
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



JANUARY 9, 2017



Town of Goffstown

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

January 9, 2017

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 12/22/16 public & non-public minutes
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Public Works Director Adam Jacobs re:**
- a. Discussion of North Mast and Main Street Project
 - b. 2017 Road Work Vendor
 - c. National Fish & Wildlife Foundation grant for culvert replacement
- 6:40 pm 5. **Fire Chief Richard O'Brien re:**
- a. Fire Station 18 Update
 - b. Notice of Award of Emergency Management Performance Grant (CFDA #97.042) for \$93,012 to purchase and install a generator and equipment at the community's Emergency Operations Center (EOC) located at the Fire Department
 - c. Staffing for Adequate Fire and Emergency Response (SAFER)
- 7:00 pm 6. **Town Administrator's Report**
- a. Selectmen Committee Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. Out-of-State Travel Request
 - e. Amend Ordinance 201.2.5 Parking Prohibited during Snow Emergency
 - f. Review revised draft of the 2017 Annual Warrant, budget summary, and estimated tax impact
 - g. GTV Revolving Fund – 2017 Budget
 - h. Request to waive interest of \$36.21 on property taxes
 - i. Support Assessor Bartlett's testimony against HB254
 - j. CLG Grant Application
 - k. Public Safety Impact Fees
- 7:20 pm 7. **Selectmen Discussion**
- a. Committee Meeting Reports: HDC (1/4/17)
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix
- 7:40 pm 8. **Non-Public Session RSA 91-A:3 II (a) dismissal, promotion & compensation; (b) hiring; (c) adversely effect reputation; (e) legal cases pending**

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.

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

January 9, 2017

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 12/22/16 public & non-public minutes #1
Motion needed.
- 6:05 pm 2. **Announcements** #2
 a. UNH T2 Center announces that Zeb Burnham has achieved the first of six levels in the Road Scholar Program
 b. Candidate filing period for Town & School positions is January 25, 2017 – February 3 at 5:00 pm
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Public Works Director Adam Jacobs re:**
 a. Discussion of North Mast and Main Street Project
 b. 2017 Road Work Vendor
 c. National Fish & Wildlife Foundation grant for culvert replacement
- 6:40 pm 5. **Fire Chief Richard O'Brien re:**
 a. Fire Station 18 Update
 Per the request of the Board of Selectmen, Chief O'Brien will update the Board on the project underway at Station 18.
 b. Notice of Award of Emergency Management Performance Grant #5b
 (CFDA #97.042) for \$93,012 to purchase and install a generator and equipment at the community's Emergency Operations Center (EOC) located at the Fire Department
 In accordance with RSA 31:95-b III (a), the Selectmen are required to hold a duly noticed public hearing prior to accepting unanticipated revenue.
Motion to proceed with the required public hearing prior to accepting grant.
 c. Staffing for Adequate Fire and Emergency Response (SAFER) Grant #5c
 Chief O'Brien had previously mentioned to the Board the possibility of a SAFER Grant. Grant guidelines have arrived, and he wanted to update the board.
- 7:00 pm 6. **Town Administrator's Report**
 a. Selectmen Committee Meeting Schedule

Weds.	1/11/17	7:00 pm	Budget Public Hearing	GHS Theater
Thurs.	1/12/17	7:00 pm	Snow Date - Budget Public Hearing	GHS Library
Tues.	1/17/17	6:00 pm	Sewer Commission	Room 106
Weds.	1/18/17	6:30 pm	Library Trustees	Library
Weds.	1/18/17	7:00 pm	Parks & Rec Commission	P&R Center

 b. Consensus Folder:
 - Employee Status Report: promotion to Police Sergeant
 - Letter to DRA Municipal Accounts Advisor & Secretary of State regarding Grasmere Village Water District**Motion needed to approve.**
 c. Assessor's Recommendations
 Intent to Cut: Map 7 Lot 55
 LUCT Lien Release: Map 5 Lots 56-1 and 56-5
Motion needed to approve.
 d. Out-of-State Travel Request #6d
 Request from IT Director to authorize IT Systems Administrator to attend the "Virtualization Technology Users Group" seminar in Foxboro MA on 1/19/17. Memo indicates the value of this seminar, and cost.
Motion needed to approve.

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e. Amend Ordinance 201.2.5 Parking Prohibited during Snow Emergency

In August 2016 the town codified all vehicles and traffic ordinances. In that process the only ordinance related to snow was 201.2.5 which reads as follows:

201.2.5 Parking Prohibited during Snow Emergency

No Parking on Streets or Public Ways within the Town of Goffstown from 2:00 am through 5:00 am during snow removal periods, these periods to run from November 15 through April 15 of each year. *[Adopted 8/31/2015]*

Unfortunately, this did not address the need to declare a snow emergency under certain conditions, therefore the Police Dept. is working with Public Works to develop language to establish that ability.

Motion needed to draft the necessary language and to proceed with the required public hearings under RSA 41:14-b.

f. Review revised draft of the 2017 Annual Warrant, budget summary, and estimated tax impact #6f

Enclosed is an updated draft of the 2017 Annual Warrant, budget summary and estimated tax rate impact. This information has been provided to the Budget Committee Chairman for their Public Hearing on 1/18/17 at GHS. At this time we have not received any petition articles and the deadline is tomorrow.

It is important to note that there are 2 articles which will be new to the Budget Committee and will probably require an explanation by the Selectmen representative to the Budget Committee at the Public Hearing. (Article 7 – Teamsters CBA and Article 10 – Elderly Exemption).

g. GTV Revolving Fund – 2017 Budget #6g

As you are aware, GTV is funded by a Revolving Fund which receives 40% of the town's cable franchise fees. As a Revolving Fund, it is exempt from the Municipal Budget Act and therefore is not included in the regular budget development. However, we do enter a budget each year into our financial accounting software program. Enclosed at Tab 6g is the 2017 GTV Budget for your approval.
Motion needed.

h. Request to waive interest of \$36.21 on property taxes #6h

As you are aware the Tax Collector only has the authority to waive \$25 in interest. She has received a request from a property taxpayer who mailed his check on 11/28/16 but it never arrived at Town Hall. When he noticed the check had not been cashed, he contacted the Tax Collector only to learn it never arrived. He immediately came down to Town Hall, paid the bill, and requested a waiver of the interest.
Motion needed to waive \$36.21 interest on overdue property taxes.

i. Support Assessor Bartlett's testimony against HB-254 #6i

Enclosed at Tab 6i is a memo from Assessor Bartlett and a copy of HB-254. Assessor Bartlett provides his reasons to oppose this bill, and seeks the Selectmen's support in his testifying against HB-254.
Motion needed to support Assessor Bartlett in opposing HB-254.

j. CLG Grant Application #6j

Previously the Board of Selectmen authorized the Historic District Commission to submit a letter of intent for a CLG grant to hire a preservation consultant to assist in the development of design guidelines for historic districts. Now they request the Board of Selectmen's authorization and Chairman's signature on the CLG Grant application which appears in the signature folder.
Motion needed to approve the CLG grant application and authorize the Chairman to sign.

Town Administrator's Report

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k. Public Safety Impact Fees

As discussed previously, the Police Chief cannot use the \$27,222.03 in Public Safety Impact Fees which will expire by 9/1/17 as the scope of his project has expanded and he needs to resubmit to CIP. Therefore, I recommend that those Public Safety Impact Fees be used for another public safety project which has been underway since May 2016, the Fire Station 18 Project. This project was approved for the use of Impact Fees during the CIP process last year, and contracts were in place in May 2016 allowing us the ability to use impact fees for this project.

Motion needed to allocate \$27,222 from the previous amount voted in Feb. 2016 to be used for the Fire Station 18 project.

- 7:20 pm 7. **Selectmen Discussion**
- a. Committee Meeting Reports: HDC (1/4/17) #7a
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix #7c
- 7:40 pm 8. **Non-Public Session RSA 91-A:3 II (a) dismissal, promotion & compensation; #8**
(b) hiring; (c) adversely effect reputation; (e) legal cases pending

ADJOURN by 10:00 pm

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF DECEMBER 22, 2016

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

6:00 pm CALL TO ORDER BY CHAIRMAN GEORGANTAS

He led the Board in the Pledge of Allegiance.

ACCEPTANCE/CORRECTION OF MINUTES

Vice Chairman Lemay made a motion to approve the public and non-minutes to the Selectmen's meeting of December 12, 2016. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

Thank You from seniors who participated in the holiday light show

Chairman Georgantas said the seniors have sent in "thank you" letters for the holiday light show tour by the Police Department. There are quite a few people who signed it. Chief Browne said Caring Hands offered their bus and they had about 40 seniors.

TOWN ADMINISTRATOR'S REPORT

Selectmen Committee Meeting Schedule

Town Administrator Desruisseaux said on Wednesday, 1/4/17 the EDC meets in Room 106. Vice Chairman Lemay said he would attend. On Monday, 1/9/17 the Selectmen meet at 6 pm in Room 106.

Consensus Folder

Town Administrator Desruisseaux said they have Employee Status Reports for a Firefighter resignation and an AEMT new hire. They have an Event Permit for Out of the Woods Antique Show, Aug. 6, 2017, 12 pm-3 pm. And there are Rights to Inter: Peabody and Webb-Peabody, Hillside Cemetery Range 45, Lot 8; Gray, Westlawn Cemetery, Section 1994, Lot 210; Moran, Shirley Hill Cemetery, Section 2, Lot 27B and Labonville, Shirley Hill Cemetery, Section 1, Lot 11. We also have Oaths of Office for Lieutenant Thomas Hammond, Patrolman Daniel Peltier, and Treasurer Derek Horne. Treasurer Derek Horne's would be effective Jan 1.

Selectman Adams made a motion to approve the Consensus folder. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Assessor's Recommendations

Town Administrator Desruisseaux said they have Blind Exemptions for Map 6, Lot 67-5 and Map 37, Lot 20. There is a Service Connected Total & Permanent Disability for Map 9, Lot 75B. There is a Veterans Tax Credit & 100% Service Connected Total Disability: Map 9, Lot 36-7-10 and Map 19, Lot 47. And there are Veterans Tax Credits: Map 5, Lots 9-1 & 62J; Map 6, Lot 22-151; Map 7, Lots 1-1 & 111A-2-8; Map 10, Lot 26; Map 15, Lot 18; Map 16, Lot 5 and Map 17, Lot 197A. We have abatements for 2014, 2015 and 2016 for Map 18, Lot 588. We ask that be approved contingent upon a signed settlement agreement. This is for the Shaws Plaza.

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Vice Chairman made a motion to approve the Assessor's recommendations. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Out-of-State Travel Request

The Town Administrator said the request is for approval of out-of-state travel for a 2 day final inspection on the new ambulance for two employees. Travel costs are included in the contracted vehicle cost. Chief O'Brien said this is a final trip to accept the new ambulance. It is designed to make sure everything that was in the specification is there, and that it is functioning. It is a \$230,000 vehicle.

Selectman Adams clarified they are going to check it against the order to make sure everything is there. Then what do they do if it's not all there? Chief O'Brien said at the factory they would have to show us the punch list is corrected before it is shipped. Selectman Pierce said we've done that with the manufacturers in the past? It is suggested that two people go. The Fire Chief will go because he wrote the specs, and the other is the fleet liaison for the department. He is the one who would follow up on any issues. It is part of the contract price.

