

**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 September 26, 2016 Selectmen Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. **Acceptance/Correction of minutes:** *Vice Chairman Lemay moved, Sel. Brown seconded to approve the 9/19/16 public and non-public minutes. Passed: 4-0-1.* Sel. Adams abstained as he was absent from that meeting.
2. **Announcements:**
 - a. State continues to pave Rte 114 from Rte 101 in Bedford to the 114a interchange in Goffstown at night.
 - b. Eversource announces that line work continues on the "Q171" line in town near Montelona Road to Glen Lake.
3. **Public Comment:** None
4. **Goffstown Junior Baseball re: request for easement over town land**

Erik Strand from Goffstown Junior Baseball appeared before the Board of Selectmen to request an easement over Town land near the Rail Trail and the Villa Baseball Fields to access the proposed parking lot. GJB has been to the Planning Board and their Notice of Decision was enclosed in the Board's packets. There was discussion about easement language. Sel. Pierce suggested the following changes:

Page 2, first paragraph after the numbered sections, add the following language after the word "access", "through granted land". Questioned whether or not the Map and Lot number referenced should be for both the Town and Eversource's parcel. It was pointed out that the Town can only grant an easement over their property, not Eversource's property. Erik had stated Eversource cannot provide an easement until GJB owns it.

Page 3, Under the "Benefits & Burdens" section, first paragraph, first sentence, strike out "continue to" and replace "municipal facilities" with "proposed parking lot". Same section last paragraph, strike out "shall be assignable to future residents and owners of said condominium units". Discussion regarding whether easements are permanent or temporary. Also, discussed is the easement granted should only be over Town land as the Town has no authority to grant an easement over Eversource land. Board decided to get opinion of the town attorney on the language.
5. **2017 Town Budget**
 - a. Sewer Budget – Sewer Commissioner Tim Redmond presented the Sewer Budget. The 2017 Sewer Budget is \$1,977,418 as compared to the 2016 Budget of \$1,606,262, an increase of \$371,156. The Sewer Budget consists of three divisions: Administration, Operations and Pump Stations. All benefit lines are now in Administration due to HIPPA regulations. The Sewer CIP line of \$651,936 received the most discussion. Typically, Sewer plans its work in conjunction with the Road Plan. In 2017 the Road Plan is Main Street from the cemetery at Church St. to Mountain Road. Tim stated most of the sewer lines run behind Main St., so they will be working on sewer lines in Pinardville and trench patching. He will look into this further.
 - b. Parks & Recreation Budget – Parks and Recreation Director Rick Wilhelmi had a slide presentation to show the improvements at Roy Park and what remains to be done. Handouts had been previously provided to the Board and posted online. The 2017 Parks & Recreation Budget is up \$15,148 or 3.41%. There are increases in: wage and wage related lines, Park Operations is up \$7,421 for metal roofing for pavilions and programs are up \$1,826 due to price increases and growth in youth basketball and youth lacrosse. Propane, heating oil, gasoline and property insurance account lines are down due to lower rates. Other account lines are the same. 2017 P&R CIP includes: \$31,000 for a field tractor as they currently borrow from the School, Roy Park Pool House bathrooms \$30,000 (\$10,000 from P&R Revolving Fund) and Development of Sports Complex (\$41,384 from Impact Fees).

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c. Police Budget – Police Chief Robert Browne presented the 2017 Police Department Budget which includes two divisions: Communications and Operations. The total budget is down \$29,726 or -.061%. Communications is up \$92,683 and Operations is down \$122,409.

Communications Budget: 11.38% Increase = \$92,683

Full Time Wages 16% Increase = \$70,567
The increase includes the transfer of one position from Operations Budget and a new dispatcher position; there is some additional offsetting revenue from dispatch contracts.

Part-Time Wages 44.4% Decrease = -\$8,000
It was noted that there are no year to date expenditures in this line. The Chief reported that this is due to the CBA providing the right of first refusal to overtime for full-time employees.

Overtime 7.4% Decrease = -\$5,000

Employee Development 33.3% Increase = \$500
New employees require additional training.

Telecommunications 15.3% Increase = \$519

Tower Electricity 10.4% Increase = \$254

LEVEL FUNDED: Uniforms, Spots Contract, Office Supplies, Operating Supplies, Books & Publications, Printing & Binding, Furniture & Fixtures, Advertising, Equipment Maintenance, Tower Propane and Facility Repairs

The Chief was questioned about the year to date expenditures in an equipment line which did not have any appropriation this year. He explained this was a one-time expenditure for the use of the unanticipated revenue from dispatch to purchase a 3rd console. Town Administrator will speak to the Finance Director regarding this expense and offsetting revenue.

Operations Budget: 2.99% Decrease = -\$122,409

Regular Wages 3.4% Decrease = -\$71,761
One clerk position was transferred to a dispatcher position in the Communications Budget and a long term command officer retired.

Overtime 12.75% Increase = \$17,791

Employee Development (training of new officers) 25.3% Increase = \$5,775

Bullet Resistant Vests 46% Decrease = -\$3,000

Travel expenses (not a reaccreditation year) 50% Decrease = -\$500

Legal Services (CBA negotiations next year) 61.7% Increase = \$1,420

IACP Net 2.78% Decrease = -\$25

Intoxilyer Expenses 16.7% Decrease = -\$250

First Aid 14% Decrease = -\$195

Postage 11.5% Decrease = -\$300

Furniture & Fixtures 25% Increase = \$250

Computers & Communication Equip. (radars/mobile data terminal) 11.2% Increase = \$960

Cell Phones 4.1% Increase = \$150

Water (increase in MWW rates) 4.2% Increase = \$25

Accreditation (new mandated software) 28.85% Increase = \$1,254

Vehicle Fuel (price per gallon is down) 30.25% Decrease = -\$16,479

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Equipment 4.5% Increase = \$856
(10 more tasers and cloud storage & contract costs associated with body worn cameras)

