

**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 October 24, 2016 Selectmen Meeting

CALL TO ORDER by Chairman Georgantas

PLEDGE OF ALLEGIANCE

Chairman Georgantas explained that Sel. Brown will be absent tonight.

1. **Acceptance/Correction of minutes:** *Vice Chairman Lemay moved, Sel. Pierce seconded to approve the 10/3/16 public and non-public minutes as well as the 10/11/16 public minutes. Passed: 4-0-0.*
2. **Announcements:** Parker Station Bridge has reopened.
3. **Public Comment:** None
4. **Fire Chief Richard O'Brien re:**
 - a. EMPG Grant Agreement – Chief O'Brien explained that the grant agreement requires the Board's signature before it can proceed to Governor and Council for final approval. Grant is for \$93,012 for the emergency generator, equipment, transfer switch, etc. This is a 50/50 grant and the Town's match is met through the bonded project. *Vice Chairman Lemay moved, Sel. Adams seconded to approve the grant agreement and authorize signature. Passed: 4-0-0.*
 - b. Recommended Ambulance Rates – Chief O'Brien presented his Report on Ambulance Services. He fielded questions from the Selectmen. The Board was inclined to move forward with an increase in ambulance rates but needed more information regarding the projected revenue. The increase in revenue would be used to fund Option B – additional part-time staff at night to improve response time.
5. **PUBLIC HEARING:** Granting easement on Map 19, Lot 47-5 to Goffstown Junior Baseball to access new parking lot on Map 5, Lot 62. Chairman Georgantas read the legal notice and opened the public hearing at 6:30 pm. There was no public input. Chairman Georgantas closed the public hearing at 6:30 pm.
6. **Town Administrator's Report**
 - a. Selectmen Committee Meetings and Dec. Selectmen Meetings

Tues.	10/25/16	6:00 pm	Sewer Commission	DPW	Sel. Adams
Weds.	10/26/16	7:00 pm	Conservation Comm.	Room 106	Sel. Pierce
Weds.	10/26/16	6:30 pm	Historic District Comm.	Grasmere	Vice Chair
Thurs.	10/27/16	7:00 pm	Planning Board	Room 106	Sel. Pierce
Mon.	10/31/16	6:00 pm	BOS to vote on easement & Trick-or-Treat 6-8pm		
Weds.	11/2/16	6:30 pm	EDC	Room 106	Vice Chair
Thurs.	11/3/16	7:00 pm	Budget Committee	Room 106	Chair
Tues.	11/8/16	7am-7pm	ELECTION – Vice Chair Lemay will work at Pinarville all day; Sel. Adams will work at GHS in morning; Chairman Georgantas will cover GHS in afternoon		
Thurs.	11/10/16	7:00 pm	Planning Board	Room 106	Sel. Pierce
Thurs.	11/10/16	7:00 pm	Budget Committee	Step Room @ GHS	Chair

December BOS Meetings: 2nd Monday is 12/12/16; 4th Monday is 12/26/16 but Town Hall is closed for the holiday. Board chose Thurs. 12/22/16 as the last meeting of the year.
 - b. Consensus Folder
 - Employee Status Reports: Town Hall - end of probation period for 3 employees, retirement of 1, promotion of 1; Fire Dept. - step increases for two part-time FF/EMTs; merit increase from FFI to FFII; new hire for part-time EMT
 - Forest Warden Reappointment Papers: 2 Deputy Fire Wardens
 - Event Permits: Goffstown School District – Halloween Parade 10/28/16, 1:15 – 2:00 pm and Friends of the Rail Trail - Ski & Skate Sale 11/5/16, 7:30 am – 5:00 pm
 - Response to a letter offering to purchase Town Property
 - Get Well Card*Sel. Adams moved, Sel. Pierce seconded to approve the Consensus folder. Passed: 4-0-0.*

