

**Goffstown Board of Selectmen Meeting Minutes
June 4, 2012**

6:03 PM Call to Order by Chairman Pierce

PRESENT: Chairman David Pierce, Vice Chairman Scott Gross, Selectman Collis Adams, Selectman Philip D'Avanza, Selectman Mark Lemay, Assistant Town Administrator Derek Horne, Executive Secretary Kathryn Fisher, GTV Cameraman Andrew White, DPW Director Carl Quiram, Laurent Pilotte, Police Chief Patrick Sullivan and Parks & Recreation Director Rick Wilhelmi.

Absent: Town Administrator Sue Desruisseaux

PLEDGE OF ALLEGIANCE

ACCEPTANCE OF THE MINUTES OF MAY 21, 2012:

Vice Chairman Gross moved, Selectman Lemay seconded to accept the minutes of May 21, 2012. There were no corrections. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

ANNOUNCEMENTS:

Supervisor's of the Checklist – Voter Session:

Chairman Pierce announced for anyone who is already a registered voter that tomorrow is the last day to change party affiliation before the NH State Primary. Voters can do that at the Town Clerk's office during the day or at the Supervisor of the Checklist meeting tomorrow night from 7 p.m. – 7:30 p.m. Changes cannot be made after 7:30 p.m. he added.

Mast Road Project Update:

Selectman Adams said we are moving along quickly to completion. They are setting curbing and doing the sidewalk work to Lynchville Danis Park. Weather permitting the work will be wrapped up shortly he said.

PUBLIC COMMENT:

Since there was no one present from the public the Chairman delayed public comment at this time. He also did a brief explanation of how public comment works.

DPW DIRECTOR:

Trash Truck Bid Award:

Carl said this is for a solid waste trash truck. There are a lot of different types he said. We opened bids on 4/23. There was a lot of variety. All the vendors gave us demo trucks to try. We did demo all 3. After demoing them our recommendation is to award the bid to HP Fairfield which has a Labrie system. It has a larger body, hopper and hydraulic tank he said. He also explained that their drivers had driven the demos and the mechanic had also weighed in on the choice. The dealer is local. The other local bidder doesn't have a dealership in New England. It comes down to the design. It is within our budget line of \$240,000 said Carl.

Chairman Pierce said your maintenance technician explained the other demo truck wasn't smooth. It acted jerky (the lift arm mechanism) and it might flip the barrel over. But this was

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not that vehicle? Carl said no, that was not this vehicle. The other one lifts at a 45 degree angle. We were afraid of spillage said Carl.

Selectman D'Avanza had a few questions. He asked about the manufacture of the body and the hydraulic system, how does that compare to other trucks we've had for the smoothness? I'm trying to get a handle on how that's evolving. Carl replied we had our first truck in 1995 and it was a very basic mechanism. It was pretty reliable he said. As time evolved the manufacturer we dealt with tried to develop a faster one but it became a maintenance issue. The truck we are recommending goes back to the first (design). It's smooth and a lot more dependable. The newer ones haven't been perfected. All of them are relatively quick. This one is the quickest said Carl. Chairman Pierce said in cycle time? Carl responded yes, we have 1,000 stops a day. The cycle time isn't so important to the driver but the new truck can be packing the load as he moves along said Carl. The new other trucks don't have the hydraulic power to do that he explained. The hopper can only hold 2 cans and then it has to be packed. It also has a cover on it said Carl.

Carl also told the Board that the Labrie Company is one of the oldest companies doing this type of vehicle and we have a lot of history with Fairfield. Selectman D'Avanza asked what about the braking system. Carl replied this has an engine brake. There was a power assist breaking and hydraulic system that we specked out but it's a \$60,000 - \$70,000 item. We determined we couldn't afford it said Carl. Selectman D'Avanza asked is it diesel? Yes answered Carl. Is it a Cummins asked Selectman D'Avanza? Carl said I'm not sure of that.

Selectman D'Avanza moved, Selectman Lemay seconded to accept the DPW Director's recommendation to award the bid to HP Fairfield in the amount of \$230,021. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

PUBLIC COMMENT: None.

Although there was no one present for public comment the Chairman did explain the process of public comment.

GRASMERE TOWN HALL RESTORATION FUND DONATION:

The Board was told this is a donation to the Grasmere Town Hall Restoration Fund from Ryanwood Condo Association in the amount of \$25 for the use of Grasmere Town Hall.

Selectman D'Avanza moved, Vice Chairman Gross seconded to accept the donation from Ryanwood Condo Association for the Grasmere Town Hall Restoration Fund. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

TOWN ADMINISTRATOR'S REPORT:

Meeting Schedule:

The Board was provided with the meeting schedule in their packets. EDC is meeting on Wednesday and CIP is meeting on Thursday.

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Consensus Folder:

Derek read the items in the consensus folder as follows:

Accounts Payable Manifest \$478,406.94

Payroll Manifest \$120,676.70

Employee Status Reports: Police Dept.: 1 resignation and 2 changes in status; Fire Dept.: 2 change in status and Parks & Rec - 16 seasonal hires

Rights to Inter: Michael G. Coyne – Shirley Hill Cemetery, Section 2, Lots 24A and 25A; Judy M. Langan, Westlawn Cemetery, Section 1998, Lot 15 and Judy M. Langan, Westlawn Cemetery, Section 1998, Lot 34.