Selectman Pierce made a motion to approve the out-of-state travel request as presented to do the final inspection on the fire truck. Vice Chairman Lemay seconded the motion. VOTE: 3-0-2. Selectman Adams and Selectman Brown abstained. Motion carries.

Sewer Service Line Repair – Bid Result

Town Administrator Desruisseaux said this project was advertised in the Union Leader and on the Town's website. There were no bidders. Therefore, we contacted Richie Construction who is currently working in the area, and requested a quote. The Board would have to authorize anything other than a sealed bid. They expect it would be higher than that, unless the Board would like to go with subcontractors for each phase of it. They've determined there is asbestos. Board authorization will be needed to amend the purchasing process, unless you want to go with subcontractors for each phase. We've encumbered \$35,000. Chairman Georgantas said he's not happy with not having received any bids on it. Town Administrator Desruisseaux said maybe she could send the bid specs to some contractors.

Vice Chairman Lemay made a motion to go out to bid again for this work. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

PUBLIC COMMENT—There was no public comment at 6:10 pm.

TOWN ADMINISTRATOR'S REPORT (cont.)

Budget Line Transfers

Town Administrator Desruisseaux said at Tab 7f in your packets is the Public Works request for budget line transfers. Director Jacobs has requested a transfer of \$20,000 from his part-time line. He couldn't get enough seasonal help. Also, there is \$57,000 from Overtime to transfer. And there is \$27,000 from the Improvement line. These are to go to the Reclamation line. We've adjusted the reclamation line and have an up-to-date encumbrance list. She's also asking to transfer \$5,000 from the Fire Department Property Insurance line to the Grasmere Facility Maintenance line. There was an additional cost because of the location of the water line for the building. We didn't budget for it to be paved and striped with the sewer project. The Change

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Order was for \$3,333.00 but there were other expenses such as the propane heater on the second floor.

Selectman Brown made a motion to approve the budget line transfers requested by DPW. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Final Encumbrance List

Town Administrator Desruisseaux said the final Encumbrance List at Tab #7g. It includes ambulance, service sewer line, historic district marker for the Fire Station, landscaping for all that is disturbed in the septic repair, Crescent Lane, Westlawn Cemetery Fencing, Grasmere Town Hall, and a DPW Trailer Floor. Reclamation has four carry overs totaling approximately \$135,856.38. The total for the Year End Encumbrances is \$479,677.38. ***Selectman Adams made a motion to approve the final encumbrance list. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.***

Consideration of a Capital Reserve Fund for land acquisition

Town Administrator Desruisseaux said over the years properties have become available during the year which would have been valuable to the Town. For example, one year there was a foreclosed property behind Grasmere Town Hall which would have provided valuable parking space for the facility. Next year the Town is undertaking the Main Street/North Mast Road project, and some properties may become available and prove valuable for village parking, the need for which has been well documented in the Town's Master Plan. Unfortunately, we do not the ability to react in a timely manner to the market. However, if we established a Capital Reserve Fund for land acquisition and named the Selectmen as agents still following the process as outlined in RSA 41:14-a, then we would have the ability to react to the market in a timely manner. The Board could place this article on the warrant and fund it from Unassigned Fund Balance (\$250,000 - \$300,000). It would be a non-lapsing account.

Selectman Adams said its good long-range planning. They've missed some good opportunities. Put it in this time and see what we want to do in the future. Fund it from the Fund Balance. Town Administrator Desruisseaux said if it passes it gets turned over from the Trustees of the Trust Fund within 30 days.

Selectman Adams made a motion to place an article on the warrant to start a Capital Reserve Fund for land acquisition in accordance with RSA 41:14-a, and to use \$250,000 from the Unassigned Fund Balance for the initial deposit. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Oath of Office for Lieutenant Thomas Hammond and Patrolman Daniel Peltier

Police Chief Browne introduced Patrolman Daniel Peltier from Leicester, MA. He attended Saint Anselm's College with a major in Criminal Justice and Spanish. He graduated from the 171st Police Academy this past week. Chairman Georgantas swore in Patrolman Daniel Peltier. Patrolman Peltier asked his mother to pin on his badge. Police Chief Browne acknowledged Senator Lou D'Allesandro in the audience, saying he is a champion of law enforcement and first responders.

Police Chief Browne introduced Lieutenant Thomas Hammond. He said he is from Goffstown, and has held many positions at the Police Department including patrolman, detective, sergeant,

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and everything in between. He attended Saint Anselm's College out of high school and just recently completed his Master's Degree from SNHU in Business Administration. Chairman Georgantas swore in Lieutenant Thomas Hammond.

Senator D'Allesandro said one of the most important things in life is civic duty and civic responsibility. As a police officer, they stand between the crime, the adversary, and those that want to do harm to the public. They put their lives on the line every day. We have an accomplished Chief, who is one of the best with whom he has been associated. Today there is much acrimony against the police officers and fire fighters. These people are committed to the job regardless. He read a Resolution from the State Senate honoring Lieutenant Thomas Hammond, in recognition of his promotion to Lieutenant. Lieutenant Thomas Hammond introduced his family and asked his children to pin on his badge.

Senator Lou D'Allesandro—Update on State CAFR

Senator Lou D'Allesandro gave an update on the State CAFR. The report has been extended to Jan. 31. It appears the state will end with an \$80 million dollar surplus. Forty million will go in the Rainy Day Fund, accompanied by \$30 million from the Exxon Settlement. The perception is that, by the end of the biennium there will be \$153 million in the Rainy Day Fund.

Sober houses have been popping up around the state and in communities. There is controversy over how they are funded, how room and board is paid, and what really happens at these Sober Houses. In the past weeks, we have had 2 overdose deaths in these Sober Houses. Are they licensed and properly maintained and supervised? Senator Andy Sanborn called a meeting and we agreed to look at this to see what could be done and how to regulate it. The questions are if they are properly supervised, maintained, who is getting in there, and what is happening inside these facilities. People are asking about the funds that have been appropriated. Twenty million has been issued for these services. He is tracking those funds to know what is going on. As our constituents, people want to know what we are doing. Another part of that is Operation Granite Hammer. Most of the money is for overtime for Police Officer overtime. Goffstown got some of that money. As soon as the CAFR is released he'll make an appointment to come here and give an update. 2016 was a tough year for NH. The opioid crisis has not abated at all. Fentanyl is moving quickly throughout the state. As you move further upstate, the cost of the drug increases. The dealers are making a lot of money. There is a tremendous demand for these drugs. We have to curtail it in terms of law enforcement and provide treatment and recovery.

Police Chief Robert Browne re: capital improvement project at Police Station

Chief Browne said in 2011 they identified the need to refurbish a space in the building to put in a training center. We wanted to take impact fees to establish that. As the year went by, we realized we need to expand the focus on what we are doing. There should be a needs assessment for those who will be here into the future. To take this money and put it into one particular space should be looked at in a broader range---what will we need in 10 or 20 years? We have space in our basement taken up by bulk record storage. A long-term outlook would be to figure out how to free up some spaces in our building. Also, we don't have a large community center for public meetings and trainings.

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Town Administrator Desruisseaux said they have talked with the engineer on-call. The Chief wants to have a needs analysis done on the whole building. To do that we need to go back to CIP. He wanted to make you aware before he goes to CIP in May. If we get more efficiency in the space we have, it would be beneficial. Storage is an issue in many departments. Chairman Georgantas asked about storage off-site. Chief Browne said an issue is how quickly they could access the material when they need to produce it.

Selectman Adams said we have a record retention policy. Are we purging records we don't need? Chief Browne said no. They don't have the staff to do that. There are files that go back to the 60's and 50's that are still there. It's a problem. Moving forward, we are digitizing and downsizing the records we need to maintain. Selectman Brown said some should be gotten rid of. It should be cut and dry. Chief Browne said a lay person may not be able to distinguish from the documents—which should stay and which should be purged. Selectman Adams said it takes a person to put their eyes on each and every document. They need to be trained to know what can be purged and what should remain. It is a humongous undertaking. Chief Browne said they are trying to use the money in the best way possible.

Town Administrator Desruisseaux said, because of this, some of those impact fees would expire before he could use them. Those fees could be repurposed to the Fire Station project. It was approved by the CIP to use impact fees for that. That would be \$27,222.00, which would expire in September. Chairman Georgantas said the Board would take that up in the next couple of months.

Request for Warrant Article to amend the income limit for the elderly exemptions

Bill Dickerson, of Desaulnier Street, said NH, under Title V, Chapter 72, provides the conditions for elderly exemptions. His purpose is to look at 39-A to amend the elderly exemption. Cities and towns have the option to increase what the State allows. Goffstown last addressed this cap at the 2007 Town Meeting. Article 20 passed with a vote of 1832 to 706, setting the combined income for a married couple at \$50,000. He is asking the Board to increase that income for a married couple to \$55,000. He's not seeking to change any other guidelines. Given that living costs have increased over the last 9 years, many elderly residents have been forced to sell their home to maintain their quality of life. Last year, on Social Security, he had no increase. This year he had an increase of \$5.00. He asked the Board to consider this change. Town Administrator Desruisseaux said she has the language and draft warrant if the Board wants to consider it. It is a 10% increase and the Assessor suggested a 10% increase for singles also. It would bring theirs up to \$38,500. Selectman Pierce asked to how many properties this would extend. Town Administrator Desruisseaux said they could tell how many it would affect now, but couldn't predict how many it would affect from year to year.

Selectman Adams made a motion to increase the income limit for elderly exemptions for a couple from \$50,000 to \$55,000, and for a single from \$35,000 to \$38,500. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Review of 2017 Annual Warrant: Vote needed on the Operating Budget, Collective Bargaining Agreement, Library, possible Capital Reserve Fund and Elderly Exemption Articles

"place an article on the annual warrant to"

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Town Administrator Desruisseaux said a revised draft of the 2017 Annual Warrant is enclosed at Tab 7i in the Selectmen's packets. This will be finalized after the Budget Committee Public Hearing on 1/11/17. She said the only difference from the last time you saw this is the removal of the Police parking lot from the budget. They are moving forward with a budget of \$20,296,990.

Selectman Adams made a motion to recommend Article 2, the Town Budget, on the ballot. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to recommend Article 3, the Collective Bargaining Agreement, for the Teamsters Union for DPW employees. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to recommend Article 7 regarding the Capital Reserve Fund for land. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to recommend Article 10, to amend the net income for the elderly exemption. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

SELECTMEN'S DISCUSSION

Committee Meeting Reports:

Budget Committee (12/13)

Chairman Georgantas said the Budget Committee had a discussion—they had the reduction from the Police Department. Dianne (Hathaway) from the Library came in to discuss their project. They decided to pull it from the ballot.

Highway Safety (12/14)

Selectman Brown said the meeting was mostly about stop signs. Chief Browne will work with DPW to write up something.