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- c. Assessor's Recommendations
- Intent to Excavate: Map 5, Lot 56-1
Vice Chairman Lemay moved, Sel. Adams seconded to approve the Assessor's recommendations. Passed: 4-0-0.
- d. 2017 Holiday Schedule
Town Hall Holiday Schedule is enclosed in the packet.
Sel. Adams moved, Sel. Pierce seconded to approve the Holiday Schedule. Passed: 4-0-0.
- e. Donation of fence at Shirley Hill Cemetery valued at \$500 from Blue Ribbon Fence
Vice Chairman Lemay moved, Sel. Pierce seconded to accept the donation of a fence valued at \$500 from Blue Ribbon Fence. Passed: 4-0-0.
- f. Tax Deeding Warrant from Tax Collector
Tax Collector Stephanie Beaudoin presented a list of the eight parcels with 2013 tax liens outstanding. The second one on the list can be removed as payment was received today. Two offer forbearance agreements, four are recommended for tax deeding, and one should be granted a 30 day waiver. This waiver is for Blackbriar Subdivision which had the location of a septic system mismarked on the subdivision plan. The septic system for a pre-existing home is actually on a subdivided lot. Therefore, the lot is not buildable until the problem is addressed.
Sel. Adams moved, Vice Chairman Lemay seconded to authorize and sign the two forbearance agreements, to tax deed the four recommended for tax deeding, and to authorize a thirty day waiver for Blackbriar to workout the problem. Passed: 4-0-0.
- g. 2017 Selectmen Budget, Draft Default Budget, and Special Articles
A draft of the 2017 Selectmen Budget, Default and Special Articles was provided to the Board. These are the changes:
SELECTMEN CUTS ON 10/3/16: Fire Department – Furniture line (-\$10,000) and Facility Repair line (-\$16,000), and Library Minute taker line (- \$1,000).
INSURANCES: Property-Liability, Workers Compensation and Unemployment are now budgeted in a category called INSURANCES. We have changed the way we budget for these insurances because we do not receive the needed detail to breakup these insurances within departments/divisions. All these insurance amounts have been updated to reflect the 2017 rates which were more favorable than anticipated.
BENEFITS LINES: Health insurance rates were budgeted by department heads for a 10% increase. However, the increase is only 5%, so all these account lines have been adjusted in the Selectmen Budget.
CIP/SPECIAL/SEPARATE ARTICLES: After discussion with Chairman Georgantas, we pulled out three CIP items to be Special Articles for the Board's consideration. All are non-reoccurring purchases, two have offsetting revenues, and one has an Administrative Order. This reduces the difference between the Selectmen Budget and the Draft Default Budget to a more reasonable amount (\$447,624). The Board decided to pull out other CIP items to lessen the difference.
- Engine #1 - \$640,000
 - Uncanoonuc Dam - \$222,488
 - Library Architectural Study - \$260,000
- There was a discussion regarding "no meaning no". Public Works Director Jacobs reported there is no deadline by the State to get the dam done; we just need to keep moving it forward. If there is an emergency, then we will need to deal with it.
Sewer will be revisiting the difference between their proposed budget and their default budget (currently \$428,369).
REVENUES: The Selectmen column was adjusted to reflect increases in the Room & Meals Tax and Highway Block Grant revenue to match what was received this year. Also, the offsetting revenues for those CIP items were moved to revenue from Special/Separate Articles. Selectman also authorized the use of \$225,000 from Unassigned Fund Balance for the Capital Reserve Fund (Fire Apparatus) article.

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CERT: Grant money to buy needed supplies for CERT has run out. CERT has been fundraising for their supplies. It would seem appropriate to add a budget line for CERT under Emergency Management for \$1,750 and end the fundraising as they are not a 501C-3. Selectmen concurred.

Sel. Adams moved, Vice Chairman Lemay seconded to amend the presented budget by adding \$1,750 for CERT under Emergency Management. Passed: 4-0-0.

7. Selectmen Discussion

- a. Committee Meeting Reports: EDC (10/5/16); Planning Board (10/13/16); Sewer Commission (10/18/16); Library (10/19/16) and P&R (10/19/16) (see minutes)
- b. New Business: Town Hall sewer service line was tv'd and there are issues. When the report is available, then we can get options on the repair and cost. Add to the Action Matrix
- c. Old Business: Action Matrix – one item added.

