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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Bureau of TSMO
November 27, 2023

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to enter into a 4-year lease agreement with the Town of Goffstown, NH (Vendor #177395) for use of communications facility & tower space owned by the Town at the summit of Mount Uncanoonuc, Goffstown, NH at a total cost of $11,536. The lease agreement will be effective January 1, 2024 through December 31, 2027, upon Governor and Council approval. 51.3% Highway Funds, 48.7% Turnpike Funds (Intra-Agency Transfers). The funding split is subject to change based on each year's budget allocation.

Funds to support this request are available in the following account in State FY 2024 and FY 2025 and is contingent upon the availability and continued appropriation of funds in FY 2026, FY 2027 and FY 2028, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

04-096-096-960515-3052	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Trans Sys Mgmt & Operations	$1,399.50	$2,827.00	$2,883.50	$2,941.00	$1,485.00
022-500248					
Rents & Leases Other Than State					

EXPLANATION

The Department of Transportation operates a statewide land mobile radio (LMR) communications system that consists of a Statewide Dispatch, mountaintop repeaters sites, mobile & portable radios that link Toll, Bridge, and Highway Maintenance operations facilities with field staff.

Goffstown's Mount Uncanoonuc facility serves as one of those sites in this LMR communications system and houses three discrete repeater stations that support District-5, Highway Maintenance, Bureau of Turnpike Operations as well as other Department Bureaus that operate on the statewide repeater channel.

The Department is satisfied that the annual lease price, including the annual increase of two (2) percent is reasonable and comparable to other commercially available space at this same mountaintop. The Town has managed this site well and shares the Department's desire to maintain a secure and reliable communications site.

The lease agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval, will be on file at the Department of Transportation.

Your approval of this lease agreement is respectfully requested.

Sincerely,

William J. Cass, P.E.
Commissioner

Attachments

LEASE AGREEMENT

AGREEMENT MADE shall be effective the 1st day of January, 2024 or the date of Governor and Executive Council approval whichever is later, (the "effective date") by and between the Town of Goffstown, a municipal corporation having a principle place of business at 16 Main Street, Goffstown, New Hampshire 03045, (hereinafter known as the LESSOR), and the State of New Hampshire, Department of Transportation having a principal place of business at John O. Morton Building, 7 Hazen Drive, Concord, New Hampshire 03301-0483 (hereinafter known as LESSEE).

RECITALS:

Lessor owns a one hundred (100) foot tower located on the top of Mount Uncanoonuc in Goffstown, and desires to lease to the Lessee, and Lessee desires to lease from the Lessor certain space on said tower facility, on all the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED,

1. General Description of Premises. Lessor hereby leases to the Lessee certain space as hereafter defined on Lessor's tower facility situated on a certain tract of land located on Mount Uncanoonuc, in Goffstown. The space is to be on a radio tower that has been erected for the transmission of radio communication signals of all types and descriptions.

2. Space Leased. Lessor hereby leases to Lessee space on said tower sufficient for the installation of one (1) communications system (hereafter called the "System"). The System consisting of four (4) communications antennae, together with space inside a certain building on the property sufficient to house equipment for three (3) transmitter/receiver units. The Lessor agrees to work with the Lessee to facilitate proper antennae mounting or integration at the Lessor's direction, and at the Lessee's expense.

3. Access to Premises. Lessor hereby grants to Lessee the right to use the road leading to the described property over which the Lessor has the responsibility for maintenance and repair, and which is owned by the Town of Goffstown, for the purposes of access to Lessee's equipment, and or other access to the building housing the communications system. The Lessee, however, shall have no obligation to maintain, repair, or improve said road leading to said building, and shall have no obligation to remove snow from building or from said road.

   The Lessee acknowledges that the main function of the building and tower is for use by the Town of Goffstown Police Department, Fire Department, and Department of Public Works communications, and for such other entities that shall from time to time enter into agreements with the Town of Goffstown for use of said tower and building. Such transmissions result in the presence of

Radio Frequency (RF) radiation hazard at certain tower locations. As a result the Lessee agrees that routine system, and antenna maintenance and repairs on said tower can be done only as scheduled by Lessor, and on a minimum of seven (7) days advance notice. In the event that the Lessee must perform emergency repairs to its equipment installed on said tower, Lessee shall make such repairs only after: (a) First notifying Lessor of the need to make said emergency repairs; and (b) obtaining from Lessor permission to make said repairs; and (c) making said repairs in the presence of an authorized representative of the Lessor who is qualified to remove the presence of said RF radiation hazard during said repairs, unless waiver by the Lessor in writing.

4. Utilities. Lessor shall provide at no charge to the Lessee electricity for Lessee's equipment. Also, Lessor shall provide at no charge to the Lessee electricity (hereafter called "Emergency Power") for said system only during times when Lessor's standby AC generator is operating as a result of a loss of utility supplied electricity. Lessee acknowledges that the Lessor shall not be liable in the event of any failure or malfunction of the standby AC generator. No other utilities are provided by the Lessor.

5. Maintenance of Equipment. It shall be the responsibility of the Lessee to maintain its equipment, to ensure that it causes no interference to any of the users of said tower and building, and to correct or adjust the equipment to eliminate any such interference that may occur. The Lessor and Lessee agree that this paragraph shall be made a part of all future leases entered into by the Lessor.

6. The Term of the Lease. The term of the lease shall be a four (4) year period, commencing January 1, 2024, and terminating on December 31, 2027.

7. Rental Payment. Lessee shall pay the Lessor a yearly rental of:

$2,799, for 2024
$2,855, for 2025
$2,912, for 2026
$2,970, for 2027
Which is reflective of a 4% increase in 2024, with 2% annual increase thereafter.

The Lessor will invoice the Lessee bi-annually as:

01/01/2024 $1,399.50	07/01/2024 $1,399.50
01/01/2025 $1,427.50	07/01/2025 $1,427.50
01/01/2026 $1,456.00	07/01/2026 $1,456.00
01/01/2027 $1,485.00	07/01/2027 $1,485.00

8. Timely Notice of Intent. A desire to reenter into a contract for subsequent years must be completed in writing prior to November 1st of the year preceding the year (s) in which the new contract will go into effect.

9. Restrictions of Lease. Lessee shall not use their equipment in violation of any applicable local, state or federal statute, law, ordinance, rule or regulations. Lessee shall not assign, sublet, pledge, or encumber this lease in whole or in part without Lessor's prior written consent. No changes or modifications of the lease may occur without a signed written agreement memorializing the exact changes or modifications in the agreement, which will be made a part thereof, and incorporated by reference therein once adopted, in writing, by both parties.