Event Permits: Goffstown Public Library Annual Skywatch – 7/27 and Goffstown Public Library – Westlawn Cemetery Tour for Teens – 7/11

Selectman D’Avanza moved, Selectman Adams seconded to accept the Consensus Folder. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Correspondence:

Letter from Goffstown Village Water Precinct – Dated April 13:

Derek explained that the Town Hall had not received the letter regarding the Budget Committee Representative until May 21, 2012.

Letter regarding ISO’s Public Protection Classification Service:

Derek explained the rating was lowered from 5.9 to 4.8. This is used by insurance agencies to set insurance rates he added. So its improved said Derek. Chairman Pierce said so the number being lowered is a favorable trend. Derek also told the Board that the Fire Chief was willing to come in and provide an explanation if the Board wanted him to. The Chairman asked if the Board wanted an explanation from the Fire Chief. The bottom line is this assessment is the capability for fighting a fire. Selectman Lemay explained this is a formula based on distanced traveled and flow of water. He said this is a big improvement for us. The Board did not indicate any need to see the Chief for an explanation.

ASSESSOR’S RECOMMENDATIONS:

Derek read the Assessors recommendations as follows:

Intent of a Timber Cut: Map 9, Lot 99

Current Use Application (recommended): Map 12, Lots 12, 12-1 and 12-1-1

Current Use Land Use Change Tax Lien Releases (recommended): Map 12, Lot 12-2 and Map 9, Lot 60-6

Selectman Adams moved, Selectman D’Avanza seconded to accept the Assessor’s recommendations. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

ASSESSING DATA COLLECTION AGREEMENT – KRT APPRAISAL:

Derek said this is an agreement between the Town and KRT Appraisal. Derek explained the Assessor has provided samples of the notification and the postcard that will be going out to the affected property owners. It will also be posted on the website. Chairman Pierce said that notification is in our packets. Derek said this is for 800 properties that will be done this year.

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The postcard will be sent out tomorrow and says it is being sent out 1 – 4 weeks prior to an appraiser visiting their home. They are starting their work next week. Chairman Pierce prompted the Assistant Town Administrator to read of the list of the roads they would be covering. Derek read the list as follows: Acorn Drive, Benjamin Drive, Black Brook Road, Hoyt Road, Kimberly Lane, Lauren Lane, Meadowlark Lane, Pasture Drive, Plimpton Road and Tibbetts Hill Road. Chairman Pierce noted these streets are in the northeast portion of the town. *Selectman D’Avanza moved, Selectman Lemay seconded to accept the recommendation of the Assessor and approve the Agreement between the Town and KRT Appraisal. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.*

RECREATIONAL TRAILS PROGRAM GRANT APPLICATION:

Derek described what this application is for and added the Rail Trail Steering Committee recommended unanimously the approval of the grant application. The application is in the Signature Folder said Derek.

Selectman D’Avanza moved, Chairman Pierce seconded to approve the grant application and forward it to the NH Trail Bureau. Chairman Pierce told the Board this is a \$33,000 project for putting in steel bollards to limit vehicle access on the rail trail and to install 4 asphalt parking spaces at the trail head. Selectman Lemay asked if the bollards would be removable for emergency vehicle access. Chairman Pierce said yes. Chairman Pierce explained there are 3 bollards and the center one is removable. *Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.*

MILFOIL ERADICATION PROPOSAL:

Mr. Laurent Pilotte was present for his 6:30 appointment with the Board. Chairman Pierce explained this item.

Mr. Pilotte said there are a lot of questions on how this work will be done. It’s pretty basic he said. It’s hand pulling of the root system out of the lake. The simple method is I dive into 5 – 8 feet of water with a scuba tank and pull it out. I bag it and come back to the shore. The bags are disposed of at the dump (transfer station). He told the Board that for 10 years the State of Maine has been involved in the eradication of milfoil by hand. They have designed another couple of methods. A pump on a pontoon is one he said. There have been land owners who have designed these boats. I lived in ME and the Lakes Association got involved. A local pond was infested and I volunteered. I learned the method of hand pulling that way. Which is best he asked? He then described some other methods and said neither way is better. It’s about controlling the plants. He felt that hand pulling is the best. He described how he had started poking around in Glen Lake last fall. He said he had answered questions from people and that he had met with Mr. Fournier (former Selectman). He said that DES people had treated 7 acres. They started 8 years ago in Suncook Lake. He told the Board that DES has aggressively designed a treatment.