Conservation (12/14)

Selectman Adams said they discussed the Florence Mae Tarr Trust, which is about 66 acres by the Uncanoonuc Mountains. It was voted to release \$25,000 from the LUCT to cover legal and administrative costs associated with the transfer of the property in Goffstown. They discussed an increase of \$9,580 in the budget for milfoil in both Glen Lake and Namaske Lake. That would bring the total to \$26,580. We heard a proposal for a two-lot subdivision on Parker Station Road and recommended the WSWC District be marked. We heard a conceptual plan on Lesnyk Road and provided comments to the Planning Board. This lot had a foundation put in that was in the wetland buffer. The recommendation is that they remove the foundation and relocate it to an area that conforms with the regulations. Chairman Georgantas asked about the discussion of limiting the use of motor boats. Selectman Adams said no action was taken on that. It's a rigorous state process to go through to do that. Chairman Georgantas said the only public access for motor boats is in Manchester. Canoes have access in Goffstown.

HDC (12/14)

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Selectman Pierce said the Commission is interested in applying for a grant to develop guidelines, which, when written will come before the Selectmen. The Grasmere Town Hall is on the Registry of Historic Places. They are looking to update the wording as to why it should be in the Registry. He said the Goffstown Lions Club is inviting them to submit ideas that the Lions Club could fund as a gift back to the community.

Planning Board (12/15)

Selectman Pierce said there was a lot behind Town Hall that was continued to a date uncertain. All abutters will be re-notified. Chairman Georgantas asked if the building would be there forever. What was the original deal? Town Administrator Desruisseaux said he couldn't install it until he had Planning Board approval. Selectman Pierce said the plan was insufficient in many aspects. He has to seek cross easements, which have to have registered deeds. The driveways onto the property didn't show them being confined to a proper width of a driveway. They were on someone else's property. There was discussion about landscaping. All of those weren't shown on the plan and he needs more time to show those details. Selectman Adams asked if the plan calls for a two story. Selectman Pierce said it gives the impression that it is a single story. It's not been addressed other than the applicant had a pencil sketch that has a loft inside. Selectman Adams said he's concerned it's moving toward a two-story structure when it was portrayed to us that it was to be preserved. Chairman Georgantas said we can't continue to leave it like that. Selectman Pierce asked if the Zoning or Planning Officer can get back to the applicant to define the number of stories. Town Administrator Desruisseaux said the Building Inspector is requiring a foundation rather than a slab. Selectman Adams said it was to be done quickly. And it hasn't been done quickly. Vice Chairman Lemay asked if it could be lowered. Selectman Brown said we didn't know what was going to happen on the other Boards. Chairman Georgantas said it was to be taken across the street and be set down. It's been raised up.

Selectman Pierce said 476 East Dunbarton Road is a property that is going to apply to be subdivided into 2 lots for a potential new house to be built. It was approved. A lot on Parker Station Road is to be subdivided. It was approved. There was a conceptual plan review located on Lesnyk Road. It could potentially be three new house lots. There were many comments regarding storm water and wetland issues. The Board reviewed the property on 93 Mountain Road. The ZBA gave approval to proceed into a building permit where the house would be built in the outer 50 feet from the wetland buffer. The Planning Board determined the ZBA didn't have that authority and the applicant must come back to the Planning Board. Selectman Adams explained for development into the inner 50 feet, they go to the ZBA. If it is in the outer 50 feet, it goes to the Planning Board and gets a wetland functions report from the Conservation Commission.

Library (12/21)—no Selectman attended

Parks & Recreation (12/21)

Selectman Adams said programs are up and running and RecDesk is up and running. They talked about the Legacy project. They discussed a gateway to the athletic complex to identify something is going on, and would hopefully spur peoples' interest and contributions. It would be nice to have a pedestrian bridge installed. It would be beyond the contribution being talked

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about. Maybe there is the opportunity to talk to DOT to be able to reconnect that side of the rail trail to the village proper.

NEW BUSINESS

Chairman Georgantas said nothing new has been submitted.

OLD BUSINESS

Action Matrix

Chairman Georgantas said there is nothing new.

7:20 pm Vice Chairman Lemay made a motion to enter into non-public session per RSA 91-A:3 II (a) compensation, (b) hiring and (d) real estate. Selectman Adams seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

7:40 pm Selectman Adams made a motion to exit non-public session. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to seal the minutes to the non-public meeting. Selectman Brown seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to authorize the carryover of 24 hours of vacation time for a Public Works employee. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to authorize the Fire Chief to internally post the vacancy for a full-time firefighter/EMT. If no qualified candidates apply, then to proceed with an external posting. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to adjust the salary of an employee on 7/1/17 as recommended. Vice Chairman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Adams made a motion to provide a severance payment from the 2016 budget as discussed. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

7:45 pm Vice Chairman Lemay made a motion to adjourn. Selectman Brown seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,
Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.



Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

December 15, 2016

Select Board
Town of Goffstown
16 Main Street
Goffstown, NH 03045

Re: Roads Scholar Program



Dear Sirs and Madams:

It is our pleasure to inform you that Zeb Burnham has achieved the status of **Roads Scholar One**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Zeb has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Zeb has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
LTAP Director

/acb

cc: Zeb Burnham

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.



Goffstown Town & School Candidate Openings

March 14, 2017 Election

Town Election

Selectmen	1 for 3 years
Budget Committee	4 for 3 years
Cemetery Trustee	1 for 3 years
Library Trustee	3 for 3 years
Planning Board	2 for 3 years
Sewer Commission	1 for 3 years
Town Clerk	1 for 3 years
Trustee of Trust Funds	1 for 3 years
Zoning Board of Adjustment	2 for 3 years

School Election

School Board Member	1 for 1 year
School Board Members	3 for 3 years

Official Openings above as of January 5, 2017 – Future resignations of elected officials may add to candidate openings through the close of the business day, January 24, 2017.

Candidate filing opens at the Town Clerk's Office Wed. January 25th, during regular Town Hall business hours, and ends Friday, February 3rd at 5:00 pm. Candidates filing on the last filing day must appear in person.

List last updated January 5, 2017

DECLARATION OF CANDIDACY

Goffstown, NH – March 14, 2017 Election

669:19 Nomination: Non-partisan Ballot System. In a town which has adopted the non-partisan ballot system as provided in RSA 669:13, all candidates shall file a declaration of candidacy with the town clerk during the filing period for town candidates. Such filing period shall begin on the seventh Wednesday and end on the Friday of the following week before the town election. Filing period for the March 14, 2017 election begins January 25th and ends at 5:00 pm February 3rd. Please print clearly.

I, _____, declare that I am domiciled in the town of _____, and that I am a registered voter therein; that I am a candidate for the office of _____ for a term of _____ years and hereby request that my name be printed on the official non-partisan ballot of the town of _____.

My name should appear on the official ballot as follows:

(For example: Joseph Jones or Joe Jones or Joseph "Joe" Jones)

Legal street address _____

Mailing address if different _____

Phone contact #s _____
(Home) (Work) (Cell)

E-mail address _____

Political Sign Reminder – All political signs must comply with state laws as outlined in Chapter 664. No political advertising shall be placed on or affixed to any public property, utility poles, highway signs or private property without the owner's consent. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. The Town of Goffstown does not consent to political advertising on town property including the town's right-of-way.

Initials

Signature _____ Date: _____



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Robert L. Quinn, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



January 3, 2017

Chief Richard O'Brien, Director
Goffstown Emergency Management
Goffstown Fire Department
18 Church Street
Goffstown, NH 03045

Dear Chief O'Brien:

The New Hampshire Department of Safety, Homeland Security and Emergency Management (HSEM) is pleased to provide your community with an Emergency Management Performance Grant (CFDA #97.042). The amount of the Federal portion of this grant is \$93,012.00 to purchase and install a generator and equipment at the community's Emergency Operations Center (EOC) located at the Fire Department. This amount represents a maximum of 50% of approved eligible activities, as outlined in Exhibit A of your Grant Agreement. The remaining 50% match is to be supplied by you, the Subrecipient, as outlined in Exhibit B. I am enclosing a fully executed copy of the Grant Agreement for your file.

I have enclosed a **Quarterly Report** that will need to be returned prior to January 15, 2017 for this current quarter (October 1 to December 31, 2016). Quarterly reports are an important way for us to monitor the progress of your project. Subsequent reports are to be returned within 15 days after the end of each quarter until the project is complete. ***Failure to submit your reports on time can result in loss of funding for projects and future grant awards.***

By law, all subrecipients receiving Federal awards totaling \$25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These subrecipients **MUST** complete and return the attached **FFATA Subrecipient Information Reporting Form**. HSEM, in turn, is required to report the data from your returned form by the end of next month in order to fulfill the reporting requirement. Please **return within two (2) weeks** from receipt of this letter.

The **Compliance of Audit Requirements Certification Form** is to be completed and returned no later than nine months from the end date of the audit period in which you received reimbursement.

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

Chief Richard O'Brien, Director
Page Two
January 3, 2017

In accordance with your grant agreement, your project is required to be completed and invoices need to be dated on or before September 30, 2017; all requests for reimbursement/payment need to be made by October 31, 2017. Requests for reimbursement/payment must be submitted on your community's letterhead and should include copies of invoices/bills, cancelled checks or copies of expense ledgers (if applicable) and sent here to my attention.

Additionally, I am enclosing an **Equipment Inventory Sheet** that will need to be returned, along with photographs of equipment purchased with grant funds, upon requests for reimbursement/payment. Please note only equipment with a value of \$250.00 or greater needs to be documented.

I have also enclosed a **Final Expenditure and Performance Report** that will need to be returned when your project is complete and all expenses in connection with this project are captured. ***This form needs to be returned to this office no later than October 31, 2017.***

For your convenience, all of these forms can be found on our website at https://apps.nh.gov/blogs/hsem/?page_id=419.

With the acceptance of this Federal money you are required to maintain financial records, supporting documents and all other pertinent records for a period of three (3) years.

If you have any questions concerning this grant, payment of it or about any of the required forms, please contact me at (603) 223-3619 or at NHEMPGprogram@dos.nh.gov.

Thank you for your dedication and commitment to emergency management.

Sincerely,



Liz Lufkin
EMPG Program Coordinator

Enclosures

cc: Danielle Morse, Sr. Field Representative, HSEM (w/o encl.)

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –

I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.

III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

Source. 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.

Emergency Management Performance Grant (EMPG) Quarterly Progress Report (QPR) Form

Division of Homeland Security & Emergency Management

This form is **required to be submitted on a quarterly basis for each Project**. If you have any questions, please contact Liz Lufkin, EMPG Program Coordinator at (603) 223-3619 or 1-800-852-3792 at the Division of Homeland Security & Emergency Management (HSEM). This form can be returned to Liz via fax to HSEM at (603) 223-3609; or email to NHEMPGprogram@dos.nh.gov; or mail to her attention at HSEM at 33 Hazen Drive, Concord, NH 03305. Failure to report on time can result in loss of funding for projects and future grant awards. *A blank copy of this form is available electronically on our website for use in future reporting - https://apps.nh.gov/blogs/hsem/?page_id=419.*

Identify the performance period for this report: (A separate form is required for each Quarterly Report.)

- January 1 to March 31, 2016 (report due to HSEM by April 15, 2016)
- April 1 to June 30, 2016 (report due to HSEM by July 15, 2016)
- July 1 to September 30, 2016 (report due to HSEM by October 15, 2016)
- October 1 to December 31, 2016 (report due to HSEM by January 15, 2017)

Applicant Name:	Telephone Number:
Project Coordinator / Representative:	Fax Number:
Project Title:	Today's Date:

Key dates and activity this quarterly report period accomplished: (for example, what major tasks were completed?)

