

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

## **Summary of the August 22, 2016 Selectmen Meeting**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

#### **1. Acceptance/Correction of minutes:**

*Sel. Pierce moved, Vice Chairman Lemay seconded to approve the 8/8/16 public & non-public minutes.* Amendment offered on public minutes, page 6 under Old Business, Action Matrix, mid-way first paragraph – “We got approval for construction from DES.” should be clarified by adding “of a septic system” after “construction”. *Board concurred. Passed with amendment: 5-0-0.*

#### **2. Announcements:**

UNH Tech2 Center announces that Mike Kos from DPW has attained Safety Champion level for achieving 20 safety hours in the educational program. Kudos to Mike!

#### **3. Public Comment:**

Todd Littlefield felt that due to the reconstruction of the intersection at Black Brook and East Dunbarton Roads that a three way stop was unnecessary.

#### **4. Frank Biron of Melanson & Heath re: 2015 Audit Presentation**

Frank Biron presented the highlights of the 2015 Audit. Pages 1-3 is the summary of the auditor’s report which is a clean opinion, the best opinion possible. There is no Auditor’s Management Letter this year as has been the case in the past few years. There was a letter to management with some recommendations to improve processes which have been diligently reviewed and implemented. Pages 4-11 is the Management’s Discussion and Analysis which is the narrative of the audit numbers. We will start with the numbers on page 12 “Statement of Net Position”. There are three new lines required by GASB 68 which is a new standard requiring the retirement liabilities. The three lines include under Assets – Deferred Outlays of Resources, and under Liabilities – Net Pension Liability and Deferred Inflows of Resources. These numbers were provided by NHRS. All towns have to report their portion of the NHRS liability. NHRS has reduced their “discount rate” or investment rate from 7¾% to 7½% therefore this liability will increase in the 2016 audit. Frank reviewed the Balance Sheet on page 14 and the Statement of Revenues and Expenditures on page 16. He stated the Town of Goffstown is in a strong financial position. Revenue projections were almost a wash with the Town receiving \$42,246 more than anticipated. Expenditures were \$795,179 less than what was appropriated. Total surplus or 2015 was \$837,425. Unassigned Fund Balance for the purpose of setting the tax rate is \$5,937,392 (page 41) which is about 12%. DRA and GFOA recommend a range of 8-17%. He reviewed the Sewer Enterprise Fund on pages 19 & 20, and on a cash basis they broke even. He praised the Finance staff for their cooperation and organization during the audit.

#### **5. Body Worn Cameras:** Chief Browne presented a contract with TASER for 22 body cameras. This is a five year agreement with a non-appropriation clause. Total cost over five years for the cameras, support, software and storage is \$35,582.74 broken out as follows: Year 1 is \$12,908; each of the following years is \$6,396.

*Vice Chairman Lemay moved, Sel. Adams seconded to authorize the Chairman to sign the contract with TASER. Passed: 5-0-0.*

#### **Oath of Office for Patrolman Richard Rodrigues**

Chief Browne introduced Officer Richard Rodrigues comes from Somerville MA. He was an intern with the Goffstown Police Department and a graduate of St. Anselm College who majored in Criminal Justice. He successfully graduated from the Police Academy this past Friday. Chairman Georgantas swore him into office and the Selectmen congratulated him. Officer Rodrigues introduced the members of his family and called upon his mother to pin him.

#### **6. Warren Denby, President of Friends of Goffstown Rail Trail re: trail project**

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Mr. Denby asked for the Board of Selectmen to accept the donation of nit pack and labor valued at \$500 to address a sandy portion of the trail under the power lines just east of the Shell Station. Also, to authorize the transport of the material from Mt. Williams in Weare to the trail by a town truck. Board discussed. **Sel. Pierce moved, Vice Chairman Lemay seconded to accept the donation from the Friends of Goffstown Rail Trail and to authorize Public Works to transport one load of material to the site. Passed: 4-1-0. Sel. Brown voted nay.**

### **7. Town Administrator's Report**

#### **a. Selectmen Meeting Schedule**

|        |         |         |                  |                |                     |
|--------|---------|---------|------------------|----------------|---------------------|
| Thurs. | 8/25/16 | 6:00 pm | Sewer Commission | Room 106       | Sel. Adams          |
| Weds.  | 9/7/16  | 6:30 pm | EDC              | Room 106       | Vice Chairman Lemay |
| Thurs. | 9/8/16  | 7:00 pm | Planning Board   | Room 106       | Sel. Pierce         |
| Mon.   | 9/12/16 | 6:00 pm | BOS Meeting      | Room 106       | ALL                 |
| Tues.  | 9/13/16 | 7am-7pm | State Primaries  | Bartlett & GHS | ALL                 |

#### **b. Consensus Folder**

- Employee Status Forms: 3 Patrolmen successfully completed their probationary period; Promotions - FF to Fire Lt. and CFF to FF; CFF step increase
- Appointment Papers for Barbara Griffin to SNHPC and for new Patrolman
- MS-535 Financial Report of the Town of Goffstown for 2015 Budget Year
- Event Permits: Cercle National Club Pig Roast & Live Band 9/17/16; St. Anselm College Football Games; Goffstown Volleyball Servers Car Wash Fundraiser at St. Lawrence Church 10/1/16; Wedding Ceremony on Town Common 10/1/16; Uncanoonuc Mountaineers Snowmobile and Mini-Bike Show & Swap Meet 10/22/16 at Cemetery Field
- Correction on lot consolidation of the three lots for Fire Station
- Discharge of Lien: Map 19, Lot 34A
- On-Call Engineering Contracts with Stantec, McFarland Johnson and CLD

**Sel. Brown moved, Sel. Adams seconded to approve the consensus folder. Passed: 5-0-0.** Vice Chairman Lemay noted he was not in favor of one item in the consensus folder – the CFF step increase.