8. Public Works Director Adam Jacobs re:

- a. SAU parking improvements project proposal – Public Works Director Jacobs reported that 11 School Street is owned by the Town but used by the SAU. The agreement states that 22 parking spaces are designated for the SAU. The lot is in bad shape and striped for 34 spaces but spaces are not well defined which results in less than 22 spaces for the SAU. Three designs were presented. ***Sel. Adams moved, Sel. Pierce seconded to proceed with Option B which would provide 38 parking spaces. Passed: 4-0-0.***
- b. Grasmere Town Hall septic bid results/recommendation – There were three qualified bidders for this project: Henniker Sewer & Drain \$45,265.01; KGL Landscape Construction for \$46,518 and John A. Brown Excavating for \$47,075. Public Works Director Jacobs recommends the low bidder Henniker Sewer & Drain. ***Sel. Adams moved, Vice Chairman Lemay seconded to award to the low bidder Henniker Sewer & Drain for \$45,265.01. Passed: 4-0-0.*** Public Works Director Jacobs stated there are three items which are not included in the bid: (1) bringing an electrical outlet outside, (2) indoor plumbing and (3) replanting bed of flowers which can be done in-house.
- c. Storm water pond policy re: new development – Public Works Director Jacobs stated the Town is now responsible for maintaining 59 stormwater ponds and treatment swales throughout town. Stormwater facilities are required as part of site plan approval process for new development to eliminate adverse runoff conditions and pollutants. He inquired if the Board would support a change to the development regulations which would put the maintenance responsibility on the Home Owners Association (HOA). The Board was supportive of this concept. ***Sel. Adams moved, Vice Chairman Lemay seconded to authorize the Public Works Director to discuss this proposed amendment in the Development Regulations with the Planning Board. Passed: 4-0-0.***
- d. Overspent line items – Public Works Director Jacobs stated bottom line is under 10% however there are several overspent lines: Cemetery FT Wages due to issues finding part-timers; Facility Maintenance in Cemetery and Highway Operations due to irrigation repairs, hot water tank, mold issue; Street Lights – conversion delayed as we waited for approval of lower wattage; Signs due to Highway Safety approvals and more construction; Consulting services in Stormwater due to coliform in water supply, testing for PFOAs, etc.
- e. Primex Emerging Leaders graduation announcement – Public Works Director Jacobs read a prepared press release from PRIMEX regarding the Emerging Leaders Program and commended Meghan Therriault for successfully completing the program noting that she had more participation in the 360° evaluation than anyone else in the program. Meghan's project involved outreach and education for local schools to increase recycling awareness and improve recycling rates. These efforts reduce the Town waste stream and lower tax bills. The Board of Selectmen commends Meghan on her participation and project.

9. Public Comment: None

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7:30 pm Sel. Adams moved, Sel. Pierce seconded to enter non-public session under RSA 91-A:3 II (a) promotion; (b) hiring; (c) adversely affect reputation and (d) real property. Roll call vote passed: 4-0-0.

8:10 pm Sel. Adams moved, Vice Chairman Lemay seconded to exit non-public. Passed: 4-0-0

Vice Chairman Lemay moved, Sel. Adams seconded to seal the non-public minutes. Roll call vote passed: 4-0-0.

Sel. Pierce moved, Sel. Adams seconded to accept Police Chief Browne's recommendation for promotion to Lieutenant. Passed: 4-0-0.

Sel. Adams moved, Vice Chairman Lemay seconded to authorize the Public Works Director to continue the discussion to acquire a proposed easement behind 7 Main Street for public parking. Passed: 4-0-0.

Vice Chairman Lemay moved, Sel. Perce seconded to authorize the Town Administrator to post an opening for Zoning Code Enforcement Officer with a start date after Jan. 1st, 2017. Passed: 4-0-0.

Sel. Adams moved, Vice Chairman Lemay seconded to authorize the Public Works Director to rehire a summer intern during college break. Passed: 4-0-0.

8:15 pm Sel. Adams moved, Vice Chairman Lemay seconded to adjourn. Passed: 4-0-0.