Total project cost:	\$
Total federal grant funds expended to date:	\$
Total non-federal matching funds expended to date:	\$
Estimated additional funds required to complete project:	\$
Do you plan on exceeding the approved project amount? If Yes, explain above.	<input type="checkbox"/> Yes <input type="checkbox"/> No
How complete is the project?	% Complete
What is the expected completion date of project:	

Additional comments about the project: Include any information about circumstances that could delay the estimated project completion date.

*New Hampshire Homeland Security and Emergency Management
(NHHSEM)
Emergency Management Performance Grant (EMPG) Program Guidance
CFDA #97.042*

(Current Period of Performance ends September 30, 2017)

The purpose of the **Emergency Management Performance Grant (EMPG) Program** is to assist State and Local Governments and other eligible agencies in preparing for all hazards. New Hampshire's EMPG Program focuses on Planning, Organization/Administrative, Equipment, Training*, Exercises*, Mitigation* and Maintenance/Sustainment to enhance and sustain all-hazards emergency management capabilities.

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) has identified an overarching **priority** for the EMPG Program:

***Advancing “Whole Community” Security and Emergency Management:** “Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against any terrorist attack or natural disaster. As the country experiences threats of terrorist attacks (foreign and domestic) and natural disasters, communities are challenged to develop collective, local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and that can leverage this infrastructure if and when an incident occurs.*

NHHSEM has prioritized a designated amount of funding from the EMPG Program for three (3) years (7/1/14 to 6/30/17) to assist with **enhancing school security**. The purpose of this program is to assist public schools and local law enforcement agencies with funding for the purchase and installation of **emergency notification software** that will improve and enhance school security. Each grant shall not exceed \$1,800.00 per school building and \$120.00 per police device/terminal during this grant program's performance period. Funds will be reimbursed upon completion of the project and submittal of proper documentation to include the local match. The grant will pay for the initial annual subscription fee only. **After the first year, sub-recipients are responsible for the subsequent annual subscription fee and any other associated costs/fees they may incur.**

Both the community's school(s) and the local police department are encouraged to participate; however, a school district can independently apply if their local community does not have a police department and a police department can apply if their local community does not have a school. Also, if a community has both a school and police department, and only the police department wishes to participate, they **MUST** provide proof of any law enforcement mutual aid agreements to neighboring jurisdictions where schools have the emergency notification software installed. If mutual aid agreements are informal, you will need to submit a letter with your grant application outlining the agreement. If a formal agreement exists you may submit a copy of any signed mutual aid agreements with your grant application. The **School Emergency Notification Software EMPG Application** can be accessed at the following link:
https://apps.nh.gov/blogs/hsem/?page_id=347.

* Please refer to Page 8 for information on NH's recommended funding source for exercise, training and mitigation related activities.

Grant Compliance Requirements

******It is very important to read and fully understand the following compliance requirements as you will be asked to certify this in your application******

2 C.F.R. Part 200 (the “Super Circular”): In December, 2014, FEMA implemented Title 2, Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Super Circular” or “Omni Circular”). These regulations are in effect now, and will apply to all new FEMA grant awards that are made on or after December 26, 2014; this includes grants received through the EMPG Program. The new regulations will supersede 44 C.F.R. Part 13, and the Office of Management and Budget (OMB) Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133, and sections of A-50 for all FEMA awards made on or after December 26, 2014.

2 C.F.R. Part 200 provides guidance on the *administrative* aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed-out). Administrative requirements associated with FEMA grants *will be* affected by the Super Circular. The Super Circular does NOT change the *programmatic substance* of FEMA’s financial assistance programs. For example, 2 C.F.R. Part 200 will not change:

- Eligibility criteria for non-disaster grant programs;
- The statutory purposes and objectives of FEMA’s non-disaster grant programs; and
- The statutorily-allowable costs and activities under FEMA’s non-disaster grant programs.

The following list identifies **some** of the areas where substantive changes in 2 C.F.R. Part 200 that will impact EMPG award recipients. **EMPG sub-recipients are encouraged to become familiar with the changes and the requirements of each section.** Current EMPG award recipients must continue to follow the terms and conditions of their individual awards. FEMA’s 2014 Information Bulletin (IB) #400 provides guidance and information regarding the “Super Circular” and is available here: https://www.fema.gov/media-library-data/1419366341862-296dd0cc30bbf64a6b45581afe9d8b17/InformationBulletin400_2CFRPart200_FINAL.pdf

- § 200.112 Conflict of Interest
- §200.204 Federal Awarding Agency Review of Merit Proposals
- §200.307 Program Income
- §200.308 Revision of Budget and Program Plans
- §200.309 Period of Performance
- §200.313 Equipment

Acceptance of Audit Requirements: If the cumulative total amount of Federal funds received from all granting agencies is \$750,000.00 or greater, sub-recipients are **required** to submit an audit report of expenditures on this account to NHHSEM. This procedure is required under the Single Audit Act of 1984 (Rev.7/96) and OMB Circular A-133.

Application Review Committees: Applications are initially reviewed twice a month (every 2nd & 4th Tuesday). Some applications may require a review by committee according to internally establish thresholds. This review takes place once a month (every 3rd Tuesday), as needed. The committee consists of representatives from NHHSEM as well as external individuals and subject matter experts, as applicable to the types of submitted projects.

Cost Match: The EMPG Program has a **50% Federal and 50% Local cost match** (cash or in-kind) requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the sub-recipient contributions must be *reasonable, allowable, allocable, and*

necessary under the grant program and must comply with all Federal requirements and regulations. When seeking reimbursement, proof of match equal to the amount being requested NEEDS to be provided at that time.

Davis-Bacon Act Compliance - EMPG Program sub-recipients using funds for construction projects (i.e., construction of a communications tower) must comply with the *Davis-Bacon Act* (40 U.S.C. §§ 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determinations, is available from the following website: <http://www.dol.gov/whd/govcontracts/dbra.htm>

Environmental Planning and Historic Preservation (EHP) Compliance - FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Sub-recipients proposing projects that have the potential to impact the environment or historic properties, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **MUST** participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process **must be completed and approved PRIOR to project initiation**. If the project is started prior to EHP approval, the project will be considered **non-compliant** and receipt of FEMA grant funds will be jeopardized. When applying for funds to construct communication towers, sub-recipients must submit evidence that the Federal Communications Commission's (FCC) Section 106 review process has been completed and submit all documentation resulting from that review when uploading the project EHP Review into their online EMPG application. Applicants are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office (SHPO) to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all State and EHP laws and requirements). All required EHP review documentation is to be submitted at time of application. Contact your assigned HSEM Field Representative for assistance, if needed.

Excluded Parties List: Applicants are **required** to confirm and certify on the application that any and all vendors, contractors, or sub-contractors being used for the proposed project(s) are not listed on the Federal Excluded Parties List. The Excluded Parties List is found at: <https://www.sam.gov/portal/SAM/##11>

Federal Funding Accountability and Transparency Act (FFATA) Reporting Mandate: By law, all sub-recipients receiving Federal awards totaling \$25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These sub-recipients **must** complete and return a FFATA Sub-Recipient Information Reporting Form within two weeks of grant award. A blank form is available at: https://apps.nh.gov/blogs/hsem/?page_id=419

Final Expenditure and Performance Report: When the project is complete and all expenses in connection with this project are captured, sub-recipients **must** complete and submit this report no later than October 31, 2017.

NIMS Compliance: Applicants must certify that they are National Incident Management System (NIMS) compliant or working towards compliance and will furnish documentation upon request. Once per year, applicants are also **required** to complete and submit the online NIMS Compliance Survey located on NHHSEM's website under the Resource Center at: https://apps.nh.gov/blogs/hsem/?page_id=638

Non-Compliance – Per 2 CFR §200.338/Remedies for Noncompliance, if a sub-recipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to 2 CFR §200.207). If those additional conditions do not

remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. It is **very** important to review and adhere to the Environmental & Historic Preservation (EHP) Compliance requirements in order to avoid non-compliance. Also, be sure that projects are **not** started and/or purchases are **not** made against the Federal award share prior to receiving notification of your grant award – you will **not** receive reimbursement and will risk ability to receive future grant funds from the EMPG Program.

Procurements by Non-Federal Entities: All sub-recipients of Federal awards will follow 2 C.F.R §§200.318-200.326 when procuring property and services.

Quarterly Progress Reporting: As part of the EMPG Program administration, sub-recipients are **required** to provide quarterly progress reports that provide sufficient detail to measure progress of the funded project(s). In order to receive reimbursement, sub-recipients need to be up-to-date on these reports. The EMPG Quarterly Progress Report form is available on NHHSEM's website at: https://apps.nh.gov/blogs/hsem/?page_id=419

Records Maintenance: With the acceptance of EMPG funds, sub-recipients are **required** to maintain financial records, supporting documents and all other pertinent records for a period of three (3) years from the grant's expiration date. In these records, sub-recipients shall maintain documentation of the 50% cost share required by this grant.

Requests for Payment/Reimbursement: In accordance with your grant agreement, your project is **required** to be completed and invoices need to be dated on or before September 30, 2017; all requests for reimbursement/payment need to be made by October 31, 2017. Requests for reimbursement/payment must be submitted on community/agency letterhead and should include copies of invoices/bills, cancelled checks/copies of expense ledgers (if applicable), and proof of match equal to or greater than the reimbursement request. Any purchases made **PRIOR** to grant award will be **disallowed**. Please send to NHHSEM to the attention of the EMPG Program Coordinator.

SAFECOM Guidance - Sub-recipients who receive awards under the EMPG that wholly or partially provide funding for **emergency communication projects** and related activities should comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants* <http://www.safecomprogram.gov/grant/Default.aspx>. This Guidance provides recommendations to sub-recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Sub-recipients investing in broadband-related investments should review *IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments*, and consult with their assigned NHHSEM Field Representative on such investments before developing applications. The sub-recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP). Contact the **Statewide Interoperability Coordinator** at 603-223-8003 with any questions.

Supplanting: Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Use and Disposition of Equipment: Sub-recipients must use, manage and dispose of equipment acquired under this Federal award in accordance with 2 CFR § 200.313(c) through (e). **Disposition**– For items of equipment with a current per unit fair market value greater than \$5,000, there are three options outlined under Subsection (e) that cover retention, selling and transferring title; however, sub-recipients should request disposition instructions from the EMPG Program Coordinator, as applicable.

Allowable Costs

The following list of possible projects and activities is meant to guide you in selecting projects for an EMPG grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs based on local capability assessments and local hazards.

Planning

EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

The following three (3) plans are considered high **PRIORITY** planning projects:

- Create/update your **Local Emergency Operations Plan (LEOP)**** consistent with the Comprehensive Preparedness Guide (CPG) 101 v.2 November 2010 which serves as the foundation for State and local emergency planning. CPG 101 can be found at: http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf. The EMPG Program will allow up to **\$6,000.00** for communities to update their LEOP using the **NEW** template. If communities wish to update their LEOP using the **OLD** format, the program will allow up to **\$2,500.00** only. *Please contact your assigned NHHSEM Field Rep on obtaining a copy of the 2014 LEOP guidance template.*
- Develop/Enhance an **All-Hazards Mitigation Plan**** for your community, approvable by the Federal Emergency Management Agency (FEMA).
- Develop/enhance a **Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG)**.