Chairman Pierce said Mr. Fournier felt the treatment on Namaske Lake was effective. Mr. Pilotte said that lake is under control. Treatment doesn’t kill the plant said Mr. Pilotte. In 5 – 7 years it grows back. If it does grow back then it’s easier to pull smaller plants out. There are areas that are full grown that are scattered that can be handled easily. Other areas are more

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infested. The State did pull back on their treatment after observing ME. They decided theirs is the best method (hand pulling). Namaske at the lower end is dormant. The plant does go into a dormant state. He then explained the pins he had used to mark areas not treated on a map he had brought in to show the Board. He said that in the fall he had observed smaller areas of growth. Then when the water started to rise he could see fragments floating. He told the Board they sink. He said continual monitoring needs to be done in Namaske Lake. He said someone had spoken to him about an area of plants but he doesn't know if its milfoil since he hasn't viewed it.

Chairman Pierce asked if he had a chart of Glen Lake. Mr. Pilotte said there was a chart that was made. Chairman Pierce said it shows an area paralleling Elm St. Mr. Pilotte said he had received a note from the Board of Selectman to go into the launch area. I know those areas. I pulled it up over 4 different days there. Selectman Adams said this map doesn't look like the Glen Lake I know. He then pointed out it's a map of Glen Lake in New York. Chairman Pierce asked Mr. Pilotte if he was confident that the Elm Street side needs treatment. Mr. Pilotte replied yes. He then described the areas he knows of for the location of the plant. It's a fine line of plants about 30 yards from shore in 5 – 10 feet of water. That's easy to get access to he said.

Selectman Adams said we saw divers last week on Thursday. Mr. Pilotte said that was me. Selectman Adams asked how long and how many times does he dive. Mr. Pilotte said I only work one hour at a time but its 5 or 6 hours of actual work. The hard part is taking the plant to shore and then disposing of it. He told the Board there are some High School students that have volunteered to help. They pull up the bags and put them in the truck. He said that was very helpful to him since they could pick up more weight than he could. He said he had a met a man who was a Marine who was looking for a hobby and for \$4,000 - \$5,000 a person could get certified as a worker.

Chairman Pierce remarked that Mr. Pilotte was helping the public know this is a method of eradication and that he appreciated him being here. Chairman Pierce said you mention pulling it up in the late afternoon. How do you dispose of it he asked? Mr. Pilotte answered it goes home with him and eventually I contact the Town and it will be disposed of at the town dump (transfer station). Chairman Pierce then spoke to the Asst. Town Administrator about getting access late in the afternoon for Mr. Pilotte.

Selectman D'Avanza asked is there any classification for this plant with the State for this type of waste. Is the proper disposal for it incineration? Mr. Pilotte mentioned efforts in ME to use it to nurture fields and of it being buried and disposed of in the ground. He felt that someday it may be waste management in one area. He said some people do have it on their land.

Selectman Adams said this is under a contract with the Town and my concern is about liability and the use of volunteers. He said because scuba diving has an inherent risk. Mr. Pilotte said he was not having them dive. He added there are only about 3 of them (qualified divers for milfoil pulling) in the State. The help (volunteers) are people going in kayaks near the divers and retrieving the floating plants and bringing them back to shore. Or it may be people in a boat added Mr. Pilotte. The liability factor is open as to volunteers said Mr. Pilotte. Chairman Pierce said so they are in a non-scuba diving capacity.

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Vice Chairman Gross said he agreed with Selectman Adam's concern on the liability. He pointed out that that when volunteers pick up trash (road side clean up) that they are provided vests and materials by the Town and they have to sign an insurance waiver liability form. We may want to ask these volunteers to come in and sign a waiver. Chairman Pierce said that's an agreement the DPW has.

The Assistant Town Administrator said Sue's (Town Administrator) question was how would we provide oversight? Which department was a question said Derek. Mr. Pilotte said we report to DES. There are strict rules about the environment and if it's destroyed they fine us. They check on us and supervise our work. Vice Chairman Gross replied that this is similar to road side cleanup which he then described. Something can be provided here. I think it's something that it is important knowing people are on the lake controlling milfoil. That's a tremendous benefit said Vice Chairman Gross. Chairman Pierce asked should we expect a report on where (work is done)? Vice Chairman Gross said the boat launch area has to be a prime focus. Mr. Pilotte said that's the worst area. I was there. I started from the boat launch area. Chairman Pierce said that personally he wanted a correct map showing what areas Mr. Pilotte has done so we can pull it out next year and know what has been attempted to be treated. Mr. Pilotte agreed to do that and to provide a report that it's been completed. Mr. Pilotte said it will be done by GPS location and a general location by street address. Chairman Pierce suggested Mr. Pilotte use the town's Map and Lot numbers. Mr. Pilotte thought that was a good idea. He added that DES was asking him too (for a report) but he would do a more detailed for the Town. Chairman Pierce said I'm looking to the future, because this is ongoing into the future. Mr. Pilotte offered to go into the schools and give a talk to students and say this is an opportunity because it maybe come an industry.

Vice Chairman Gross moved, Selectman Lemay seconded to enter into an agreement with Mr. Pilotte for milfoil eradication with the condition that any volunteers working with him sign a municipal waiver of liability and that Mr. Pilotte provide a scope of the work done.