10. Surrender. At the expiration of the lease term, the Lessee shall surrender the leased property in as good condition as it was at the beginning of the term, reasonable wear and tear and damages by the elements only excepted. Lessee may at any time prior to the terminations of the lease or any renewal or extension thereof, remove from the leased property all materials, equipment and property of every sort or nature installed by Lessee thereon, provided such property is removed without substantial injury to the premises. No injury shall be considered substantial if it is properly corrected by restoration to the condition prior to the installation of such property, if so requested by Lessor. Any such property not so removed shall become the property of the Lessor.

11. Default and Bankruptcy. In the event that: (a) the Lessee shall default in the payment of any installment of rent or other sum herein specified, and such default shall continue for ten (10) days after written notice thereof; or (b) the Lessee shall default in the observance or performance of any other of Lessee's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof; or (c) Lessee shall be declared bankrupt or insolvent according to law, or, of any assignment shall be made of Lessee's property for the benefit of creditors, then Lessor shall have the right thereafter, while such default continues, to re-enter and take complete possession of the leased premises, to declare the term of the lease ended, and remove the Lessee's effects, without prejudice to any remedies which might be otherwise used for arrears of rent or other default. Lessee shall indemnify Lessor against all loss of rent and other payments, which Lessor may incur by reason of such termination during the residue of the term. If the Lessee shall default, after reasonable notice thereof, in the observance or performance of any conditions or covenants of Lessee's part to be observed or performed under or by virtue of any of the provision in any article of this lease, the Lessor without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the Lessee. If

the Lessor makes any exceptions or incurs any obligations for the payment of money in connection therewith, including but not limited to reasonable attorney's fees in instituting, processing or defending any action or proceeding, such sums paid or obligations incurred, with interest at a rate of eight (8%) per annum and costs.

12. Destruction of Leased Premises. In the event of damage to the premises resulting in Lessee's inability to use the premises for its intended purpose, rent shall abate wholly or proportionally, as the case may be, during such period. In the event of damage to the premises by fire, lightning or other cause rendering the premises partially untenantable, Lessor shall diligently attempt to restore the premises. In the event such damage renders the premises substantially untenantable, Lessor shall, within thirty (30) days advise Lessee whether Lessor will then terminate the lease or will restore the premises. If Lessor agrees to restore the premises, this shall be completed within five (5) months from the date of damage. Rent shall continue during any period of untenantability if such damage is caused by the negligence or intentional acts of the Lessee or any of its employees or agents. Lessor shall not be liable to Lessee for any losses suffered by Lessee as a result of any partial or total destruction of the premises. If damage is not caused by Lessee, then the rent will be abated until the premises have been restored.

    Lessee agrees that all property or whatever placed upon the leased premises shall be at its own risk. Lessor will not insure such property even if it becomes part of the leasehold because it is a leasehold improvement; and if Lessee wishes to insure same, Lessee may do so at its own expense. If destruction of leased premises is a result of Lessee's negligence or intentional acts, Lessee shall indemnify and hold Lessor harmless from any loss suffered by Lessor, or by other Lessees of the premises, as a result thereof.

    The Lessee hereby acknowledges that they have inspected the tower and found the same to be structurally sound. That should ice or winds cause the tower to fail, the Lessee hereby understands and agrees to hold the Lessor harmless in the event that the Lessee's equipment is damaged or destroyed.

13. Eminent Domain. If the whole of the leased premises shall be acquired or condemned by eminent domain for any public or quasi-public use or purpose, then the terms of this lease shall cease and terminate when the premises are physically taken.

14. Vandalism. Because of the nature of the leasehold and the character and location of the premises Lessor is unable to insure the security of the property, Lessee agrees not to hold Lessor responsible for any damage caused to Lessee's property regardless of the cause or reason for such damage, unless such

damage results from or is caused by gross negligence or willful acts of the Lessor. Lessor shall take reasonable efforts to protect the premises from vandalism.

15. Release. Lessee hereby indemnifies and holds Lessor harmless against all loss Lessee may suffer as a result of theft, loss or damage to its equipment or other property regardless of the cause or reason for such damage, unless such damage results from or is caused by the negligence or intentional acts of the Lessor, and against any injuries suffered by Lessee, their agents or employees or third parties employed by Lessee arising out of Lessee's installation or maintenance of its equipment or suffered while on Lessor's premises unless caused by the negligent or intentional acts of Lessor.

16. Hold Harmless. To the fullest extent permitted by law, Lessee shall defend and indemnify Lessor and its officials, agents, employees and volunteers ("Indemnified Parties") from and against any and all claims, demands, lawsuits and actions seeking damages, equitable relief, interest, costs and penalties arising from the negligent acts or omissions of or breaches of this Agreement by the Lessee and/or its officials, employees, agents, representatives, contractors, and subcontractors.

    In addition, and regardless of respective fault, Lessee shall defend and indemnify Indemnified Parties for any cost, expenses and liabilities arising out of a claim, charge or determination that Lessee and/or its officials, employees, agents, representatives, contractors, and subcontractors are employees of the Lessor including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers' compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any similar obligation associated with an employment relationship.

    Lessee's obligations to defend and indemnify the Indemnified Parties shall survive the termination or expiration of this Agreement.

17. Insurance. Lessee agrees to maintain and provide liability insurance, in the amount of not less than One Million Dollars ($1,000,000), naming Lessor as an additional named insured and loss payee as its interest may appear, said policy to protect and indemnify Lessor and Lessee against any claim, loss or other action asserted against either of them as a result of Lessee's equipment being on the premises and specifically to protect Lessor and Lessee against any claims arising out of personal injury occurring to anyone repairing, working on or maintaining the equipment installed by Lessee. Notwithstanding the foregoing, Lessee may elect to self-insure against any potential liability, which it may assume under this agreement. Lessor acknowledges that Lessee is self-insured,

in accordance with customary self-insurance practices, in excess of One Million Dollars ($1,000,000.00). Lessee agrees to Lessee maintain workers' compensation coverage meeting State of New Hampshire required limits, and provide Lessor with proof of coverage prior to this Agreement becoming effective and upon Lessor's reasonable request thereafter.

18. General Provision. The paragraph headings or titles appearing in this lease agreement are inserted for convenience only and shall not be considered for construing the lease agreement. The lease agreement shall be governed by and construed under the laws of the State of New Hampshire. The invalidity of any provision of this lease agreement shall in no way affect the validity of any other provision. This lease represents the entire agreement between the parties and shall not be modified, unless done so by mutual agreement and in writing.

19. Terms of Art and Jargon. It is understood and agreed that the terms of art shall have the meanings of usages customarily given them by professionals in the mobile radio communications industry.