**** A COMMUNITY must have the following two (2) plans in place before NHHSEM will consider funding other projects: an updated LEOP (revised less than 5 years ago) and a FEMA approvable All-Hazards Mitigation Plan. Applicants may apply for funding for these plans in conjunction with other projects. SCHOOLS must have a site specific emergency response plan that supports implementation of the National Incident Management System (NIMS) if receiving funds from this grant program.**

Other Planning Activities may include, but are not limited to, the following:

- Community-based planning to advance “whole community” security and emergency management.
- Modify existing incident management and emergency operations plans.
- Develop/enhance comprehensive emergency management plans.
- Develop/enhance large-scale and catastrophic event incident plans.
- Develop/enhance logistics and resource management plans.
- Develop/enhance local evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry.
- Develop/enhance volunteer and/or donations management plans.
- Prepare a hazard mitigation project proposal for submission to NHHSEM.
- Develop/enhance dam emergency action plans.
- Develop a local debris management plan.
- Develop/enhance a local shelter plan.
- Develop/enhance emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation.
- Develop/enhance pre-disaster and post-disaster recovery plans (i.e., disaster housing planning)

Organization/Administrative

EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, if project driven. Proposed staffing activities should be linked to accomplishing emergency management-related projects and activities. Again, this grant is project-driven.

Organization/Administrative projects & activities may include, but are not limited to, the following:

- Maintain/upgrade an Emergency Operations Center capable of accommodating staff to respond to local emergencies.
- Establish and maintain a call-down list for EOC staff.
- Establish and maintain emergency response/recovery resource lists.
- Develop or update Emergency Management mutual aid agreements with a focus on damage assessment, debris removal, etc.
- Logistics and Resource Management, following the DHS/FEMA program guidance.
- Develop and maintain written duties and responsibilities for Emergency Operations Center (EOC) staff positions and agency representatives (Checklist/Job Action Sheets).
- Develop and maintain Public-Private sector partnerships.
- Conduct a hazard analysis and risk assessment.
- Supply preparation.
- Develop public education and awareness information (i.e., brochures & pamphlets).
- Develop and maintain a list of private non-profit organizations within your local jurisdiction to ensure that these organizations are included in requests for public assistance funds.
- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.
- Develop or update procedures for tracking of disaster-related expenses by local agencies.
- Program evaluations.
- Develop/enhance systems to monitor training programs.

Equipment

Allowable equipment categories for the EMPG Program are listed on the web-based version of the Federal Authorized Equipment List (AEL) and is available in HSEM's Resource Center at: <http://beta.fema.gov/authorized-equipment-list>.

The site includes an Excel file that contains the entire list and can be downloaded. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select **allowable equipment** includes equipment from the following AEL Categories:

- [04] Information Technology
- [05] Cyber Security Enhancement Equipment
- [06] Interoperable Communications Equipment (refer to SAFECOM Guidance on Page 4)^{1,2}
- [07] Detection Equipment
- [10] Power Equipment (i.e., generators)³
- [11] CBRNE Reference Materials
- [12] CBRNE Incident Response Vehicles⁴
- [14] Physical Security Enhancement Equipment
- [19] CBRNE Logistical Support Equipment
- [21] Other Authorized Equipment (i.e., equipment to support an Emergency Operations Center)

¹ **Radios for Schools** – Grant awards for the purchase of radios at schools are **allowable** under this year's program. The intent is to enhance communication between school officials and first responders. **Maximum award:** \$5,000.00

² **Radio repeaters for school buildings** – Grant awards for the purpose of purchasing and installing radio repeater systems are **allowable** under this year's program. The intent is to allow for effective communications between interior first responders and/or school officials in various areas of the school(s) and any outside units/agencies and dispatch centers. **Maximum award:** \$50,000.00

³ **Generators** – **PRIORITY** will be given for projects that provide emergency power to primary shelters and primary EOCs that are outlined in community's approved Local Emergency Operations Plan (LEOP). Generators are also considered a **PRIORITY** for sewer & water facilities, critical communication structures (i.e., towers with communication equipment), if communication is used for all-hazards emergency management. **Maximum award:** \$100,000.00

⁴ **Incident Response Vehicles** – The Department of Safety has a policy in place **NOT** to fund incident response vehicles.

If you have questions concerning the eligibility of equipment not specifically addressed in the AEL, please contact your assigned NHHSEM Field Representative for clarification. If unsure who your Field Representative is, you may email an inquiry to nhfs@dos.nh.gov.

Training

In some circumstances, training may be funded by the EMPG Program; however, there are other programs within NHHSEM that might be better suited to fund training activities. Please contact your assigned NHHSEM Field Representative to discuss training opportunities.

Exercises

Sub-recipients are encouraged to develop exercises that test their Emergency Management-related plans. NHHSEM routinely refers interested individuals to the Homeland Security Exercise and Evaluation Program (HSEEP) for 100% funding. Please contact your assigned NHHSEM Field Representative on availability and requirements of this program.

Mitigation

Prior to applying for EMPG funds to complete a Mitigation Project, it is recommended to first inquire on hazard mitigation-type grants through your assigned NHHSEM Field Representative.

Maintenance and Sustainment

The use of EMPG Program funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Sub-recipients are reminded that **supplanting is *not* permitted under the EMPG Program**. Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that was not originally purchased with preparedness (EMPG) grant funding may not be subsequently paid for with preparedness (EMPG) grant funding.

Maintenance and Sustainment may include:

- Maintenance Contracts and Warranties - To increase the useful life of the equipment, FEMA has determined that maintenance contracts and warranties may be purchased using grant funding from one Fiscal Year to cover equipment purchased with funding from a different Fiscal Year. The use of grant funding for the purchase of maintenance contracts and warranties must meet the following conditions:
 - Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - Maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment.
 - The term of the Maintenance Contract shall ***not*** exceed the period of performance of the grant to which the maintenance contract is being charged.
 - Warranties are allowed to be purchased up front and ***can exceed*** the grant's period of performance.
- Repair and Replacement Costs - The cost of repair and replacement parts for equipment purchased using FEMA preparedness grant funding is an allowable expense.
 - Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment.

Maintenance and Sustainment (cont.)

Maintenance and Sustainment may also include:

- Upgrades - FEMA preparedness grant funding may be used to upgrade previously purchased allowable equipment. For example, if the sub-recipient purchased risk management software with EMPG Program funds in 2012 and would like to use 2015 grant funding to upgrade the software, this is allowable.
 - Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment.

- User fees - User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios or mobile data computers
 - User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing congressional appropriations for specific programs, user fees must be paid for using the same grant program used to purchase the original equipment.
 - The service time purchased shall ***not*** exceed the period of performance of the grant to which the user fee is being charged.

High Priority Projects

The following list outlines some of the projects that are considered high priority items in New Hampshire's EMPG Program. Priorities *may change at any given time* depending on a number of conditions (i.e., revisions to the State's Homeland Security Strategy, gaps identified in NH's annual Threat and Hazard Identification Risk Assessment (THIRA)/State Preparedness Report (SPR) and other types of assessments, weather and/or other events that have affected or have the potential to affect the State, results of after-action reports, etc.). Applications for these items will be reviewed and considered before other lower priority projects:

- Development or update of Local Emergency Operations Plans (LEOP)
- Development or update of Continuity of Operations Plans (COOP)/Continuity of Government (COG) Plans
- Development or update of local All-Hazard Mitigation Plan
- Equipment to support/enhance the capabilities of PRIMARY Emergency Operations Centers (EOCs)
- Backup Power for PRIMARY EOCs
- Backup Power for PRIMARY Shelters
- Backup Power for Water and Sewer Treatment Facilities
- Backup Power for Critical Communication Structures (i.e., towers with communications equipment)
- School Emergency Notification Software for public schools and law enforcement agencies

Low Priority Items/Allowable Costs

Due to the limited amount of funding and a high volume of quality projects, it is necessary to set funding priorities based on the State Homeland Security Strategy, Threat and Hazard Identification Risk Assessment (THIRA)/State Preparedness Report (SPR), as well as State and Federal guidelines.

- The following items are considered lower priority under New Hampshire's EMPG Program. Applications for these items will be reviewed and consideration will be made on a case-by-case basis:
 - Communication Equipment for Emergency Management use (i.e., mobile & portable radios)
 - Equipment for secondary/backup EOCs
 - Equipment for secondary/backup shelters (FEMA requires equipment to be CERT-related)
 - Generators for secondary/backup EOCs
 - Generators for secondary/backup shelters
 - Generators for public works facilities

Unallowable Costs/Items Not Funded

- Costs incurred/purchases made against the Federal share **PRIOR** to notification of the grant award.
- General administrative projects. Administrative expenses must be directly connected to a specific Emergency Management-related project.
- The same/similar project will **not** be funded year after year.
- Radios and Pagers for everyday/service use.
- Projects exceeding \$100,000.00 (refer to waiver notice on Page 11)
- Expenditures for weapons systems and ammunition.
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG Program.
- Emergency response vehicles (i.e., command vehicles, mobile EOCs).
- Building construction projects (i.e., the physical construction of a new EOC).
- Other items not in accordance with the portions of the Authorized Equipment List (AEL) and allowable costs listed above.

**** Waiver and Appeal Process ****

Waivers – Waivers may be considered on a case-by-case basis and will be brought to the NH Department of Safety's Commissioner by NHHSEM leadership (i.e., projects over \$100k). All ineligible applications may request a waiver from the Commissioner of Safety if there is overwhelming information that the project meets the overall mission of the EMPG Program.

Appeals – This process is designed to allow for appeals to be submitted in cases where there is overwhelming information that the project meets the overall mission of the EMPG Program. Appeals will be brought to the NH Department of Safety's Commissioner by NHHSEM leadership. An application/project that is denied can request appeal. This is NOT a routine appeal but an exception that can be exercised in very unusual cases.

LOCATION OF THE ONLINE EMPG APPLICATION

The online **EMPG application** is available by going to the following website:
https://apps.nh.gov/blogs/hsem/?page_id=671 where it says "Click Here to Apply"

Please refer to the current **EMPG Quick Reference Guide** for a checklist of information required for application: https://apps.nh.gov/blogs/hsem/?page_id=671

The special **School Emergency Notification Software EMPG Application** can be accessed at the following link: https://apps.nh.gov/blogs/hsem/?page_id=347.

Please refer to the current **EMPG Quick Reference Guide** for the **School Emergency Notification Software** for a checklist of information required for application: <https://apps.nh.gov/blogs/hsem/wp-content/uploads/2015/10/COPSYNC-Application-QuickReference-Guide-Rev-092715.pdf>



5c

MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : January 4, 2017

RE : FD Staffing Grant Opportunity

The purpose of this memorandum is to notify and provide the Board of Selectmen information regarding a FD Staffing Grant Opportunity: FY 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant:

Grant Purpose: The goal of the SAFER grant program is to assist local fire departments with improving staffing and deployment capabilities.