Selectman D'Avanza said the only thing I'm worried about is the actual disposal. The reason is if you took a plant and put it on a property (near a body of water) is it possible for it to regenerate. Mr. Pilotte said if you threw it on a bed it could work its way back into the water. Selectman D'Avanza asked how it procreates. What happens if you compost it and the process is not complete? Mr. Pilotte said it could work its way back. Selectman D'Avanza expressed his concern about rain washing it back. Selectman Adams said the most effective way is to bury it. Mr. Pilotte said a designated area (at the Transfer Station) would work. When asked about how much waste would be produce, Mr. Pilotte said the amount of work in the next 5 years could be 20 tons with 5 or 6 tons per pickup truck. Selectman Adams said you need to coordinate an area to bury it with DPW so it's not dug up. Mr. Pilotte said he had spoken with a person over there (DPW). Chairman Pierce asked Derek to address the disposal needs that need to be coordinated. Mr. Pilotte added that he had left a pamphlet which is an update to efforts to eradicate milfoil. Chairman Pierce said we saw that.

Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Selectman Adams asked is this Glen Lake or both? Mr. Pilotte replied it's for both. Namaske is under control it just needs monitoring.

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REQUEST TO INCREASE CIP EXPENDITURE FOR FINAL PHASE OF RADIO PROJECT:

Police Chief Patrick Sullivan had a request before the Board to increase the CIP expenditure for final phase of the radio project. The Chief said we requested \$146,000 but since that time we've experienced some issues in the console. We are trying to address those situations. When "cards" go down we have been able to borrow one but our fear is we won't be able to borrow one. The Chief stated his request with the dollar amounts which would include the addition of some spare parts. He also told the Board that it's cheaper for them to have the work done on the floor by someone else.

Chairman Pierce asked for clarification of the work. Police Chief Sullivan said part of it is moving into a separate room. Currently it's in a broom closet. We would move it into the room next door which is an office. We need to upgrade the electrical and we need to put in grounded flooring. We can use the ones (floor tiles) that we already have. It's about \$16,000 more with all the work to be done than is in CIP. It would be matched 50% said Chief Sullivan. Selectman D'Avanza said we are moving it from the broom closet because of heat in the closet. Chief Sullivan said that's the major issue for radio components. Chairman Pierce asked is this in the 2012 CIP? Yes, the current CIP we are working under replied Police Chief Sullivan.

Selectman D'Avanza moved, Selectman Lemay seconded to approve the Police Chief's recommendation to increase the amount in CIP from \$146,748 to \$164,415. After explaining the motion Chairman Pierce also said this is to get the radios, spare parts, have electrical work done, to make modifications to the HVAC and to upgrade the flooring. Chief Sullivan indicated that was the scope of the work and that the radios have gone down in the last 2 months and we were able to borrow. Asst. Town Administrator Derek Horne said you are increasing the appropriation by \$18,000. Selectman D'Avanza said it should be for the full amount. It was originally budgeted for \$140,000 (approximately). *Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.*

PUBLIC HEARINGS:

Accept and Expend US Dept. of Homeland Security Grant – Police Dept. Radios:

Chairman Pierce said the subject of this hearing is to accept \$50,186.53 and to expend \$48,483.60 for a US Department of Homeland Security Grant managed through the NH Department of Safety for the purchase of 15 portable radios for the Police Department. The amount is over \$5,000 so we have to hold a public hearing. He said the public hearing notice was published in the Union Leader on 5/23/12 on page D6.

Chairman Pierce opened the public hearing at 7:03 p.m.

Police Chief Sullivan said Homeland Security and the federal government loosened their restrictions. It's for a narrow window (of time). There is \$4.4 million unexpended and the funds will be sent back if it's not expended by June 30. He told the Board they divided it up equally among departments with a certain number of sworn members so that every department in the State will get at least one radio to allow interoperability. Chairman Pierce asked does the purchase of these radios interfere or augment all our other communication. Chief Sullivan

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answered it was to augment and compliment. It can be improved upon later because they are very high end radios. Vice Chairman Gross asked what happens to the “old” radios. Chief Sullivan responded they will stay in service as spare parts and they are issued to special officers. Vice Chairman Gross asked was this scheduled in CIP so we could take it off if we do this. No said Chief Sullivan.

Chairman Pierce closed the public hearing at 7:07 p.m.

Selectman D’Avanza moved, Selectman Adams seconded to accept the equipment grant in the amount of \$50,186.53 from the Department of Homeland through the NH Department of Safety and expend \$48,483.60 for the purchase of 15 portable radios. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Accept and Expend Donation for Shade Structures at Barnard Pool:

Chairman Pierce said this is a donation of \$6,500 from Evelyn Miller in memory of her father Jack Lasky to be used for shade structures at Barnard Pool.

The Parks & Rec Director Rick Wilhelmi said there would be two shades structures - a double canopy (15 X 22 feet) and we’d be putting 2 of them at Barnard Pool. He identified the two areas they would be placed at and said right now its 100% direct sun there. He added that Evelyn’s Dad enjoyed going to the pool.

Chairman Pierce opened the public hearing at 7:11 p.m.

There was no one public present in the audience.

Chairman Pierce closed the public hearing at 7:12 p.m.