IN WITNESS WHEREOF, the parties hereto have caused this lease agreement to be executed the day and year first above written.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION:

BY: _____

NAME: Michael J Servatius

TITLE: Director of Operations

DATE: 11/16/23

TOWN OF GOFFSTOWN
SELECT BOARD:

_____

_____

_____

_____

_____

BY: _____ Date: _____

Approved by Governor and Council on: _____ Item No. _____

Samuel Burgess 12/12/2023

Signature

Samuel Burgess

Name

Assistant Attorney General

Title

NH Attorney General

GOFFSTOWN SELECT BOARD
MINUTES TO MEETING OF OCTOBER 23, 2023

In attendance were Chair Kelly Boyer, Vice Chair Peter Georgantas, Selectman Collis Adams, Selectman Jim Craig, Selectman Mark Lemay, Town Administrator Derek Horne, and Assistant Town Administrator/Finance Director Danielle Basora.

6:00 PM CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Boyer called the meeting to order at 6:00 p.m. She led the Board and audience in the Pledge of Allegiance.

ACCEPTANCE/CORRECTION OF MINUTES

Selectman Lemay made a motion to approve the public and non-public minutes to the Select Board meeting of October 16, 2023. Vice Chair Georgantas seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ANNOUNCEMENT

10-Year Plan Hearing Schedule

The Governor's Advisory Commission on Intermodal Transportation, which is made up of the 5 executive councilors and the Commission of the NH Department of Transportation, scheduled public hearings throughout the State in September and October. This Wednesday, October 25, there will be a hearing in Goffstown. The hearing is scheduled for Wednesday, October 25, at 7:00 p.m. in the second-floor meeting room of Goffstown Fire Station 18 at 18 Church Street. The purpose of these meetings is to receive public comment and testimony on transportation projects and priorities included in the draft 2025-2034 10-year Transportation Improvement Plan, as recommended by the NH DOT to the Governor's Advisory Commission on Intermodal Transportation.

NH DES Announces Annual Fall Drawdown

The New Hampshire Department of Environmental services has announced the annual fall drawdown of lakes and ponds controlled by dams owned by NH DES. Glen Lake on the Piscataquog river in Goffstown will be drawn down on Saturday, October 28th. Glen Lake will be drawn down 1 1/2 feet from the full level. The depth of drawdown listed above is not from the current level; it is from the normal full pond level. Lake drawdowns are conducted each fall to reduce winter ice damage to shoreline properties and to reduce spring flooding. Drawdowns also give property owners the opportunity to conduct any necessary repairs to their waterfront property, provided they first secure a permit from the NH DES Wetlands Bureau at 603-271-2147.

Halloween

Chair Boyer said Halloween is next Tuesday, and Goffstown is doing Trick or Treating from 6:00 p.m. to 8:00 p.m.

TOWN ADMINISTRATOR'S REPORT

Committee Meeting Schedule

Town Administrator Horne said the HDC will meet at 6:30 p.m. on Wednesday, October 25. Selectman Lemay said he would attend. Town Administrator Horne said the Conservation Commission will meet at 7:00 p.m. on Wednesday, October 25. Selectman Collis Adams said he would attend. Town Administrator Horne said the Planning Board will meet at 7:00 p.m. on Thursday, October 26. Selectman Craig said he would attend in place of Selectman Adams.

Town Administrator Horne said the Select Board will meet at 6:00 p.m. on Monday October 30, if necessary, to finalize the 2024 Budget. He said Halloween/Trick or Treat is scheduled for October 31 from 6:00 p.m. – 8:00 p.m. He said the EDC will meet at 6:00 p.m. on Wednesday, November 1. Selectman Craig said he would attend. Town Administrator Horne said the Library Trustees have a working meeting at 6:30 p.m. on Wednesday, November 1. Chair Boyer said she would attend. Town Administrator Horne said the Budget Committee will have School Deliberations at 6:00 p.m. on Thursday, November, 2. Vice Chair Georgantas said he would attend.

Consent Agenda
Town Administrator Horne said for Employee Status Reports, there is a Police Dispatcher new hire.
Vice Chair Georgantas made a motion to approve the Consent Agenda as presented. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Quarterly Benefits Transfer
Town Administrator Horne said this request is to reassign and transfer allocated funds to accurately reflect the use of those funds on the Town's financials, including budget reports and other associated documents. This would reimburse the various full-time wage lines for monies paid to employees in lieu of taking one of the Town's health insurance plans. This transfer request is for funds paid out in Quarter 3 of 2023. The total amount to be reallocated is $43,166.74.
Selectman Lemay made a motion to approve the budget transfer request for the reallocation of $43,166.74 from Insurance Benefits to the various wage lines, as presented. Selectman Craig seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Lease Review—Town Tower and NHDOT
Town Administrator Horne said the Police Department has been working to renegotiate the lease between the Town and the State to allow NHDOT to maintain communication devices on the Town owned tower on Summit Road. NH Primex has recommended a few language changes. NH DOT has increased their use of the Town's tower over the years and is requesting additional space on the tower in this lease. The annual lease payment has increased 2% annually since 2012. The Board may wish to increase the annual lease payments beyond 2%. Vice Chair Georgantas asked how much the expenses have gone up. Town Administrator Horne said they don't break them out by that. The Police Chief has budgeted $4,300 in this year's budget. Vice Chair Georgantas said if our expenses have increased, maybe their percentage should increase. Selectman Adams said they've gone from 3 to 4 antennae, and he'd expect to increase it. Town Administrator Horne said they have 3 now and are going to 4, and transmitter receivers are going from 2 to 3. Selectman Adams said that's a 33% increase in the number of antennae.
Vice Chair Georgantas made a motion to increase the lease payment to 4%. Selectman Craig seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Lemay said his concern is that they are adding more towers, more radio interference, and more transmitters and receivers. How will that work with our new system. Town Administrator Horne said there is language in the contract that deals with that. If there is any interference, they can take action against the tenants.

Town Administrator Horne asked if they want a 4% increase in the 1st year or do they want 4% each year. Selectman Adams said he'd like to go cumulative with 4% each year. Vice Chair Georgantas said the charge would be 4%, not increase it by 4%. Town Administrator Horne said right now it's proposed, at 2%, it would be $2,745. We can put 4% in that first year, then 4% thereafter. The Board's consensus was in agreement with the Town Administrator's suggestion.

DPW Plotter lease

Town Administrator Horne said the large format multifunction plotter at DPW requires replacing because it is not working. This is a large cost item, roughly $13,000 to replace. He's requesting the Board's approval to enter into a lease agreement with monthly payments rather than purchasing a replacement outright. This is a daily operation device in DPW, similar to copiers, which we lease from Canon. The proposed lease is for 60 months, with a monthly payment of $199.69, and has the municipal Non-Appropriation Clause. Vice Chair Georgantas asked how it works if they run into a default. Town Administrator Horne said they do have a municipal non-appropriation clause, so, if it gets to the point where they don't have appropriation enough to cover this, they could get out of the lease.