Federal Grant Award Information:

- Available Funding (Nationally): \$345,000,000.00
- Projected Number of Awards (Nationally): 300
- Performance Period: 36 Months
- Projected Performance Period Start Date: 07/01/2017

Grant Application Start Date: 01/09/2017

Grant Application Submission Deadline: 02/10/2017 (5 pm EST)

Grant Cost-Share / Match:

- **Year 1:** Federal = 75%, Town = 25%
- **Year 2:** Federal = 75%, Town = 25%
- **Year 3:** Federal = 35%, Town = 65%

Eligible Costs: Full-time firefighter base salary (exclusive of overtime) and standard benefits package (including the average health care cost, dental, vision, FICA, life insurance, retirement).



MEMORANDUM

Ineligible Costs: Administrative costs, Uniform costs, Physical exam costs, Training costs, and Equipment costs (Turnout gear).

Example of Grant Award & Cost-Share / Match:

Four (4) Full-Time Positions:

<u>Year</u>	<u>Gross Appropriation</u>	<u>Town Share</u>	<u>SAFER Grant</u>
1 (7/17 – 6/18)	\$373,536.03	\$93,384.01	\$280,152.02
2 (7/18 – 6/19)	\$380,255.24	\$95,063.81	\$283,278.24
3 (7/19 – 6/20)	\$390,364.38	\$253,736.82	\$136,627.54

FY Cost-Share / Match:

	<u>Gross Appropriation</u>	<u>Town Share</u>	<u>SAFER Grant</u>
FY 2017:	\$184,683.87	\$46,170.97	\$138,512.90
FY 2018:	\$377,704.32	\$94,426.08	\$283,278.24
FY 2019:	\$382,806.16	\$172,262.74	\$210,543.39
FY 2020**:	\$198,961.30	\$129,324.85	\$ 69,636.46

** - 6 month appropriation.

Amount added to FY 17 EMS Budget for Part-Time Staffing:

- \$ 89,072.00



MEMORANDUM

Recommended BOS Motion:

To give the Fire Chief the approval to apply to the FY 2016 SAFER Grant for four (4) full-time firefighters, and to include a warrant article to the FY 2017 Warrant for the purpose of accepting and expending the grant – if awarded.

Example Warrant Article:

Shall the Town raise and appropriate the sum of \$373,536.03 for the purpose of hiring four (4) additional full-time Firefighter / EMTs and to authorize the Board of Selectmen to contract for, accept and expend Federal Homeland Security – Staffing for Adequate Fire and Emergency Response (SAFER) Grant in the amount of \$280,152.02 to be applied against said appropriation? The SAFER Grant obligation is three years, and the cost estimates for years 2 and 3 are as follows:

<i>Year</i>	<i>Gross Appropriation</i>	<i>Town Share</i>	<i>SAFER Grant</i>
<i>2</i>	<i>\$380,255.24</i>	<i>\$46,170.97</i>	<i>\$138,512.90</i>
<i>3</i>	<i>\$390,364.38</i>	<i>\$253,736.82</i>	<i>\$136,627.54</i>

When and if the Town receives the contemplated grant, the Town will be obligated by the terms of the grant and failure to adhere to the terms of the grant could result in returning the grant funding to the federal government. If this article passes, the Town will include the costs of these four additional full-time positions in future operating and default budgets. If this article fails, it is expressly intended not to impair the traditional authority of the Board of Selectmen to control staffing levels of the fire personnel within the limits of the operating budget appropriation. This is a non-lapsing appropriation for a period of two years (RSA 32:7). (This appropriation is in addition to Article ____).

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this item, please feel free to contact me. Thank you.



6d

Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Attn: Susan Desruisseaux, Town Administrator

From: Neil Funcke

Date: December 1st, 2016

RE: 2017 Travel request for Brian Rae

I would like to send Brian Rae to attend a "Virtualization Technology Users Group" seminar in Foxboro, MA on January 19th. This valuable user group seminar is held twice each year, but not in New Hampshire. I usually attend the summer one in Maine, so Brian and I are not out of the office at the same time. This is a FREE full-day conference to learn all about the latest technologies from Microsoft, VMware, EMC, Citrix, Amazon and more. They will have technical sessions running all day, along with a Partner Expo where you can see demos from a wide range of vendors, talk to industry experts, and meet with your peers to learn from each other. The conference is free, but travel and one night's stay would cost about \$280. There is money in our travel budget to cover the cost.

Thank You,

Neil Funcke
IT Director
Town of Goffstown

**Town of Goffstown
2017 DRAFT ANNUAL WARRANT**

To the inhabitants of the Town of Goffstown in the County of Hillsborough qualified to vote in Town affairs:

You are hereby notified to meet Wednesday February 8, 2017 at seven o'clock in the evening at Goffstown High School in the Dr. Craig Hieber Auditorium in said Town for the first portion of Town Meeting, also known as the deliberative session, to act on the following subjects and determine matters which will then be voted upon by the official ballot on Tuesday, March 14, 2017. (Snow date for the first session is Thursday, February 9, 2017.)

You are further notified to meet Tuesday, March 14, 2017 to vote on all matters by official ballot. The polls will open on March 14, 2017 at 7:00 A.M. and close at 7:00 P.M. in the First District at the Goffstown High School and will open at 7:00 A.M. and close at 7:00 P.M. in the Fifth District at the Bartlett Elementary School.

ARTICLE 1 – Election of Candidates

ARTICLE 2

To see if the Town will vote to raise and appropriate for the operation, expenses and commitments of the town government, the budget approved by the Budget Committee in the amount of Twenty Million Two Hundred Ninety Six Thousand Nine Hundred Ninety Dollars (\$20,296,990).

This budget will be predicated by estimated revenues in the amount of Seven Million Seven Hundred Nineteen Thousand Ninety Three Dollars (\$7,719,093).

The Sewer Enterprise Fund of One Million Six Hundred Twenty Three Thousand Seven Hundred Eighty Two Dollars (\$1,623,780) is included in this revenue amount and in the appropriations requested in this article.

The EMS Special Revenue Fund of Five Hundred Thirty Nine Thousand Four Hundred Eighty Dollars (\$539,480) is included in this revenue amount and in the appropriations request in this article.

The motion on the operating budget shall be the following, with only the appropriation amount subject to amendment:

“Shall the Town of Goffstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling Twenty Million Two Hundred Ninety Six Thousand Nine Hundred Ninety Dollars (\$20,296,990).

Should this article be defeated, the default budget shall be Nineteen Million Seven Hundred Seventy Nine Thousand Three Hundred Thirty Eight Dollars (\$19,779,338), which is the same as last year, with certain adjustments required by previous action of the Town of Goffstown or by law or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.” NOTE: This article (operating budget) does not include appropriations in any other warrant article.

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 11-0-1.

Town of Goffstown
2017 DRAFT ANNUAL WARRANT

ARTICLE 3

To see if the Town of Goffstown will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Teamsters, which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
2017	16,773
2018	32,557

And further to raise and appropriate the sum of Sixteen Thousand Seven Hundred Seventy Three Dollars (\$16,773) for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. *(This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee [redacted].

ARTICLE 4

To see if the Town will vote to raise and appropriate Two Hundred and Twenty Five Thousand Dollars (\$225,000) to be added to the Fire Department Apparatus Capital Reserve Fund previously established in 2008. *This sum to come from the fund balance and no amount to be raised by taxation. (This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 12-0-0.

ARTICLE 5

To see if the Town will vote to raise and appropriate Fifteen Thousand Dollars (\$15,000) to continue the transportation program, contingent upon the Manchester Transportation Authority being awarded a grant for this purpose. The primary purpose of this program is to provide transportation to the elderly and disabled on an on-call basis for necessary appointments. This will be a non-lapsing appropriation under RSA 32:7, VI and will not lapse until 6/30/2019. *(This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 11-0-1.

ARTICLE 6

To see if the Town will vote to raise and appropriate Two Hundred Thirty Thousand (\$230,000) for the repair of the Uncanoonuc Lake Dam. The NH Department of Environmental Services has issued a Letter of Deficiency to the Town regarding this dam. *(This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 12-0-0.

ARTICLE 7

To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of land acquisition and to authorize the Board of Selectmen to act as agents to carry out the objectives of the fund following the procedure as outlined in RSA 41:14-a. Furthermore, to raise and appropriate the amount of Two Hundred Fifty Thousand Dollars (\$250,000) to be deposited into the Land Acquisition Capital Reserve Fund. This sum to come from fund balance and no amount to be raised from taxation.

Recommended by the Board of Selectmen 5-0-0 and Budget Committee [redacted].

**Town of Goffstown
2017 DRAFT ANNUAL WARRANT**

ARTICLE 8

To see if the Town will vote to raise and appropriate Twenty Thousand Dollars (\$20,000) for the purpose of helping to support the nonprofit Goffstown Main Street Program, Inc. *(This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 12-0-0.

ARTICLE 9

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of helping to support the programs of Goffstown nonprofit Crispin's House Coalition for Youth Inc., a youth drug, alcohol and suicide prevention agency. *(This appropriation is in addition to Article 2.)*

Recommended by the Board of Selectmen 5-0-0 and Budget Committee 12-0-0.

ARTICLE 10

To see if the Town will vote, pursuant to RSA 72:39-(a) and (b), to modify the elderly exemption from property tax in the Town of Goffstown, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$45,000; for a person 75 years of age up to 80 years, \$60,000; for a person 80 years of age or older, \$80,000. To qualify, the person must satisfy all the conditions of RSA 72:39-(a) and (b) that pertain to eligibility for this exemption as well as those contained in any other applicable statute, including, without limitation, that they demonstrate that they have been a New Hampshire resident for at least 3 consecutive years preceding April 1 in the year the exemption is claimed, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than **\$38,500** or, if married, a combined net income of less **\$55,000**; and own net assets, whether married or not, not in excess of \$150,000 excluding the value of the person's residence. *(This article increases the income limits of the elderly exemption program by 10% which was last adjusted in 2007.)*

Recommended by the Board of Selectmen 5-0-0.

ARTICLE 11

To hear the reports of Town Officers, Auditors and Committees and to pass any vote relating thereto.

ARTICLE 12

To transact any business that may legally come before said meeting.

Given under our Hands and Seal this ___ day of January 2017.