Selectman Adams moved, Selectman D’Avanza seconded to accept a donation of \$6,500 from Evelyn Miller for shade structures at Barnard Pool in memory of her father Jack Lasky. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D’Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

TOWN ADMINISTRATOR’S REPORT – Continued:

SOCIAL MEDIA POLICY:

Derek said there were 3 main questions the Board had. I have attempted to answer them in my memo and I’ve already attached a copy of the drafted Social Media Policy. I can answer any questions he said.

Vice Chairman Gross said he appreciated Derek going through this. He said the majority of neighboring communities don’t have a policy. You are recommending one he said. Derek said yes, even if it’s just a bare bones one. He mentioned that many towns didn’t respond to the inquiry. Vice Chairman Gross said the second issue was the time to manage it. Based on

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Derek's memo, as long as the delivery of information is only a "push" then the time would be minimal he said. Derek said that's the time to manage it and to maintain records for the Right to Know requirements. It depends on how department managers use it. If they are using it for notices that we already put out (on the website) then it's not much time he indicted. It was noted that the Library Director had explained that when they post one it automatically posts to the other one. Derek said if the BOS wants more photos or something then it could be more work to manage.

Selectman D'Avanza said the purpose is to get notices out or public information. In order to get this what does a person have to do? Vice Chairman Gross said you'd either have to "like" us or "become a friend". Derek told the Board for the Town of Lincoln you don't have to be friend to view their articles but to get it you'd have to "like" them. Selectman D'Avanza noted that under the 3. i of the Social Media Policy it says "IT staff will maintain a list of all social media accounts with user/ids and passwords." Has that been discussed with IT? Derek said yes. The time burden on them is to do the initial set up. Derek promoted that set up in case they had to shut down the site.

Selectman D'Avanza said it looks like 2 different types of "time" if IT will be involved. Derek said in the initial setup yes. We want to make sure the site is configured properly. Vice Chairman Gross said he himself had set up sites and it probably only takes ½ hour to an hour. Once you've done the first one the other ones will go quicker. It doesn't take all that long. In terms of postings for Police they could do it like the Library does said Vice Chairman Gross. Selectman D'Avanza said I'm trying to get a handle on the time. We keep requesting the staff do more and at some point the elastic band will break.

Chairman Pierce suggested that perhaps Derek could put an agenda item together 6 months out and bring information back about the day to day operations.

Vice Chairman Gross felt the benefits outweighed the initial setup time costs. He listed some of the types of information that could be put out to the public such as when the Transfer Station is closed or notices by the Fire Dept. on the level of fire danger etc. He thought it could reduce the number of phone calls to departments. Chairman Pierce said once they (the public) are familiar and are aware of its availability they'll go looking for it. Vice Chairman Gross repeated that the Library only has to update their website and then there's a link to the other. He added that he is a huge fan of Nixle and this would function like Nixle.

Vice Chairman Gross asked this is just a question of BOS policy so can we make a motion? Derek said having a policy is not required. The policy was sent to the department heads. No feedback was received but they did have an opportunity to review it. He pointed out that the Police Dept. did give feedback. Based on the Board's discussion Vice Chairman Gross agreed to hold off for a week or so for more feedback from the department heads. Chairman Pierce said we'll bring it back up on June 18. Selectman Adams said to alert the department heads that we'll take action on June 18. The Assistant Town Administrator will contact the department heads about the Board's wish for feedback.

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Selectman D'Avanza still had concerns about what would come under Right-to-Know record retention requirements in relation to information put out on social media. He asked if a photo would come under that and would it need to be retained? Derek replied if a department head or designee created a photo it could be considered to be correspondence and they would have to keep it for a minimum of a year. Selectman D'Avanza asked how we will maintain it. Derek answered that would be done by the department heads. Derek explained his involvement the Records Retention Committee and their activity in looking at such issues because there is some confusion on record retention. We are wrestling with some things like email he said.

Vice Chairman Gross encouraged the department heads to give feedback on how they would use social media and for what areas they would use it. He said it's great to adopt a policy but if the department heads are reluctant or won't use it then why bother. He asked is it safe to say it will be a push only. Yes said members of the Board. The Assistant Town Administrator will pass that along to the department heads.

MERRI-LOO LEASE:

Derek provided a follow up to the questions regarding utility costs and the lease for Merri-Loo Preschool. He told the Board that the Finance Dept. sends out a bill twice a year for 50% of the oil and electricity and water for the period of September to May. I looked at the electric rates for Merri-Loo. Electrical consumption and fuel consumption spiked in 2010. We are looking into why that occurred he told the Board. The electric use and the fuel use did not change much but the price of oil has increased 68% in 3 years. That accounts for the majority of the doubling. Chairman Pierce noted that the gallons (used) remained close to 1,000 gallons but it's the price of those gallons that drove that up. Derek said it really was the price. One thing that changed from the last time we did the lease 2 years ago was we replaced the oil tanks and they are now dedicated to one tank that feeds the Merri-Loo side and one is for the meeting side. The Lease does expire on June 30. My recommendation is for another 2 year lease and for them to pay 100% of their side (oil tank), 50% of the first floor water use and 25% of the electrical use.