Vice Chair Georgantas made a motion to authorize the Information Systems Director to enter into a 60-month lease agreement as proposed for the large format multifunction plotter at DPW. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

6:10 PM PUBLIC COMMENT

Chair Boyer opened the hearing to the public at 6:10 pm.

Andrew Cadorette, of Goffstown, said he's here to talk about the Hadley Falls Dam removal and a group of citizens and stakeholders who have gotten together. In April, DES, who owns the dam, notified the Town of the intent to remove the dam. He represents a group of stake holders who are looking for ways to save the Hadley Falls Dam, and the Mill Pond in the Village of Goffstown from removal, or if removal is inevitable, for ways for the best outcome for the Village of Goffstown. He's an abutter, and lives on the river. The group represents concerned citizens, businesses on Main Street, and abutters. There is no waterfront association for the Village of Goffstown, where Namaske Lake and Glen Lake have an association. So, they have to be the association and advocate for anything that will happen at the Hadley Falls Dam. They are here to encourage the Select Board to take affirmative steps to work with the residents, businesses, and NHDES to create a win-win for all stakeholders as it relates to the removal of the Hadley Falls Dam in the Village of Goffstown. They have 3 action items to present. One is to actively work with DES to actively provide quarterly updates to the status of the removal of the Hadley Falls Dam. There are a lot of unknowns. Having them in here quarterly to let the Select Board and the citizens know would be great. What's the status of the feasibility study? What are they looking for in the outcomes of the feasibility study? What's the timeline? Questions for the DES could include if keeping the dam could be one of the options of the feasibility study. Probably not, but if you don't ask, you don't know the answer. What will happen to the Mill Pond? Is there any consideration for the Mill Pond? How will changes to the river impact the bridge abutments? When the dam is gone, water will move faster through there, which could undercut the bridge abutments, the property owner's property. How will that be impacted? At some point there will be river restoration, and will Goffstown have a seat at the table? Will we help make those decisions and who's going to pay for it. We should ask those questions now so we can work through a solution.

They encourage the Select Board to create a Hadley Falls/Piscataquog River Waterways Ad Hoc Committee. This was suggested by DES and needs to happen sooner rather than later so they can be an active participant and move this forward, and not wait for decisions to be made. He also recommends the Select Board begin planning for the future of what that waterfront will look like. We don't know who will pay for any of these improvements to the waterfront once the dam is removed if that's the direction it goes. He recommends a warrant article on the March ballot to provide the chance for the Goffstown community to voice and understand what is happening.

Rodney Stark, Goffstown, said he knew this issue was going to come up tonight. It's a very important issue for the Town. He thinks Andrew Cadorette has done a great job heading up this group. He wholeheartedly agrees the Town needs to set up an official Town committee that has some credibility and authority to deal with these issues. There are a lot of issues involved here. He's not happy with what DES is doing in Town. That dam has been there his entire life and has never caused any problems. It still isn't, but unless they do it right, they will.

Chair Boyer closed for public comment at 6:16 p.m.

PARKS & RECREATION DIRECTOR

Request to repurpose 2012 F350 Pickup Truck

Parks & Recreation Director Rick Wilhelmi said he wants to repurpose their 2012 F350 pick-up truck. For 13 years his department has basically had three vehicles all the way through those 13 years. They have increased by another full-time staff person, and this is their second year on staff.

There are many tasks they're responsible for doing. Those include every athletic field in town and there are activities all year. They are the crew that performs all the tasks on the baseball fields. They are still heavily doing the Mountain View Middle School Complex, which has two soccer fields, a field hockey field, which have to be lined for game days and mowed for game days. They are responsible for putting down all the practice fields, lining all the fields for the field hockey program at the High School, and at Lions where they practice. There is quite a lot.

Having this vehicle on hand, they have retrofitted the back and use it to store paint. By using that truck the efficiency level they have is amazing. They can have two crews working at the same time. The dump body of this truck is rotted. It's 12 years old and one of the big reasons to get a new truck was because of the dump body. But to repurpose this truck with a flatbed type of system, for $5,500 they can have it manufactured by a local guy. Then its purpose becomes a paint truck, and they can also use it for hauling supplies.

From June through August, they have a lot of trash to pick up throughout Roy Park, Barnard Park, and all the different complexes, etc. That's a 4-hour job and would tie up a pick-up truck for 4 hours just hauling trash while there are other jobs that need to be done. They are allowing, trimming, and general grounds maintenance for every school, the Police Department, the Fire Department, the Town Common, Church Street Park, the islands, the Library, Glen Lake, and the waterfront. With other trucks online they'll be able to get a lot of different projects done.

He understands that he originally said they were going to trade this truck in for a new one. He would like the Select Board to look at it that it makes a lot of sense to keep and repurpose. This

has opened his eyes to the fact that he will probably come to ask for another truck in five years. With the benefits it brings to the department, he foresees doing it.

Vice Chair Georgantas asked if Parks & Rec Director Wilhelmi expected to get 5 more years out of this 12-year-old truck. Parks & Rec Director Wilhelmi said yes. It won't be a main line vehicle. He would not rely on that vehicle as a day in, day out vehicle. Vice Chair Georgantas asked when he'd stop putting money into it. Parks & Rec Director Wilhelmi said he would when it doesn't make sense to continue doing it, financially.

Selectman Adams asked if it's a back-up work truck, registered and road worthy. Parks & Rec Director Wilhelmi said it is. They do have to take the bed off the back and repurpose it. Chair Boyer asked if the truck they voted to replace, the main issue was the rot in the back. Parks & Rec Director Wilhelmi said it's in the bed body. Chair Boyer asked if they take that off if it's still usable and in good condition. Parks & Rec Director Wilhelmi said yes. Chair Boyer asked if he budgeted for gas and maintenance for one vehicle. Parks & Rec Director Wilhelmi said he added a little to the fuel. It will need work and maintenance, and with the numbers they have budgeted, they'll be okay. If that truck got them 12 years and 65,000 miles, they just bought a 2023, and that's the year 2035 when they'll look at getting another vehicle. It may go longer because it has an aluminum dump body. In 2018 they bought the F150. In 12 years, that's the year 2030. We're going into 2024. If they say no to this truck he's going to be back next year or the year after to try and get another truck. And get five more years out of it, it's the year 2028. It's still a decent time frame for trading vehicles and managing the department efficiently.