GOFFSTOWN BOARD OF SELECTMEN

Peter Georgantas, Chairman

Collis G. Adams

Mark T. Lemay, Vice Chairman

John Allen Brown

David W. Pierce

2017 TOWN BUDGET SUMMARY - OPERATING BUDGET

	2015		2016		2017	
	Adopted	Actuals	Adopted	YTD (unaudited)	Default	BOS & BC
TOWN HALL BUDGET						
41300 Admin & Economic Develo	811,413	745,357	843,543	811,174	761,010	720,480
41400 Town Clerk	187,345	177,988	193,716	175,533	188,887	195,564
41401 Election	20,032	16,824	61,244	48,438	29,844	22,344
41500 Finance	274,083	266,489	284,136	289,057	277,062	247,894
41510 Tax Collection	88,590	88,002	89,984	85,994	71,049	73,904
41530 Information Technology	425,018	417,244	439,461	432,459	475,558	512,643
41520 Revaluation of Property	194,145	185,195	198,204	202,676	196,967	217,835
41910 Planning & Zoning	224,000	233,180	227,519	185,695	232,774	293,523
41990 Other General Governmen	20,000	14,495	20,000	15,060	35,000	44,280
42400 Building/Health Inspect	86,037	81,122	88,055	82,052	86,378	87,221
44410 Human Services	82,819	58,313	75,543	62,052	78,178	68,951
TOWN HALL TOTAL	2,413,482	2,284,209	2,521,405	2,390,189	2,432,707	2,484,639
INSURANCE BUDGET						
00000 No Division Number	0		0		287,383	287,383
INSURANCE TOTAL	0		0		287,383	287,383
POLICE BUDGET						
42101 Police Operations	3,969,074	3,709,898	4,091,685	3,652,899	3,798,239	3,848,072
42104 Police Communications	769,054	722,099	814,319	789,102	876,717	893,509
POLICE TOTAL	4,738,128	4,431,996	4,906,004	4,442,000	4,674,956	4,741,581
FIRE BUDGET						
42201 Fire Operations	2,538,431	2,414,882	2,581,225	2,410,926	2,564,701	2,589,354
42102 Emergency Management	3,924	2,532	5,759	3,482	5,759	7,509
FIRE TOTAL	2,542,355	2,417,415	2,586,984	2,414,408	2,570,460	2,596,863
PUBLIC WORKS BUDGET						
41950 Cemetery Operations	111,719	99,451	108,736	119,595	108,460	110,680
43111 Public Works-Highway	3,131,089	2,930,169	3,213,210	3,055,780	3,098,119	3,043,200
43124 Stormwater/Utilities	206,590	104,671	154,604	120,500	151,980	151,072
43190 Fleet	567,426	549,068	524,673	501,720	522,877	519,742
43230 Solid Waste Operations	1,080,790	1,104,524	1,001,224	961,990	966,842	925,213
PUBLIC WORKS TOTAL	5,097,614	4,787,883	5,002,447	4,759,585	4,848,278	4,749,907
PARKS AND REC BUDGET						
45201 Parks & Rec Operations	431,723	429,676	443,828	427,125	425,975	441,473
PARKS AND REC TOTAL	431,723	429,676	443,828	427,125	425,975	441,473
LIBRARY BUDGET						
45501 Library Operations	734,103	719,051	735,040	706,729	737,484	740,511
LIBRARY TOTAL	734,103	719,051	735,040	706,729	737,484	740,511
DEBT SERVICE BUDGET						
47110 Principal-Long Trm Bond	252,216	252,214	252,928	252,928	110,710	110,710
47230 DS-ST INTEREST	2	0	1	0	1	1
47111 LVDP WATER MAIN	53,245	53,244	53,244	53,243	53,244	53,244
47120 Debt Serv-Long Term Bon	14,108	14,108	7,131	7,132	89,455	89,455
DEBT SERVICE TOTAL	319,571	319,566	313,304	313,303	253,410	253,410

2017 TOWN BUDGET SUMMARY - OPERATING BUDGET

CIP BUDGET						
LAND TOTAL	450,000	420,013	0	0	0	0
MACH, VEH & EQUIP TOTAL	592,372	577,740	552,906	530,326	552,906	696,353
BUILDINGS TOTAL	0	0	85,000	42,167	85,000	70,000
IMP OTHER THN BLDG TOTAL	121,000	108,366	664,500	778,239	914,500	1,071,610
CIP TOTAL	1,163,372	1,106,119	1,302,406	1,350,732	1,552,406	1,837,963
GENERAL FUND TOTAL	17,440,348	16,495,913	17,811,418	16,804,072	17,783,059	18,133,730
EMS SRF						
42150 Fire / EMS	420,691	354,056	422,232	328,059	448,932	539,480
EMS REVENUE FUND TOTAL	420,691	354,056	422,232	328,059	448,932	539,480
SEWER BUDGET						
43260 Sewer Administration	363,859	315,508	343,035	330,026	266,636	263,321
43261 Sewer Operations	1,111,403	1,093,565	1,110,176	1,131,664	1,127,660	1,285,809
43262 Sewer Pump Stations	72,751	45,401	153,051	40,537	153,051	74,650
SEWER ENTERPRISE FUND TOTAL	1,548,013	1,454,474	1,606,262	1,502,227	1,547,347	1,623,780
TOTAL OPERATING BUDGET:	19,409,052	18,304,443	19,839,912	18,634,358	19,779,338	20,296,990

2017 SEPARATE/SPECIAL ARTICLES

	2015		2016		2017	
	Adopted	Actuals	Adopted	YTD (unaudited)	BOS	BC
CBA-Police	15,073	0	0	0	0	
CBA-Dispatchers/Clerks	10,486	0	0	0	0	
Transportation Prog Intro	14,774	1,847	0	0	15,000	15,000
Main Street Pgm	20,000	20,000	20,000	20,000	20,000	20,000
Crispin's House	20,000	20,000	20,000	20,000	20,000	20,000
* CRF-Fire Apparatus	200,000	200,000	225,000	225,000	225,000	225,000
Conservation Comm Expense	0	0	15,000	15,000	0	
CBA-Fire	0	0	35,097	0	0	
Reclamation	0	0	250,000	250,000	0	
SCBA/Jaws of Life	0	0	280,000	279,684	0	
Buildings Expense	0	0	2,300,000	0	0	
CBA-Teamsters at DPW	0	0	0	0	16,773	?
Uncanoonuc Mtn Dam	0	0	0	0	230,000	230,000
Fund 20 - Vehicle (ambulance)	0	0	230,000	229,968	0	
* CRF-Land Acquisition	0	0	0	0	250,000	?
SEPARATE/SPECIAL ART. TOTALS	280,333	241,847	3,375,097	1,039,652	776,773	?

REVENUES

	2015		2016		2017	
	Adopted	Actuals	Adopted	YTD (unaudited)	DH	BOS
Transfer from CRF					568,000	0
Town Hall	4,203,403	4,498,189	4,320,957	4,481,091	4,639,917	4,602,050
Police	67,050	67,943	108,843	106,324	168,238	168,238
Fire	31,000	78,928	29,300	28,816	27,000	27,000
Public Works	605,000	635,494	597,620	650,612	743,088	747,045
Parks & Rec	0	0	0	0	10,000	10,000
Library	2,500	2,192	2,500	2,228	2,500	1,500
GENERAL FUND TOTAL	4,908,953	5,282,746	5,059,220	5,269,071	6,158,743	5,555,833
EMS SRF	419,408	419,408	422,232	428,723	452,639	539,480
SEWER FUND	1,594,887	1,594,887	1,606,262	1,475,187	1,977,540	1,623,780
Total Operating Budget	6,923,248	7,297,041	7,087,714	7,172,981	8,588,922	7,719,093
SEPARATE/SPECIAL ARTICLES						
Bond for Station 18			2,300,000	2,300,000		
SCBA & Jaws of Life - UFB			280,000	280,000		
Ambulance			230,000	230,000		
CRF-Fire Apparatus-UFB	200,000	200,000	225,000	225,000		225,000
CRF-Land Acquisition-UFB						250,000
Total Separate/Special Articles	200,000	200,000	3,035,000	3,035,000		475,000
GRAND TOTAL	7,123,248	7,497,041	10,122,714	10,207,981	8,588,922	8,194,093

2017 Estimated Tax Rate for Operating Budget & Separate/Special Articles	
Operating Budget	\$20,296,990
Separate/Special Articles	\$776,773
Revenue (Oper & Sep/Spec Art)	\$8,194,093
Add War Service Credits	\$426,000
Add Approx Overlay	\$10,000
MS1 Valuation (assumes 1/2% inc.)	\$1,453,431,804
Net Appropriation	\$13,315,670
Town Side of Tax Rate	\$9.16

2016 Town Side of Tax Rate

\$9.28

PEG TV		2012 GF		2013 GF		2014 Revolving Fund		2015 Revolving Fund		2016 Revolving Fund		2017 Rev. Fund
Account	Description	Adopted	Actuals	Adopted	Actuals	Adopted	Actuals	Budget	Actuals	Budget	YTD 12-31-16 unaudited	Budget
58900000	41100 Regular Wages-FT	43,103	34,734	5,111	5,314	45,431	45,430	45,885	46,092	46,803	48,286	51,813
58900000	41150 Regular Wages-PT	0				21,661	18,006	21,800	17,997	22,083	17,236	22,340
58900000	41700 Longevity Pay	390	255			0	0	0		0	0	0
58900000	42200 FICA	2,697	2,169	317	329	4,160	3,798	4,197	3,850	4,271	3,856	4,598
58900000	42250 Medicare	631	507	74	77	973	889	982	900	999	902	1,076
58900000	42300 Retirement	0	0			4,893	4,901	5,035	5,065	5,228	5,279	5,845
58900000	42600 Unemployment Comp	199	171	236	216	149	0	97	85	97	0	65
58900000	42700 Workers Comp	150	147	167	167	162	149	209	197	212	185	228
58900000	43110 Benefits	0	0			23,909	23,830	22,901	23,290	24,364	24,789	24,627
58900000	44300 Employee Development	750	200	188	0	750	545	750	869	750	2,090	1,000
58900000	44800 Travel Expenses	0				150	0	150	0	150	66	1,000
58900000	45030 Consulting Services	1,500	1,250	375	550	400	250	400	0	400	580	600
58900000	47340 Postage	50	0	13	20	50	25	50	0	50	0	50
58900000	47360 General Supplies	3,500	2,240	875	90	500	0	100	57	100	0	100
58900000	48455 Vendor & Software Support							2,200	1,887	3,100	902	1,700
58900000	49400 Advertising	350	0	88	0	100	78	100	0	100	43	100
58900000	50220 Internet					1320	0	1,350	1,779	5,000	5,926	7,925
58900000	53410 Equipment*	8,500	17,485	19,693	1,092	14,034	48,679	13,804	16,933	13,800	17,270	16,333
58900000	53420 Equipment-Maintenance	3,500	3,327	875	0	2,200	262	600	191	600	549	600
Total GTV Exp.		61,820	59,159	28,010	7,855	120,842	146,842	120,610	119,191	128,107	127,960	140,000
Total GTV Rev.						120,842	126,747	123,942	134,691	128,107	144,514	140,000

GTV REVOLVING FUND BALANCE	141,917
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Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

MEMORANDUM

January 5, 2017

From: Stephanie Beaudoin, Tax Collector

To: Board of Selectmen

Re: Request from taxpayer to have interest refunded.

Mr. Robert E. Gobin Jr. of 39 So. Mast St. is requesting a refund on interest accrued on his 2016 2nd installment property taxes of \$36.21. Mr. Gobin phoned on 1/5/17 to inquire if his taxes had been paid since his check #1182 written on 11/28/16, in which he stated was mailed, had not yet been cashed. He stated that he had dropped off his payment at the post office in the Town of Goffstown return envelope after coming by to find out we were closed. He also stated that he assumed maybe his check might have not been deposited yet because that was the case the previous year. I have attached a copy of his property tax statement showing is payment made on 1/5/17 and a copy of his check book carbon showing proof of him writing the check back in November.

Sincerely,

Stephanie Beaudoin
Tax Collector

TAX COLLECTOR

Hours: Monday – Friday 8:00AM – 4:00PM
Telephone: (603) 497-8990 Ext. 110 • Fax: (603) 497-5710
www.Goffstown.com | tax@goffstownnh.gov

11/28/16

Track your expenses...

