

**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 November 14, 2016 Selectmen Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. **Acceptance/Correction of minutes:** *Vice Chairman Lemay moved, Sel. Pierce seconded to accept the 10/24/16 public & non-public minutes. Passed: 4-0-1. Sel. Brown abstained as he was absent from that meeting. Sel. Brown moved, Sel. Pierce seconded to approve the 10/31/16 public minutes. Passed: 5-0-0.*
2. **Announcements:** None
3. **Public Comment:** None
4. **Fire Chief Richard O'Brien re: proposal to adjust EMS budget and Ambulance Rates**

Chief O'Brien explained his memo dated 11/10/16. The cost to provide additional part-time coverage at night would be \$89,072. His memo listed the following account line adjustments in the EMS Budget:

OBJ	DESC	2017 BOS	PROPOSED
41150	Fire/EMS Wages PT	\$229,145	\$281,813
42200	Fire/EMS FICA	\$14,207	17,473
42250	Fire/EMS Medicare	\$3,388	\$3,612
42600	Fire/EMS Unemployment	\$439	\$515
42700	Fire/EMS Workers Comp	\$6,061	\$8,099
44150	Fire/EMS Clothing & Uniforms	\$3,200	\$6,000
44330	Fire/EMS Physical Exams	\$6,328	\$13,328
47950	Fire/EMS Turnouts	\$6,150	\$27,150
	TOTAL	\$450,408	\$539,480

He proposes to offset this cost with additional revenues from increased ambulance rates effective 1/1/17 as follows:

SERVICE	CURRENT	PROPOSED
BLS	\$569.63	\$739.22
ALS 1	\$814.65	\$1,059.05
ALS 2	\$1,527.54	1,985.80
SCT (Specialty Care Transport)	\$1,684.73	\$2,190.15
Mileage	\$11.44 per mile	\$16.25 per mile
Paramedic Intercept	\$300	\$300

Sel. Adams moved, Vice Chairman Lemay seconded to proceed with the adjustments to the EMS budget as presented. Passed: 5-0-0.

Sel. Adams moved, Vice Chairman Lemay seconded to proceed to Public Hearing for a change in the ambulance rates as presented. Passed: 5-0-0.

5. Town Administrator's Report

a. Selectmen Committee Meeting Schedule

The 11/15/16 Sewer Commission has been cancelled.

11/15	Tues.	7:00 pm	Budget Committee	Room 106	Chairman
11/16	Weds.	6:30 pm	Library Trustees	Library	
11/16	Weds.	7:00 pm	Parks & Rec	P&R Center	Sel. Brown
11/16	Weds.	7:00 pm	Conservation Comm.	Room 106	Sel. Adams
11/17	Thurs.	7:00 pm	Planning Board	Room 106	Sel. Pierce
11/17	Thurs.	7:00 pm	Budget Committee	GHS Step Room	Chairman

b. Consensus Folder

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- Event Permits: GMSP – Friday Night Under the Lights, Dec. 2nd, 5:00 - 8:00 pm, Tree Lighting on Common @ 6:30 pm; Doug Rouillard – Feature Film, Month of December throughout town
- Right to Inter: Corrective Right to Inter with the correct spelling of Racquel Slack
- Proclamations: Two Eagle Scout Candidates whose ceremony 11/20/16, and Sel. Pierce will attend the ceremony.
- 2017 Weekly Insurance Rates for employer and employees

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

c. Assessor's Recommendations

Supplemental Intent of Timber Cut: Map 5, Lots 13, 13-2, 13-4 and 33 and Map 8, Lot 1

Sel. Pierce moved, Vice Chairman Lemay seconded to accept the Assessor's recommendations. Passed: 5-0-0.

d. DPW 2017 Holiday Schedule

Sel. Adams moved, Sel. Brown seconded to approve the DPW 2017 Holiday Schedule. Passed: 5-0-0.

e. 2017 Personnel Plan Amendments

Town Administrator explained the amendments to the 2017 Personnel Plan:

- Article VI Section 6 Longevity;
- Article IX Section 5 Sick Bank; and
- Article IX Section 12 Insurance and Benefit Plans.

A vote by the Board of Selectmen is required and posting of the changes for 30 days is required under the Plan.

Vice Chairman Lemay moved, Sel. Adams seconded to approve the amendments to the 2017 Personnel Plan as presented. Passed: 5-0-0.

f. Safety Policy: Slips, Trips & Falls Prevention Policy

Staff and the Joint Loss Safety Committee recommend the adoption of the revised Town of Goffstown Safety Policy and a Slips, Trips & Falls Prevention Policy. Safety Policy is in the three ring binder in the Selectmen's room.

Sel. Pierce moved, Vice Chairman Lemay seconded to approve the Safety Plan and the Slips, Trips and Falls Prevention Policy. Passed: 5-0-0.

g. Credit Card Processing Recommendation

Finance Director Don Borrer has researched credit card processing and recommends that the town use Interware/Heartland for credit card processing. This requires entering into an IDC Web Services Agreement which was enclosed in the Selectmen's signature folder. We have selected Option 1 which had no financial impact on the Town.

Sel. Adams moved, Sel. Brown seconded to authorize credit card processing for Rec Desk through Interware/Heartland and to authorize the Chairman to sign the IDC Web Services Agreement. Passed: 5-0-0. Sel. Adams expressed a desire to offer credit cards for other town services including Town Clerk's Office, Land Use, Public Works, etc. Town Administrator advised that the next office would probably be the Tax Office. Other departments like Land Use would require the purchase of specific software to allow credit card processing, and Town Clerk's Office would require a change to a single payor system.

h. Authorization for HDC to apply for CLG Grant

Historic District Commission requests authorization to apply for a 2017 CLG Priority 1 Grant to hire a preservation consultant to assist HDC in the development of design guidelines. Grant is 60% of the estimated \$10,000 cost, and the 40% match would be in kind.

Vice Chairman Lemay moved, Sel. Brown seconded to authorize the grant application. Passed: 5-0-0.

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i. Authorization to use CIP appropriation for a sewer service line repair

During the investigation of the sinking issue at Town Hall it was discovered that the sewer service line at Town Hall is in need of repair. Since this is a more urgent need than flooring, the Town Administrator requested the Selectmen's authorization to use the appropriation in account line #90301300-53475 for this repair and to return the flooring request to a future CIP year. If this is approved, then bid specifications for the Board to approve will be presented at the Board's next meeting on 11/28/16.

Sel. Adams moved, Sel. Pierce seconded to authorize the use of the CIP funds for the repair of the sewer service line at Town Hall. Passed: 5-0-0.

6. **Selectmen Discussion**

- a. Committee Meeting Reports: Sewer Commission (10/25/16); Conservation Commission (10/26/16); HDC (10/26/16); Planning Board (10/27/16 & 11/10/16); EDC (11/2/16); Budget Committee (11/3/16 & 11/10/16) – see minutes
- b. New Business: Nothing Submitted
- c. Old Business: Action Matrix

6:45 pm Sel. Pierce moved, Vice Chairman Lemay seconded to enter non-public session under RSA 91-A:3 II (b) hiring and (l) meeting with town attorney. Roll call vote passed: 5-0-0.

8:55 pm Sel. Adams moved, Sel. Brown seconded to exit non-public session. Passed: 5-0-0.

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

Sel. Pierce moved, Vice Chairman Lemay seconded to authorize the Fire Chief to make a Conditional Offer of Employment to a CFF/part-time Firefighter/EMT. Passed: 5-0-0.

8:59 pm Sel. Brown moved, Sel. Adams seconded to adjourn. Passed: 5-0-0.