implement a mandatory ban on non-essential outdoor use of water. This will be a City-wide restriction that applies to City water system customers as well as private well owners.

The New Hampshire Department of Environmental Services is urging municipalities to implement water-use restrictions. Drought conditions have become significantly worse, with over half the state in drought and the extreme drought moving from the seacoast farther into southern New Hampshire. Low stream flows and low groundwater levels are occurring across the state.

To address the ongoing drought conditions, the City of Rochester will implement the following water restrictions to help conserve our water resources:

- No outside use for lawn watering or irrigation. This will apply to automatic sprinklers, automatic irrigations systems, and any unattended lawn watering. The only exceptions to this restriction are commercial car washes, cash crops, farms, flower shops or garden centers.
- Filling of any swimming pools greater than 100 gallons capacity is prohibited.
- Watering by hose is allowed by incidental use only such as filling watering cans and children's pools of no greater than 100 gallons.
- Washing of vehicles including automobiles, trailers, trucks, etc. by hose is prohibited.
- Limited irrigation will be permitted between the hours of 5:00 PM and 8:00 AM for newly seeded areas and vegetable gardens, provided someone is present using a hose equipped with an automatic shut-off device.
- Enforcement and Penalties shall be carried out by authorized agents of the City of Rochester and include:
  1. First Offense - Written warning hand delivered to site of violation
  2. Subsequent offenses - \$100 fine and possible shut-off of water service

The City of Rochester appreciates your effort and cooperation with these **Mandatory Water Restrictions** in an effort to sustain our drinking water supply during these dry conditions. It is important to reprogram your sprinkler system to the restrictions set forth above. Please follow City announcements closely over the next few weeks for further guidance.

8a



## 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: September 22, 2016

The Library Board of Trustees met on Wednesday, September 21, 2016:

### **Trustee of Trust Funds Disbursement**

The Board accepted the 2015 disbursement from the Trustee of the Trust Funds

### **Read Down your Fines**

The Board received the report for the Read Down your Fines initiative from this past summer and requested an expansion of that project for summer, 2017.

### **Compensation Plan**

The HR Committee made a recommendation to the Board to use the same compensation plan adopted by the Town for Library employees, retaining their ability to plot staff on that matrix themselves.

### **Library Personnel Manual**

The personnel manual has received final legal review and will be on the agenda for the next HR Committee meeting on October 5. The plan will be on the Board's October 19 agenda for a vote.

### **Inventory**

The Building & Facilities Committee took an inventory of doors, windows and furniture stored at the GAP building. Each committee member is accomplishing their assigned tasks in preparation of a meeting on September 28.

### **Annual On-Call Calendar**

The Board set up an annual on-call calendar; Board members will be responsible for monitoring other town committees, boards and meeting minutes.

### **Statistics**

Thanks to a strong August, the monthly and YTD statistics look GREAT, especially for programming.

The next meeting of the Library Board of Trustees will be held on **Wednesday, October 19, 2016** at **6:30 p.m.** at the Goffstown Public Library.

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

Date: September 23, 2016  
To: Sue Desruisseaux, Town Administrator  
From: Jonathan O'Rourke, Planning & Zoning Administrator  
RE: September 22, 2016 Planning Board Meeting

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

Absent: Michael Conlon, Tim Redmond

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

**Board members voted to approve the Minutes of September 8, 2016**

**Motion** to accept matrix as presented

**Motion** carries

**OLD BUSINESS:**

- o None

**NEW BUSINESS:**

- o None

**WORKSHOP**

**Discussion topics include but not limited to:**

- Previous changes to Zoning Ordinance - parking changes, etc...
- Application not complete until Engineer/DPW Signs off on application?
- Currently TRC not required, require TRC before application is considered complete?
- Any definitions that need attention?
- Page 47 of Zoning Ordinance - should add a section 5.2.9 "hanging paragraph"
- WSWC district: Planning Board for outer 50', ZBA w/no wetland scientist or inner 50'
- Impact Fees: Should we look at these?
- Accessory Dwelling Units

**Section 8 development regulations section 7. 4 driveway standards**

**The meeting adjourned at approximately 8:00 PM.**

Next PB meetings: 13Oct2016, 27Oct2016, 10Nov2016, (17Nov2016-Workshop).

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

TO: Collis Adams; Board of Selectmen  
FROM: Goffstown Sewer Commission  
DATE: 9-23-16  
SUBJ: Summary – September 22, 2016 Meeting

2017 Budget – Tim Redmond will present to the Board of Selectmen on Monday, September 26. Numbers in several lines were adjusted: consulting services, uniforms, sewer maintenance and repair, Vaccon truck maintenance and repair, diesel fuel for a pump station generator, and pump station repairs. The revised draft will be submitted to Administration for Board packets today.

Sewer Use Ordinance – Paula Boyle of Hoyle Tanner & Associates reviewed the current draft of the Ordinance and clarified several points to incorporate in the next draft which will be submitted to the Sewer Commission sometime in mid-October.