He added there are quite a few fixtures on the second floor and the other option is to move their storage to the third floor. Selectman D'Avanza said on the storage, there are a couple of issues as far as the type and what can be stored up there. There was a discussion about that with Lt. Connor on the items pertaining to the building or the use of the building he told the Board. Chairman Pierce said storage items should for educational use rather than items for a yard sale. Selectman D'Avanza said that's one item to be worked on there.

Vice Chairman Gross said it's nice and clear on the oil tank now. Is there any way for them to have their electrical meter separated? Selectman D'Avanza answered the best time to do that is when the addition is done. That would be the time to do it. It's too cumbersome now to separate it said Selectman D'Avanza. The consensus of the Board was to direct Derek to bring the recommended lease terms to Merri-Loo and then Merri-Loo would come back in on June 18.

SNHPC APPOINTMENTS:

The Board was presented with the recommendation from the Planning Board to appoint Barbara Griffin, Jo Ann Duffy and Tony Marts to the SNHPC.

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Vice Chairman Gross moved, Selectman D'Avanza seconded to appoint Barbara Griffin, Jo Ann Duffy and Tony Marts to the SNHPC. Chairman Pierce confirmed that these recommendations were endorsed by the Planning Board. *Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.*

NH DOT TAC COMMITTEE - RE: I-293 Exit 6:

Derek said you have a letter from NH DOT re: I-293 Exit 6 & 7 TAC Committee. We received one volunteer application. It was posted on the website. The volunteer application was from Tony Marts. Vice Chairman Gross asked wasn't there another person? The Executive Secretary said yes but that person did not submit an application.

Vice Chairman Gross moved, Selectman D'Avanza seconded to appoint Tony Marts to the TAC Committee. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

SELECTMEN DISCUSSION:

OLD BUSINESS:

Agenda for All Boards Meeting:

The All Boards meeting is scheduled for June 11 at 7 p.m. at the Grasmere Town Hall in the second floor auditorium unless ADA accommodations are needed and then the first floor meeting room will be used. If anyone needs an accommodation they should bring it forward 72 hours ahead of time. Recommendations for topics were provided to the Board for their review and approval as follows: doing more with less, social media/communication, Right to Know Law, Budget – competing for funding, the snowball effect of delaying CIP items and appointed vs. elected boards.

Chairman Pierce asked, what was the intent of the RTK law? Derek responded Sue's suggestion was to go beyond the training in April. Chairman Pierce suggested maybe they could do a 5 minute class on the topic. Derek noted that the suggestion on budgeting and CIP items is of interest to the Town but some committees are not involved with that. Chairman Pierce asked Vice Chairman Gross if he had any comments on that topic. Vice Chairman Gross said it's never too early to talk about the budget. It's an ongoing discussion. He said he saw two issues as an annual issue – the operating budget vs. CIP. He said time after time there is a tendency to reduce CIP which has a snowball effect. There is also the issue of benefits and wages. It's helpful for committees to know that impacts all of them. He also suggested asking how everyone collectively works to "do more with less".

Chairman Pierce then asked about the topic of "appointed vs. elected officials". Derek said that was a discussion at last month's EDC meeting that came up in a discussion regarding the Metro Center and development. He said EDC would be exploring that over the summer. I'll make a report to EDC on the land use boards this Wednesday. Selectman D'Avanza pointed out that ZBA was changed at town meeting from an appointed board to an elected board. Derek said that may not be an appropriate topic for other committees though. Chairman Pierce said is EDC is prepared to offer comments on why this discussion is appropriate? Derek replied it may be premature to bring it to an All Boards meeting. Chairman Pierce said maybe there should be a

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discussion to this Board (BOS) on any recommendation from EDC and what the benefits are that they perceive.

Selectman Adams said at the 5/30 Solid Waste Commission meeting one topic was mentioned and that is PAYT (pay as you throw). They are looking specifically at if it might be an All Board's meeting topic. I'm bringing it out at their request. Vice Chairman Gross remarked that it might be appropriate for all of them to hear about it. I wouldn't be adverse to a quick presentation on it. He said he would also welcome a presentation from Sewer or the Water Precincts on any expansion plans. Selectman D'Avanza felt as an agenda item that's not the place for it. It's appropriate as a report. Selectman Adams said it's a good opportunity but keep it focused or it could consume the whole meeting.

Chairman Pierce said PAYT is a matter of education. We have a good system now which is supported by property taxes but we need to discuss it periodically for the public to see there are different ways to handle it. Like all changes in the financing systems some households would pay less and some would pay more. We should let the Town know we've done this analysis. But there may not be any great demand to change.

Vice Chairman Gross commented that PAYT is almost synonymous to the zip code issue - people are pleased with the system we have. I'd like to see what happens this year. Then maybe do a referendum to do a Committee. If people are not interested then it's a waste of time for Solid Waste.

Chairman Pierce asked Selectman Adams if it would be appropriate for Solid Waste to make a presentation. Selectman Adams thought it could be. Selectman Adams also told the Board that in spite of a 3% increase in tipping fees that we are making more money as recyclables are increasing. Chairman Pierce suggested it would be useful to say we are studying it.