Chair Boyer said a lot of time is spent at the schools. Is that something they need to discuss? Parks & Rec Director Wilhelmi said that's their job and they've been contracted to do it long before him. Vice Chair Georgantas said the Fire Chief asked us for the same thing a few months ago. The reason we said no to him was because they went to CIP, Budget Committee, and the Select Board and said the truck needed to be replaced. He wants to be cautious about saying no to one and yes to another. What Director Wilhelmi is talking about is efficient. But we are talking about a 12-year-old truck that we may get five more years out of. If we don't we're stuck replacing another truck before it's due to be replaced. Parks & Rec Director Wilhelmi said if it dies soon, he'll come in 2025 to request another truck. But if they can use it and get some good purpose out of it, it's a no brainer in his mind. Selectman Craig said he doesn't see the downside. It makes sense to him. The Select Board pushed back on the Fire Chief for a different reason.

Parks & Rec Director Wilhelmi said his department has been growing over the 13 years he's been there, and they've come a long way with a lot more efficiency. And it shows. As they increase staff, you're going to get more bang for your dollar. Selectman Lemay said the town is growing. Do we buy it now or later? Will probably get five years out of this used truck and save some money. Everything Director Wilhelmi has mentioned makes sense. Selectman Adams said he thinks it's a prudent use of assets. They said no before but should look at these on a case-by-case basis. He's heard a good argument about why they should retain this truck and put it to good use. Vice Chair Georgantas said he asked for a report a few years ago about how they've grown their fleet.
Vice Chair Georgantas made a motion to allow Parks & Recreation to keep the truck. Selectman Adams seconded the motion.

Selectman Lemay said he wants to clarify that the rust is in the dump. He'd like to have the DPW fleet maintenance people look at it to see how good or bad the cab is, and make sure it will get us another 5 years. Parks & Rec Director Wilhelmi said the maintenance staff have been looking at it and say it makes a lot of sense. He verified that before coming to the Select Board.
VOTE: 5-0-0. All in favor. Motion carries.

TOWN ADMINISTRATOR'S REPORT (continued)

IT Software Lease

Town Administrator Horne said a cost savings opportunity has been presented by one of our software companies. They have been utilizing this software for several years and the plan is to continue doing so. The software provides auditing and analysis tools used in daily IT operations that are critical to the security of the IT infrastructure. If they don't move forward with the 3-year renewal, they will have a year-by-year lease and the cost will be a total of $27,227.23 for the three years. If they move forward with the 3-year renewal the costs will be reduced be a total of $23,727.00. IT Administrator Brian Rae recommends they move forward with the 3-year renewal, thereby reducing the costs by $3,5000 over the three years. This is a software they have to use as long as they're going to have a network and computers in this town. It provides a lot of the safety protocols. They are seeing software go up as much as 10% per year.

Vice Chair Georgantas said year one is 2023. Town Administrator Horne said that's because it's a December renewal. The contract is from December to November. They budget for this renewal. And there will be a municipal non-appropriation clause in the contract.
Selectman Lemay made a motion to move forward with the 3-year renewal for the software as presented. Selectman _____ seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Appointments to Library Board of Trustees

Selectman Lemay made a motion to appoint Kathy Holt as a full member of the Library Trustees, to serve until elections at the 2024 Town Meeting, March 12, 2024. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Lemay made a motion to appoint Terry Curtis as a full member of the Library Trustees, to serve until elections at the 2024 Town Meeting, March 12, 2024. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

NH Health Trust 2024 Rates: Health, Dental, Short-Term, Long-Term, and Life Insurance

Town Administrator Horne said the rate adjustment for the calendar year for health has an 12.8% increase. This is significant, where last year it was less than 1%, and the year before it was -4%. This is mostly driven by claims of the covered individuals, which have increased.
Vice Chair Georgantas made a motion to accept the new rates for Health, Dental, Short-Term, Long-Term, and Life Insurance as presented. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Primex 2024 Rates: Property Liability, Workers Compensation, and Unemployment

Town Administrator Horne said they have the rate package from Primex including Worker's Compensation, Unemployment, and Property Liability. Worker's Compensation is an increase of

8%. They are limited in how much that can grow each year because we have a multi-year agreement with them. Unemployment has a 0% increase. Property and Liability has a 7% increase. Our history has something to do with it. They've made more claims over the last couple of years. They've had a lot of lightning strikes and a lot of power surges. They've also had claims for cyber incidents.

Selectman Lemay made a motion to accept the new Primex rates for Property Liability, Workers Compensation, and Unemployment, as presented. Selectman Craig seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Cable Franchise Renewal

Town Administrator Horne said the Town receives approximately $320,000 annually in Cable Franchise fees. The cable franchise fee would remain at 5% of the revenue, which is maintained from the last agreement. There have been some changes in the auditing standards for for-profit companies, so their revenues have actually been reduced. This maintains the senior discount side letter. One big change is Courtesy Connections, which is a monthly service for public buildings and schools. That and pulled out of the contract due to a recent FCC rule. The Town would have the option of either being invoiced for those cable drops, or the value of those drops would be reduced from the quarterly franchise payments. He recommends the Board reduce the cable franchise payment. This would provide the town with a third PEG channel, in addition to government and school, before May 1, 2025. Also, there would be one HD channel before 2026. There is capital funding of $25,000 that would go to the GTV Revolving Fund, which would be shown as a pass through to current subscribers and they would see an increase of approximately between $0.07 and $0.10 on their monthly bill. There is a one-time PEG grant of $15,000 and there is no pass through on that amount. Those funds would go into the GTV Revolving Fund.

Vice Chair Georgantas made a motion to approve the negotiated 10-year Cable Franchise Agreement between the Town and Comcast. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries

2023 Tax Rate

Finance Director/Assistant Town Administrator Danielle Basora said they have 2 draft rates. They have an example of what the draft rate would look like without any use of Fund Balance. That gives a rate of $18.36. If the town were to opt to use all available fund balance, which is $150,000 this year, that would be a rate of $18.80. Meals and rooms increased by about $450,000. Motor vehicles increased by about $150,000. There are some increases in PILOT agreements.

Another large one was the interest on investments. Since the market has been going up, they've increased that line by $250,000. With increases in decreases across various revenue lines there is a total increase of $832,000 additional dollars in revenue. That helped get the tax rate down. Regarding Fund Balance, the Board has a Fund Balance Policy. The minimum fund balance is 12% and the target is 16%. Right now, according to DRA the fund balance that's available is only $7.2 million based on what was reported through the audit, as well as what was voted on at 2023 Town Meeting. If we were to bring it down to that 12% minimum, that's where we would see that $150,000 of Fund Balance used. Town Administrator Horne said the 2022 tax rate, with a different value, was $26.31. That was based on a total value of about $1.7 billion. Now they have a value of about $2.7 billion.

Finance Director Basora said she did calculations based on if the $150,000 in fund balance was used. It would save approximately $20 to $25 per household on their total bill. That $150,000 could be used for tax rate setting, it could be retained to get closer to your target balance of 16%, or it could be voted on to be used at the next town meeting for things such as capital reserve deposits or one-time projects—the things you'd want to put into separate warrant articles at Town Meeting in 2024. If, it was applied to the tax rate it would lower the tax rate by about $0.06, which would have an impact on the total bill for the average household of about $20.