- Clothing Food Transportation
- Credit Card Utilities Mortgage
- Entertainment Insurance Other: _____

TAX-DEDUCTIBLE ITEM

1182

11/28/16

BALANCE FORWARD

THIS ITEM

BALANCE

DEPOSIT

OTHER

BALANCE FORWARD

3146 ⁹⁰ / ₁₀₀

Town of Goffstown
Three thousand One hundred Forty Six



For added security, your name and account number do not appear on this copy.

NOT NEGOTIABLE

01/05/2017 12:26
sbeaudoin

Town of Goffstown
Real Estate Tax Statement

P 1
txtaxstm

PARCEL: 34-5

LOCATION: 39 SOUTH MAST ST

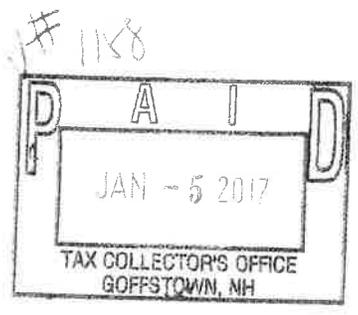
CURRENT OWNER:
GOBIN JR, ROBERT E &
GOBIN, B GAYLE
39 SO MAST ST
GOFFSTOWN NH 03045

CURRENT STATUS:
ACRES: 1.030
LAND VALUATION: 100,800
BUILDING VALUATION: 134,400
EXEMPTIONS: 0
TAXABLE VALUATION: 235,200
INTEREST PER DIEM: 1.03

LEGAL DESCRIPTION:

DEED DATE: 08/11/2008 BOOK/PAGE: 8009/2354 INTEREST DATE: 01/05/2017

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	RE-R	2429				
1	COUNTY TAX		143.88	.00	.00	PAID
	LOC SCHOOL		1,633.91	.00	.00	PAID
	STATE EDUC		263.78	.00	.00	PAID
	TOWN TAX		1,027.87	.00	.00	PAID
			3,069.44	.00	.00	.00
2	COUNTY TAX		157.18	157.18	1.81	158.99
	LOC SCHOOL		1,553.05	1,553.05	17.87	1,570.92
	STATE EDUC		281.88	281.88	3.24	285.12
	TOWN TAX		1,154.79	1,154.79	13.29	1,168.08
			3,146.90	3,146.90	36.21	3,183.11
			6,216.34	3,146.90	36.21	3,183.11
GRAND TOTALS			6,216.34	3,146.90	36.21	3,183.11



Town of Goffstown Assessing Office Memo

To: Goffstown Board of Selectmen

From: Scott Bartlett, CNHA

Date: January 6, 2016

RE: NH House Bill – HB-254

The NH House of Representatives Executive Departments and Administration will be conducting a public hearing on HB 254 on Tuesday, January 10th at 11:30AM. I am requesting that the Board of Selectmen allow me to testify in opposition to this bill.

The bill will reduce the municipal official's membership and the municipal assessing official's membership, on the NH Assessing Standards Board (ASB).

- The ASB currently has a low level of assessors on the ASB, 4 out of 15, 27%. This is well below the level of other professional boards which are on average about 70%.
- This newest bill will further reduce the number of assessors to just 2. With the total number of members reduced to 13, that is just 15% of the board;
- The bill reduces the number of municipal officials from 3 to 2;
- The bill also eliminates any person whom has ever served as a public official from being able join the board in the public member slot;
- The bill changes the 3 public member positions and creates a position for a residential taxpayer, a commercial taxpayer and a representative of a public utility company. Currently any resident of the State, who is not an assessor, can serve as a public member;
- Eliminates eligibility for a Town of 10,000 population and greater (like Goffstown) from ever having a municipal assessing official or a municipal official on the board (under the current wording neither Sue nor I would be eligible to serve on the ASB – previously, I served 6 years on the ASB).

Thank you for your consideration

HB 254 - AS INTRODUCED

2017 SESSION

17-0541
10/09HOUSE BILL **254**

AN ACT relative to membership on the assessing standards board.

SPONSORS: Rep. Abrami, Rock. 19; Rep. Vose, Rock. 9; Rep. Azarian, Rock. 8; Rep. Lovejoy, Rock. 36;
Rep. Proulx, Hills. 44; Rep. D. Thomas, Rock. 5; Sen. Birdsell, Dist 19

COMMITTEE: Executive Departments and Administration

ANALYSIS

This bill revises the membership of the assessing standards board by adding a legislative member and reducing the members who are municipal or assessing officials or assessors.

Explanation: Matter added to current law appears in *bold italics*.
Matter removed from current law appears ~~[in brackets and struck through.]~~
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.
17-0541
10/09

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT relative to membership on the assessing standards board.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Assessing Standards Board; Membership. Amend RSA 21-J:14-a, II to read as follows:

II. The board shall be comprised of the following members:

(a) ~~Four~~ **Two** members nominated by the New Hampshire Association of Assessing Officials and appointed by the governor with the consent of the council, one of whom shall be an assessing official for a town with a population of less than ~~[3,000]~~ **10,000** ~~[; one of whom shall be an assessing official for a town with a population of more than 3,000;]~~ and one of whom shall be an assessing official for a city. Each member shall hold office for the term of such member's position for 2 years and until a successor shall have been appointed and qualified. Any vacancy shall be filled for the unexpired term by the governor with the consent of the council.

(b) Two members of the senate appointed by the president of the senate. The term of each member shall be coterminous with the member's term as senator. A vacancy for an unexpired term shall be filled by the president of the senate.

(c) [~~Two~~] **Three** members of the house of representatives appointed by the speaker of the house. The term of each member shall be coterminous with the member's term as representative. A vacancy for an unexpired term shall be filled by the speaker of the house.

(d) The commissioner of the department of revenue administration, or the commissioner's designee.

(e) Three members of the public appointed by the governor with the consent of the council, none of whom shall be, *or ever have been*, an assessor or [a] *an elected or appointed* municipal official. ***One public member shall be a residential property taxpayer, one public member shall be a commercial property taxpayer, and one public member shall be a utility company representative.***

(f) [~~Three~~] **Two** members appointed by the governor with the consent of council, one of whom shall be a municipal governing body official or designee who shall not be an assessor for a town with a population of less than [~~3,000~~] **10,000**; [~~one of whom shall be a municipal governing body official or designee who shall not be an assessor for a town with a population of more than 3,000;~~] and one of whom shall be a municipal governing body official or designee who shall not be an assessor for a city. Each member shall hold office for the term of such member's position for 2 years and until a successor shall have been appointed and qualified. Any vacancy shall be filled for the unexpired term by the governor with the consent of the council.

2 Effective Date. This act shall take effect upon its passage.

Derek M. Horne, Assistant Town Administrator
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045
Tel: (603) 497-8990 ext. 119
Fax: (603) 497-8993
E-mail: dhorne@goffstownnh.gov

DMA

ADMINISTRATION

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Memo

To: Sue Desruisseaux, Assistant Town Administrator
CC: Board of Selectmen
Date: January 5, 2017
Re: 2017 CLG Grant Application

The purpose of this memorandum is to provide background information about the attached 2017 CLG Priority I Grant Application to you and the Board of Selectmen.

Certified Local Government Program

The Certified Local Government (CLG) program is the primary way through which qualified and interested local governments participate in the national historic preservation partnership under the National Historic Preservation Act. In New Hampshire, the program is administered as a partnership between local governments and the New Hampshire Division of Historical Resources (DHR) and State Historic Preservation Office (NH SHPO).

CLG Grant Program

Annually, certified local governments are eligible to receive a portion of the local share of the Historic Preservation Fund; this is accomplished as "CLG Grants". At the 11/14/2016 meeting the Board of Selectmen authorized the HDC submit a letter of intent to seek a CLG Priority 1 Grant to hire a preservation consultant to assist in the development of design guidelines. In December DHR asked the HDC to submit a CLG Application for the proposed grant project.

CLG Priority I Grant Application

Attached is the CLG Priority I Grant Application to hire a preservation consultant to assist in the development of design guidelines. The grant is a 60 / 40 grant. It is the intention of the HDC to use the 60% federal grant funds to hire a preservation consultant and provide 40% offset made up of donated services, employee time and volunteer time. ***On 1/4/2017 the HDC voted unanimously to approve the grant application and recommend the Board of Selectmen submit to DHR for consideration.***

REQUESTED BOARD ACTION:

Approve the CLG Priority I Application as presented and authorized the Chair of the Board to sign the application for submission prior to the 1/20/2017 application deadline.

If you have any questions please do not hesitate to contact me.

Ta

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



Town of Goffstown

TOWN OFFICES
16 MAIN STREET • GOFFSTOWN, NH 03045

Date: January 5, 2017
To: Sue Desruisseaux, Town Administrator
From: Derek M. Horne, Assistant Town Administrator
Subj.: Summary of HDC 01/04/2017 Meeting

The Historic District Commission held a meeting on Wednesday, January 4, 2017. In addition to approval of minutes and reviewing the budget the HDC discussed the following items.

FIRE STATION 18 HISTORIC MARKER

The Commission reviewed the final draft of the marker provided by the Fire Dept. *The HDC voted unanimously (4-0-0) to approve the final design.*

2017 CLG GRANT APPLICATION

The HDC reviewed the Draft application prepared by staff seeking a Priority I CLG Grant to create development guidelines for Historic District regulations. *The HDC voted unanimously (5-0-0) to approve the application and recommend the Board of Selectmen submit the grant application on behalf of the Town.*

LIONS CLUB CENTENNIAL COMMUNITY LEGACY PROJECT

The HDC discussed potential projects for submission for consideration for the Lions Club Centennial Community Legacy Project. The HDC members wanted to know how much detail was required for the March 1st submission. Staff will follow-up with the Lions Club project manager.

The HDC's next meeting will be 6:30pm, Wednesday, January 25, 2017 at Grasmere Town Hall.

OLD BUSINESS: 1/9/17 ACTION MATRIX (started 3/16/15)

Mtg. Date	Item	Description	Schedule
06/15/15 07/13/15 08/03/15 08/31/15 09/28/15	Grasmere Town Hall	OUTSTANDING ITEMS AS OF 1/1/17: NEWELL POST - Final design in production EMERGENCY LIGHTING - If electrician cannot complete by end of Jan. 2017, then we will find a new vendor. SLATE ROOF - AW Therrien quote \$1,650. Wait until passage of 2017 budget.	
08/31/15 09/21/15 10/05/15	Planning Board	Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning? Collis will assist with drafting a letter to NHDOT for Mitigation Funds for secondary impacts from the Route 93 project; funds could assist with Updates of Master Plan and Development Regulations Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment	Review of Dev Regs and Master Plan in process by Planning Board; request for CIP funding in 2017
07/25/16 08/08/16	Mill Street	Board wishes to discuss the future of the Mill Street property which they decided not to sell (across from Cottage St.) at the request of PRLAC to use as a future portage area for canoes and kayaks. Correspondence included in 08/08/16 BOS Packet. 1st step should be the surveying of the parcel before development for public access. Budget for surveying in 2017.	Survey in 2017.
08/22/16		Develop policy regarding building permits on Class VI Roads	

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