Vice Chairman Gross asked if Transfer Station is open later on Thursdays. Chairman Pierce answered they'd argue not to repeat that because less than 10 people were taking advantage of the extended hours. It's not an effective use of our resources said Chairman Pierce. Vice Chairman Gross expressed that when you change hours you don't really get the full effect at first. He added that on the flip side he hears people wishing the Town Clerk's office was open later. I know we don't control the Town Clerk's office. Chairman Pierce said that's a different subject. Selectman Adams said I have heard that. It was a convenience for me (when it was open later). Selectman D'Avanza felt that people adjust.

Selectman D'Avanza said so we are going with the first 4? Chairman Pierce said if Public Works wants to then we need to discuss if the presenter will be Solid Waste or the DPW Director. Vice Chairman Gross asked so appointed vs. elected officials is squashed? Chairman Pierce replied yes. Vice Chairman Gross asked if all of the Committees would be given the same amount of time. Chairman Pierce replied as Chairman will try to manage that as best I can.

Algonquin Power Request:

Chairman Pierce said Algonquin Power is seeking permission to work on town land near the earthen berm. They are asking for access from the town land to clear some wooded area and

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growth on the berm. There was a site walk which was attended by Selectman Adams, myself and the DPW Director along with the Algonquin reps on 5/24. They explained the scope of their access off Elm Street and the work to be done at the foot of the berm. There are sufficiently mature trees set back into the wood line that are marked well back from the berm. There were also dead trees and trees from the side of the picnic area and trees on the front and side of the berm. There were 3 or 4 on the edge of the driving lane on the berm. They need to leave 8 – 10 trees in the immediate area of the picnic area said Chairman Pierce. They want to clear a 15 foot fringe from the toe of the berm to the wood line. There is feedback in your packets from Algonquin. He pointed out that in a report from DES from their field inspection there are specific comments on a 15 foot clearing.

Selectman Adams said I agree there are a handful of trees that need to go that are growing into the berm but the rest of the way to the dam there is already a clearing but not to the extent of what they are asking for which is a logging effort. I think they can do what they need to do with handheld tools. I don't understand the logging trucks and a road off Elm Street.

Chairman Pierce described the trees that were marked for removal to the Board. He considered their request to be excessive. He added that the report says the downstream area was cleared 5 years ago and it was a clearing of 15 feet. What has grown in 5 years is not a mature tree he said. I'd be opposed to removing trees that were okay 5 years ago. Selectman Adams said they want to make sure the trees don't compromise the berm (with roots or by a tree falling on it). I think this is extensive. They don't need to cut down trees. Vice Chairman Gross and Selectman D'Avanza agreed with those comments. Selectman D'Avanza said the first thing I noticed was the 5 year growth. What I saw was the flags on big maple trees he said. Chairman Pierce said the flags indicate a line they would clear cut to. So in my mind they'd cut an area much greater than 15 feet. Vice Chairman Gross said so respond that we're okay with cutting down what grew in 5 years. Selectman Adams added but we won't grant access to cut mature trees. Chairman Pierce offered to review and sign a draft of a letter to Algonquin Power.

Vice Chairman Gross moved, Selectman Adams seconded to direct Administration to reply back to Algonquin Power Company and to authorize the Chairman to sign the letter. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Vice Chairman Gross thanked Selectman Adams and Chairman Pierce for going out on the site walk.

NEW BUSINESS:

Chairman Pierce had a request for a proclamation recognizing a town employee. He provided the Board with a draft for their approval. The Board approved the proclamation as drafted.

Vice Chairman Gross moved, Selectman Lemay seconded to approve the proclamation. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Chairman Pierce told the Board he would attend a function to do the presentation. He said other Board members are welcome to attend.

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Parks & Recreation Concert – June 23:

Vice Chairman Gross requested permission to use the reader boards to promote the concert being given at Parks & Recreation on June 23 at GHS. Chairman Pierce remarked that the reader boards for the Mast Road Drainage Project may not be needed much longer. He thought for a few days they could be relocated for this purpose. The consensus of the Board was to allow the use of the reader boards to promote the concert on June 23. Vice Chairman Gross said he would coordinate this with Mike Hillhouse.

Committee Report(s):

Finance Software Committee:

Vice Chairman Gross said he wanted to commend the Finance Software Committee. He said there are a lot of talented people on this committee with a wealth of experience. He said the Committee focused on what we should be looking for as well as the cost and security. A request for information is to be sent out to companies to get more understanding of what we need. We don't know all the functionality we need. We'd be asking for promotional material. Derek said part of the RFI will describe what we use the finance software for and we'll ask for information on cost, not firm numbers, but those numbers will allow us to better budget for it and to see all the different solutions that are available. We want to be better prepared with the pros and cons he said. Derek explained we'll take a little more time to understand what's out there and come back in August to the Board.