Vice Chair Georgantas asked if this is because they didn't increase or maintain the fund balance as much as normal. Finance Director Basora said historically DRA was taking total amount billed and assuming the Town received 100% collection on every bill issued, and therefore it was over inflating the fund balance as opposed to the GASBE Standards, which the auditors supported, which defers the amounts not collected. It's not actually available in fund balance until it has been collected.

Town Administrator Horne said they are also impacted by the 12.28%. Regarding the total amount of taxes they need to collect, not only for the Town, but for the School and the County. That amount goes up and the percentage is going to drop. Finance Director Basora said the draft with no fund balance shows that the General Fund operating expenses are $58.7 million and that's all of those entities collectively. Last year, during 2022, it was about $54 million. The percentage is reflected against that number which changes from year to year as the budgets change. Selectman Adams said the question the Board will be asked over and over again is that if we use $150,000 with the fund balance it equates to about a $20 reduction for a $400,000 home.

Finance Director Basora said they'd like a motion as to which direction the Board wants them to go. Then, when they get into the continuation of budget discussions, they'd know if they use the $150,000 now, it wouldn't be available for any special warrant articles. Vice Chair Georgantas asked if they could wait until they get to budget time to see if they use it.

Town Administrator Horne said, by setting the tax rate, it allows the Assessor to prepare the warrant, which would come back to the Board at a future meeting. That allows the Tax Collector to then collect. Every week that goes out, it means tax bills go out later and later. Then our collection is received later and later. If approved tonight, they'd have a warrant for the Board next week and bills could go out the 2nd or 3rd week of November and be due the 2nd week of December. They have big payment that has to go out to the County, and they need to get the tax bills out for cash flow purposes.
Vice Chair Georgantas made a motion that they don't use the Fund Balance, and the preliminary tax rate would be $18.86. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Chair Boyer asked if the breakdown they have could be included with the tax bill when it is sent out. Town Administrator Horne said they put the tax rate breakdown on the website. They provide a breakdown of the tax rate for Municipal, County, Local Education, and State.

BUDGET—DEPARTMENT HEAD LEVEL

Sewer Department

Chair of the Sewer Commission Tim Redmond presented the budget. The benefits lines are generated by the Finance Department for them. There is an increase in health insurance as well as dental insurance. The employee development lines are discretionary for the Commission to decide on. There are small increases in the budget. They added a full-time employee last year, and there are increases in the expenses for that additional employee.

Finance Director Basora said the auditing services have to do with what they actually have to pay to the auditors to complete. So far they've only done the preliminary because they don't have a final audit report. Sewer pays a portion of that because their books are also audited. When they get the final report, they'll get the final bill, then they'll charge that line. Last year they had an estimator in the 2023 budget because they hadn't yet received directions on which vendor they'd go with. That line is reduced in the 2024 budget. Executive Secretary Lynne Pooler said they get the computers and communications from IT. There is an increase in software prices for 2024. All the employees need new computers and the foreman's computer is one of those rugged computers like what's used in police cruisers. That's about $6,000. Finance Director Basora said they are in a multi-year agreement for the property liability assurance. That's why they had a 7% interest town-wide. Now, it's adjusted based on the actual known premium rates. Tim Redmond said a reason they increased their consulting services line is because, when Mike Yergeau and Mike Walton were with the department, Mike Yergeau used to prepare all the sewer reconstruction plans in house. He'd then pass them to the engineers and the State for approval.

We no longer have those employees and no longer have those services. So, we use Hoyle & Tanner for contract services to design last year's project on Louis Street and this year's project on Albert Street. Those consulting services come with the design, the administration of the contracts and they manage the financial aspects of the contract, and prepare for disbursements as work is done. They also do onsite inspections, but not all of them. The department's employees do most of it. They have also helped with repairs at East Union Pump Station. They consulted with the Elm Street Pump Station that was just rebuilt. They are also doing Riverview Park where there is a failing structure. The Sewer Department is using Hoyle & Tanner almost exclusively and that is why they need more money in their consulting services line.

Sewer Chair Tim Redmond said contract services are different. They used to use the Town's Vaccon for sewer cleaning 1/3 of the system annually. They no longer do that because they only have the machine available for emergency use only. They contract with Bellemore for all the sewer cleaning services in Town. Executive Secretary Lynne Pooler said you don't have live actuals yet because they just started doing that. Sewer Chair Tim Redmond said the Operation & Maintenance charges are budgeted in 2024 and $660,000. It includes the sewage flow that goes from our town through Manchester's meters, and we are charged by the gallon. What was learned at the annual meeting two weeks ago is that Manchester has seven new projects coming online in the next three years. Three of them will be started in 2024. One will start in 2025, and three in 2026. The additional payments Goffstown will be required to start making, because they are a 4.11% stakeholder in the wastewater plant and Manchester, in the year 2024 they will have to pay an extra $52,000 towards their projects. That means they need to increase that line to $725,000 to cover the O & M charges at the Manchester Wastewater Plant. Executive Secretary Lynne Pooler said it's

both the O & M charges and any ongoing projects. Sewer Chair Tim Redmond said Manchester has seven projects coming online that Goffstown will be a stakeholder for in the next 3 years.

Vice Chair Georgantas asked about the CIP projects for last year that had $507,389, but you spent nothing. Vice Chair Tim Redmond said that's because they haven't gotten their project out yet this year. The Albert Street project is out to bid right now. They are hoping to either sign a contract with the vendor or do the work or make sure the money is accounted for to be spent in the spring.

Vice Chair Georgantas asked if they would have a signed contract before the end of the year. Sewer Chair Tim Redmond said that's their goal. The sewer department is an enterprise fund, so they aren't bound by encumbering money. The money that is budgeted would go back into the fund the trustees handle, and then next year they would pay that money plus whatever next year's projects are.

Chair Boyer asked why Fleet Maintenance went from having zero budgeted to $7,200. Vice Chair Tim Redmond said equipment repair is noted in his column. That is anything from lawnmowers to the trailer, to the equipment inside the buildings. They maintain a modest amount in that line to use as needed when things come up for repair. Lynne Pooler said they just bought a new truck, so this is so they have the money there if something happens to the vehicles. Tim Redmond said last year they were billed $7,000 to fix the exhaust system on their truck. They decided to leave money in that line to take care of the fleet maintenance. Lynne Pooler said it was encumbered in the year 2022 but the actual invoice and payments didn't come out until 2023. Town Administrator Horne said it doesn't show up on this budget report. Once it's encumbered, it doesn't hit this year. Once it goes to a carry forward status and the new year starts, it's tracked as a carry forward.