LEVEL FUNDED: Petty Cash, Professional Dues, Uniforms, Crossing Guard Equipment, Contracted Services, Diversion, Generator, NESPIN, Photo Lab Expense, Crime Lab, Accident Unit, Office supplies, Operating Supplies, Photocopier Contracts, Books & Publications, Printing & Binding, Advertising, Telephone Repair, Electricity, Propane, Sewer, Telecommunications, Contingency, Animal Control, Crime Prevention Programs & Equipment, Liens on Line, Radio Repair, Maintenance Charges Vehicles, Maintenance Supplies Vehicles, Facility Maintenance, Facility Maintenance Supplies and HVAC

CIP: 3 cruisers \$118,353, parking lot expansion \$107,283 and summit generator \$25,000

Town Administrator inquired if any grants were available for the generator as Town Hall's generator was mostly paid with a grant. Chief Browne turned to the Emergency Management Director for a response. Chief O'Brien said that a generator is an allowable purpose for an EMPG grant. **Sel. Adams moved, Sel. Brown seconded to authorize the Chief to apply for a grant for this generator. Passed: 5-0-0.**

6. **Public Comment:** None

7. **Town Administrator's Report**

a. Selectmen Meeting Schedule

9/28/16 7:00 pm Conservation Commission, Room 106 Sel. Adams will cover

b. Consensus Folder

- Employee Status Reports: Dispatcher – educational stipend; Dispatcher – resignation
- Charter for Economic Development Planning Ad Hoc Committee
- Permission for Snowmobile Access by Uncanoonuc Mountaineers for general maintenance
- NH Emergency Notification System Authorized User Form Update

Sel. Brown moved, Vice Chairman Lemay seconded to approve the consensus folder. Passed: 5-0-0.

c. Correspondence

- 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.
- Email from Audra Reed of Manchester requesting a Proclamation for World Pancreatic Cancer Day on Nov. 17th. Board discussed, and decided that since public is already aware of this as it is a National Day, that a local proclamation was not needed.

d. Technology Conference

IT Director requested 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. **Vice Chairman Lemay moved, Sel. Pierce seconded to approve the request for out-of-state overnight conference. Passed: 5-0-0.**

e. RFP for Grasmere Town Hall Septic System

Enclosed at Tab 7e was the RFP, Design and legal notice for the septic system at Grasmere Town Hall. Town Administrator stated the only change would be moving the dates ahead one week to give the vendors sufficient time to respond. **Sel. Adams moved, Vice Chairman Lemay seconded to approve the amended RFP. Passed: 5-0-0.**

f. Water Use Restrictions

The Town has received a request from the Governor, State and Federal agencies and 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. Town Administrator stated that Grasmere Village Water has had a voluntary ban on outdoor watering during early morning and early evening hours. Goffstown Village Water stated that there is very

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little watering this time of year, their flows are normal, and the wells are at the normal level, they see no need for a ban. Manchester Water is seeking guidance from the Board of Mayor and Alderman. These water districts cannot address the use of water from private wells. Sel. Adams stated well owners should realize that their use also effects the drought conditions. Board recommended that all residents voluntarily conserve their water during these drought conditions.

g. Groundbreaking

Town Administrator inquired about Board members availability for groundbreaking before next week's Selectmen meeting at 5:30 pm at the Church Street Fire Station. All members are available.

8. Selectmen Discussion

a. Committee Meeting Reports: (See minutes)

Library Trustees (9/21/16); P&R Commission (9/21/16); Sewer Commission (9/22/16) and Planning Board (9/22/16)

b. New Business: Nothing Submitted

c. Old Business: Chairman Georgantas stated that at a previous meeting the Board took their vote regarding the MRI Study in non-public session and it should be taken in public session. As a matter of process, the Town Administrator inquired if his desire was to unseal the vote taken in non-public or re-take the vote. Sel. Adams pointed out that re-taking the vote would require someone on the prevailing side making a motion for reconsideration. Chairman Georgantas just wanted the vote to be reflected in the public record. **Sel. Brown moved, Chairman Georgantas seconded to unseal the vote taken in non-public session of 8/29/16. Passed: 5-0-0.** Chairman Georgantas read the vote into the public record: **Vice Chairman Lemay moved, Selectman Brown seconded to accept the MRI classification plan and pay scales as presented for full-time employees, the proposed pay scale for crossing guards as a separate part-time matrix, keep seasonal employees wages on a market basis, implement placement on the scale ensuring a 2% minimum increase except for those who max out as of 7/1/17, and authorize the release of the final report. Passed: 3-2-0. Chairman Georgantas and Sel. Brown voted nay.**

Town Administrator pointed out that last week the Board forgot to make a motion after non-public session to authorize the Fire Chief to make a Conditional Offer of Employment to a part-time Call EMT. **Sel. Pierce moved, Vice Chairman Lemay seconded to authorize the Fire Chief to make the Conditional Offer of Employment. Passed: 4-0-1.** Sel. Adams abstained as he was absent last week.

7:42 pm Vice Chairman Lemay moved, Sel. Brown seconded to enter non-public session under RSA 91-A:3 II (a) compensation and (b) hiring. Roll call vote passed: 5-0-0.

7:55 pm Sel. Adams moved, Sel. Brown seconded to exit non-public session. Passed: 5-0-0.

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

Sel. Pierce moved, Sel. Adams seconded to extend the educational stipend to the Executive Officer/Captain. Passed: 5-0-0.

7:56 pm Sel. Brown moved, Sel. Adams seconded to adjourn. Passed: 5-0-0.