Chairman Pierce said I attended the meeting last week where the RFI was reviewed and tweaked. I was impressed. He added our effectiveness is truly at risk. We pay 3,000 vendors and pay 120 full time people and part time seasonal workers. He emphasized that we are at risk for problems that we can't contract to fix. This is not acceptable as a business he said. The Chairman identified a timetable to go live on 1/2014 and also noted there is a sequence of activities in 2013. It's a year and ½ process to be successful said Chairman Pierce.

Vice Gross there are only a few options. Doing nothing is not an option. We could hire an employee for the Town to fix the code or an external contract for code or a program specific to the Town. We could buy off the shelf or buy off the shelf and customize it. The current vendor we have - their level of support is miniscule. The person only works 15 hours a week. We've had it (current finance software) for 12 years. It needs to be replaced.

Chairman Pierce told the Board that in 2013 all our financial ledgers would have to be performing. After 2013 it takes 3 – 4 months to close out the year. At some point in 2013 you'll start to load new data and upload old data which is more of a burden on our finance staff.

Vice Chairman Gross wondered if they should touch upon this at the All Boards meeting. Chairman Pierce said it comes under "competing for funding". When we ask for funding we need to have it remain in CIP and not separate it out. If voters say it's no to purchasing the software keeping it in CIP retains flexibility if there's an emergency to be able to deal with it said Chairman Pierce.

Vice Chairman Gross moved, Selectman D'Avanza seconded to approve the RFI (Request for Information) for Finance Software as recommended, and release it for distribution for

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responses. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

HDC:

Selectman D'Avanza said HDC met. They reviewed the RFP for the statue and they are in the process of reviewing one of those. There was an update on several grants especially the LCHP grant. I'll know more next week about the completion.

Planning:

Selectman D'Avanza said the Planning Board granted a 1 year extension for the approved open space subdivision plan of the Anna King Trust located on Kennedy Hill Road and Shirley Hill Road. There was a request for waiver of a site plan for a burger time food truck to be located at the King's Bowling Lane lot. The applicant has been asked to come back on June 14. The Board voted to go forward and waive the public hearing for the Energy Chapter for the Master Plan update. The Planning Board decided it should be a separate document. They approved the application for a grant for \$50,000 for the Pinardville Study (to focus on zoning regulations). Rules of Procedures were approved by the Planning Board said Selectman D'Avanza.

Fire Station Improvement Committee:

Selectman Lemay reported on the Fire Station Improvement Committee meeting. He said we met at Station 18 and the full board was present. We discussed the future needs of the Fire Department. The Chief asked that they look at a year at a time but we are trying not to do "band aid" fits so things will work down the road. He told the Board that one of their priorities is security in the stations. They are looking at locking the doors with key pads. Also at making the stations ADA compliant and at response times, if we have more stations how will that affect that? They looked at growth areas in the town in the next 20 – 30 years and came up with priorities. For Station 18 they came up with 11 and for Station 19 there are 10 of them. There are a lot of similarities for the priorities. One consideration is raising the roofs so the door can be at least 14 feet high. They are also looking at electrical upgrades and heating in all 3. Station 19 has switched to natural gas instead of oil said Selectman Lemay. They want to upgrade generators in all 3 stations. We talked about sleeping quarters in all 3 stations for events that might involve firemen sleeping in response to town wide emergencies. There's a priority for all 3 stations to be repaired. We'll try to do Station 18 & 17 first and the last Station would be 19. So in 2014 do Station 18, in 2016 do Station 17 and in 2018 do Station 19. Station 18 is the hub of operations. The big question is if changes are made will we be able to continue to provide services. The Chief got prices and some were \$200 - \$240 per sq. foot to work on a new building for Station 18 on the idea of an addition for upgrades. He said they would be looking into the land next door that had been available before. We'll revisit that in a department meeting. The next meeting is on 6/26 at Station 19. A lot of the stations share the same concerns for heating and electrical service. The Chief is looking for grants for "green stations" said Selectman Lemay. Chairman Pierce remarked that's comprehensive of what we asked that Committee to do.

Solid Waste:

Selectman Adams said I already talked about the 3% increase in tipping fees and the increase for recyclables. There was conversation on the regional coop in Concord which has now died.

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Chairman Pierce remarked this Board spent a lot of time discussing the desire to join that. Selectman Adams told the Board the backers backed out of it.

CIP:

Selectman Lemay said the DPW Director had expressed a concern about the future of the fleet as we push things back (in CIP). The tide is going to come around said Selectman Lemay. Carl's fear is the truck we spent money on, the frame is starting to split, and it may not make it through the inspection. So we may need to do a rehab on it. Several pieces are in CIP to be purchased. Chairman Pierce asked if he had completed the DPW Department's presentation. Yes replied Selectman Lemay.

8:34 PM Selectman D'Avanza moved, Selectman Adams seconded to adjourn. Chairman Pierce-aye; Vice Chairman Gross-aye; Selectman Adams-aye; Selectman D'Avanza-aye; Selectman Lemay-aye. Passed: 5-0-0.

Respectfully submitted,
Kathryn M. Fisher, Executive Secretary

Approved by the Board on 06/11/12 with one correction on page 2 in the second paragraph to delete "g" from the name "Cummings".