#### **c. Assessor's Recommendations**

Current Use Land Use Change Tax Release: Map 8 Lots 30-1 and 30-2

**Sel. Adams moved, Vice Chairman Lemay seconded to approve the Assessor's recommendations. Passed: 5-0-0.**

#### **d. Correspondence**

Letter of Resignation from Conservation Commission by Kimberly Peace

**Sel. Adams moved, Sel. Pierce seconded to accept the resignation with regrets and to send a letter thanking her for her service. Passed: 5-0-0.**

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

The Board held the two required public hearings on these ordinances. There were no public comments at the first public hearing but a recognition by Sel. Adams that the no parking on Elm Street from Upton Lane to Big Jane's Lane was missing in the codification. This was added and reposted before the second public hearing. At the second public hearing Mr. Cadorette requested reconsideration of the no parking on Elm Street from Upton Lane to Big Jane's Lane so that anglers could access the lake through the Fish and Game property. Also, an email was received in support of the three way stop sign at East Dunbarton and Black Brook Roads. We advertised that the vote would be taken tonight.

Town Administrator suggested a vote with the following two amendments as presented: No Parking on Elm from Big Jane Lane should designate the westerly entrance of Big Jane Lane; under Traffic Control Signals add pedestrian lights on Henry Bridge Road. Signals on state roads cannot be regulated by town ordinance but Henry Bridge is a town road.

**Sel. Adams moved, Sel. Brown seconded the adoption of these ordinances with the two recommended amendments. Passed: 5-0-0.**

#### **f. Police Business**

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

***Vice Chairman Lemay moved, Sel. Pierce seconded to accept the Police Chief's recommendation to authorize Accreditation Manager Michelle Provencher to attend the CALEA Conference. Passed: 5-0-0.***

g. DPW Business

- Crack sealing bid results and budget recommendation

***Sel. Brown moved, Sel. Adams seconded to accept the recommendation of the Public Works Director to not award crack sealing bid and transfer the funds in the crack sealing account line to the reclamation account line. Passed: 5-0-0.***

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

***Sel. Brown moved, Sel. Adams seconded to authorize the street excavation waivers to Goffstown Sewer Commission, Manchester Water Works and Liberty Utilities on Glenridge Ave. Passed: 5-0-0.***

- TAP grant application for approval

***Sel. Adams moved, Vice Chairman Lemay seconded to authorize the TAP Grant application and to authorize the Chairman to sign required documents. Passed: 5-0-0.***

h. Budget Schedule

Chairman Georgantas asked if any selectmen had any issues with the draft 2017 budget schedule. He noted he would not be in attendance at the 9/12/16 meeting. The Board had no issues.

i. Lease-Purchase

IT has submitted a memo for a five year Lease-Purchase of network firewall and switching equipment and support. Support would be for 7 years. This Lease-Purchase has the required non-appropriation clause. Standard pricing of this package was \$146,872.48 but IT was able to negotiate a price of \$74,953.84 plus interest. Town Administrator read a memo from IT Network Administrator Brian Rae explaining the needs.

***Vice Chairman Lemay moved, Sel. Adams seconded to authorize the Town Administrator to sign the five year Lease-Purchase with De Lage Landen Public Finance LLC for \$74,953.84 plus interest. Passed: 5-0-0.***

8. **Public Comment:** None

9. **Selectmen Discussion**

a. Committee Meeting Reports: (see minutes)

- Sewer Commission (8/9)
- Conservation Commission (8/10)
- Planning Board (8/11)
- P&R (8/17)

b. New Business: nothing submitted

c. Old Business: Action Matrix – Town Administrator suggested adding the development of a policy for the issuance of building permits on Class VI roads; Board concurred. Also, Town Administrator inquired about the discussion at the last meeting about the timing of the first step of surveying and marking bounds on the Town's property on Mill Street. Board suggested budgeting for this in the 2017 budget.

***7:25 pm Sel. Adams moved, Vice Chairman Lemay seconded to enter non-public session under RSA 91-A:3 II (a) compensation and (e) legal. Roll call vote passed: 5-0-0***

***7:50 pm Sel. Adams moved, Sel. Brown seconded to exit non-public session. Passed: 5-0-0.***

***Vice Chairman Lemay moved, Sel. Brown seconded to seal the non-public minutes. Roll call vote passed: 5-0-0.***

***Sel. Pierce moved, Sel. Adams seconded to approve the FMLA extension recommendation from 8/18/16 to 8/24/16 without any additional insurance costs. Passed: 5-0-0.***

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*7:52 pm Sel. Adams moved, Sel. Brown seconded to adjourn. Passed: 5-0-0.*