Sewer Chair Tim Redmond said the sewer pump station section is all discretionary funding spent by the sewer department. The only major change they made was in the equipment repairs line. They used to always carry $100,000 in that line and they are conscious of the fact that they've been asked to keep their budget down. They reduced that line to $50,000 this year.

Equipment repairs in the pump station start at $10,000 per pump, or more. There are 8 to 10 pumps town wide. They have to maintain enough money in that account so if there are failures they can have them fixed. Executive Secretary Lynne Pooler said the operating supplies line reflects a couple of large expenses. When they were part of DPW, they used to use their equipment to do yard work. Now, they needed to purchase all of that. They purchased a weed wacker, a lawn mower, and a trailer. They recently signed a release for the final amount of the final bill. Needing pump station upgrades, he said they are nearly complete with the Elm Street pump station upgrade.

Vice Chair Georgantas said it doesn't show anything budgeted but shows a credit of $71,541. Redmond said they are not budgeting in the year 2024 for another pump station upgrade. Finance Director Basora said she'd take a look at the budget reports because their dates don't seem to be populating correctly. When she and Lynne compared the year to date report they get out of the system, it does show the $7000 being spent. We'll look in Munis to see if they can get more information about the current year.

Police

Chief Eric Sereno addressed the overview of the 2024 budget. The 2023 budget was $5,461,735. This year they propose a .31% increase. It's not even ½ of 1%. Does not include the two CBA's they are negotiating. He tried to be clean and lean with the budget. The operations budget this year is 4 million $4,277, 028. Communications is $1,010,549. CIP went up 6%. They are still looking for three cruisers. They are going to try two that are going to be Chevy Tahoe's this year and one SUV. Overall, they have eight lines that increased and five that decreased. Operations increases include the wages: full time wages, part time wages, retirement, Medicare, longevity, FICA, and other items that they can't control. That does not include the CBA's, which are going to be on a separate warrant article. It went up $28,470. They did see an increase in travel expenses next year. are two conferences coming up out of state. One is in Patrol, and one is for CALEA, for their accreditation manager. Their travel expenses went up by $934. Electricity and gasoline went up significantly. It's a moving target as they look into next year. They estimate their increases will be about $5000 each on each of those lines. Decreases include a part-time wage decrease of $10,000; he struggled with the overtime line. They decreased it by $25,500. The logic is that they have not been close to their target in the last seven years. They probably won't come close next year so he's bringing it down slightly to see where they are at. Police retirement decreased significantly—by $45,731. Any development decreased by $4325, and the equipment line decreased by $6597.

He addressed the communications section of the budget. Their equipment maintenance line had an increase of $31,180. They had a five-year agreement with their radio maintenance contract. That $31,000 reflects the increase for what's already in the budget to bring it up to what they need for each year, which is roughly about $45,000. Employee development for communications went up $19,900 for their travel for the CALEA conference. Clothing increased by $1000 due to the market of with everything going up. Wages increased by 14,894 dollars. Dispatch is in negotiation as well and does not include those separate articles.

He said in CIP the total number this year is $191,334. That's for all three cruisers to include the two Tahoe's fully outfitted with all the gear that's in there. The cost difference is only about $1000 for the Chevy versus the Ford. They are experiencing cancellations from Ford. Their colleagues around them are having the same experience. They are seeing other agencies trying different vehicles. It seems like the Tahoe's are where everyone is going towards. They want to get two of them to test them out and see if they will work for them. The quotes they received are based on 2023 pricing. Next year hopefully they will keep the same state bid. The last couple of years getting cars has been a mess for them with cancellations and increased prices.

Selectman Adams said last year we were looking at the difference between the time it was ordered and the time it was delivered. The price went crazy with increases. Chief Sereno said they had the orders in after the vote in March. In September the company cancelled the order. All the Fords got cancelled. They ended up finding three on a lot and ended up paying a couple of $1000 more per car because they were there. Our other option was to buy the 20 fours, wait for those to get off the assembly line, and that number was closer to $5,000 to $6,000 more per vehicle. We're hearing that the Tahoe's are there. It's a matter of what's going to happen next year. The thing they're looking at when talking about vehicles is that the blue that they're getting is not an easy car to get. That has been a problem as well. They're talking about potentially just going to an all-black cruiser. That would really cost a little bit less and be easier to get. It would drastically change their image of their cruisers but they're looking into it. Vice Chair Georgantas asked what the excuse will be

when people ask why we're spending $10,000 more on a cruiser. Chief Sereno said the cost difference per car was about $1,000 more for the Tahoe. The vehicles they use now are the SUV's. They are called Interceptors. They are getting one of those as well, which is $42,865. The Tahoe's are $43,758.

Chief Sereno said personnel is the major cost driver in their department. Personnel wages are 88% of their overall budget. 8% of their budget is operating costs. CIP is 3.5%. Personnel in their agency includes 32 sworn police officers, one part time sworn police officer, 10 dispatchers, 4 support staff, and five part-time crossing guards. For vehicles, they have 10 line cruisers on a three-year cycle, 5 unmarked cruisers on a three-year cycle, One pickup truck, one command post, and one radar trailer. They are also big cost drivers.

Vice Chair Georgantas asked how many people the $9,000 travel expenses were for. Chief Sereno said it was for three. The travel in dispatch is because the accreditation manager is going to a different conference. The trainings for the police officers are for police trainings that would be advantageous for their agency. Vice Chair Georgantas asked why retirement decreased? Chief Sereno said it's because people have left. As people retire or leave the profession, the new positions become the base wage which is less paying into retirement. Chair Boyer asked what the IACP Net is. Chief Sereno said it is their International Association for Chiefs of Police Network. It's a website they can log into that gives them access to different policies that they can use from there. He saw that it was overspent but doesn't know why. Usually, it is $875, and he noticed that it got hit twice. He wants to take a look at it. The history has always been $875 per year.

Vice Chair Georgantas asked if there is a plan for the furniture and fixtures. So far this year, you've spent $2,100. Chief Sereno said they do have a plan. They'll be expending all of that. It's the same with the computers and equipment repairs. That will have to be changed with finance. It is actually a radar line. It costs about $1200 per year to calibrate all radar. They have budgeted for two this year, which are $3000 each, and a hand-held. They will expand that this year. Chair Boyer asked about the advertising line. There's been $200 budgeted the last 2 years with zero expended, and it's still in the budget for next year for $200. Is there a place they could potentially be advertising for vacancies? Chief Sereno said yes and no. They are utilizing their vacancies through social media. There's a free company called policeapp.com. Everybody goes to that site, pays the fee, and the department gets the results for free. That's where they get all their applications from. The advertisement they've been using internally is when they boost posts on social media. When they did their closure for the pumpkin regatta they boosted that throughout their social media. But it's only $10 to $15 here and there. So, you would use that funding for newspaper articles and clippings, and they are not seeing that as being an effective way to advertise to the younger generation.

Chair Boyer asked about the line for equipment maintenance. That's been a bit of a roller coaster over the years, with what's budgeted and the actuals. Why are we seeing the increase in that line? Chief Sereno said that's the line they use for anything that is for radio problems that they had in the past. The increase is because that's where he put the maintenance agreement with Cybercom. They also left a little money in there for other problems that may come up. The maintenance agreement for year 2 is $42,680. Each year it goes up incrementally.

Fire

Fire Chief Shawn Murray said the fire department provides a number of services to that community, including fire suppression, emergency medical services, hazmat, community risk reduction, Emergency Management and planning, community emergency response teams, and community outreach. In 2022 they did 2,770 calls for EMS and Fire calls for services. YTD in 2023, they've had 2,199 calls. Tracking they will probably be above 2770 by the end of the year. The majority of the calls are for EMS and rescue. In 2022, there were 1794 calls for EMS and rescue, which were 65% of their calls. Met some benchmarks this year with the budget and operations. They are experiencing increasing calls for services. They did complete the final design spec for a 2022 Pierce enforcer engine. This was a capital improvement project that came in at $703,313 and was $61,000 lower than what they had budgeted. So far it is tracking for them to take delivery of it in January 2024. They also completed the final design, and have on order, a 2023 Ford PL custom 350 or 450 ambulance, which will replace the 2020 that was involved in an accident and had a frame issue. It was totaled and that cost info is being paid in full by Primex. It's on order now and he's waiting for a date for it to be on the assembly line. They ordered, and had delivered to the dealer, a Ford F-250 utility pickup truck to replace the 2009 F250 pickup truck. They put in the purchase order and are planning to pick it up within the next week or so. They completed the regrading and paving of the rear parking lot at fire station 18. He thanked DPW Director Adam Jacobs because he is the one who helped coordinate that with Continental Paving, and he got them a good price to have it done. This year they are continuing to fund four of the Safer grant positions through the Safer program. 100% of the funding is provided from the grant for those four individuals through November of 2024. The amount of the funding for those four firefighters is approximately $392,000. That covers the salaries and benefits, with everything except overtime. They completed the $1.8 million fire and police radio infrastructure project. This is a major milestone for the town. The significant improvement in radio transmission and receiving for police and fire has taken out a very serious safety issue that was there before. They are very happy with it, and it's working 100%. Lieutenant Pinard at the Police Station did an awesome job coordinating it. The inducted a facility study on fire station 17 on Tirrell Hill Road. That was in response to a warrant article. He has received the final report and will be forwarding it to the Select Board. They evaluated and tested an early warning system for residents who live downstream. The Glen Falls Dam has switched the previous system over to a code red software type program, and they have switched the people downstream to it.

Facility wise, they have replaced a number of lighting fixtures and installed automatic light turn off switches throughout the fire stations to conserve energy. They switched out a number of old air conditioners with newer energy efficient ones. This year they have experienced a number of vacancies throughout the budget year due to personnel leaving Goffstown Fire to go to other fire departments. He's troubled to say they currently have seven vacancies within the department. That's one quarter of the firefighting response force. It creates a shortage of manpower and increased the cost of overtime so they can maintain a safe level of personnel on duty. They're currently taking a number of steps to try to reverse the number of vacancies. There is a state, regional, and national shortage of firefighter EMT 's, so other departments are facing the same challenges.

Their goals for next year include maintaining a strong recruitment and retention effort in order to build back their staffing levels. They also look to maintain and service and repair their fleet of fire

vehicles and apparatus. Their preventative maintenance programs are demonstrating the reduction in out of service vehicles. They will continue to maintain and upgrade fire department facilities to keep them in a reliable state. That includes upgrading some HVAC, lighting, and other energy saving initiatives. They have also done, and will continue to provide, some security upgrades to the facilities in order to protect their assets. They are continuing on the development of their GFD personnel through training of current skills in both fire and EMS, as well as enhancement of the department's officer's leadership abilities. They will be requesting funding to replace specialized rope and rescue equipment that is beyond the recommended service age. Currently that equipment is 15 to 20 years old. They will continue to develop and work with the citizens' emergency response team (CERT). This group provides the fire department and the Police Department with a resource to assist with non-emergency type activities. Under Emergency Management they will continue to meet and partner with the Goffstown school district, and the police, on emergency school planning training and securing school facilities. The Hazard Mitigation plan is up for review again. It's grant funded through the state, and he will be coming to the board to apply for that to update that plan. For the fire apparatus capital reserve fund, as they do every year, they are requesting $250,000 to build up the fire apparatus capital reserve fund. They will be due for replacement of an engine in 2025 or 2026. That's the only capital improvement program he has this year.

He addressed the fiscal year 2024 fire department overview of some of the significant changes. In their wage, and wage related lines, they will see a 2.98% increase of about $53,000. A lot of that is contractual obligations for increases for the unions. Unfortunately, their overtime pay is increasing by over half, or an additional $118,000. That's because of the vacancies they have. The safer grant offsetting revenue is $377,790. Facility maintenance repairs and projects have gone down 27%. They are at about $11,000, and part of that was because they did the paving program, and through preventative maintenance, repair and service costs are decreasing. Diesel fuel has increased 51%. That's about $7000. Gasoline is up about 41%, which is about $2900. The total fire operations payroll related costs have increased by 7.27%, and the total fire operations non-payroll is related costs are up 8%, or about $47,000. Supply and material costs have skyrocketed out of control. The request is for $3,647,128 for the Fire part of their budget. Personnel costs are 83% of the entire budget.

He addressed the EMS budget overview. That is an enterprise fund. This year the wage and wage related costs are down 5%. Part time wages are down 6%. Overtime pay is up 32% because they take a portion of the fire department overtime and apply it to the EMS fund because firefighters are also EMT 's. Diesel fuel has decreased because they have a new budget line for gasoline of $12,000. The new ambulance is going to be a gas driven ambulance versus the diesel the others were. The total EMS operations payroll related costs have increased by .85%, or $2,750. Operations EMS has increased by 10% which is about $21,400. Emergency Management has reduced some of the cert costs because they bought some equipment they don't need. The overall increase from last year is down 4.74%.

Chair Boyer asked about the wages and wage related line and the overtime pay. Is wage and wage related line at full capacity of staff? Chief Murray said it is. Chair Boyer if they calculated the overtime with the assumption that they won't' be at full capacity. Chief Murray said his package includes an overtime review. No overtime has really increased, he created an overtime summary for the budget year. Between 2020 and 2024 they have typically put in an overtime budget.

However, the actual overtime budget has always been higher. The reason for that is they went 24/7 for operations and they hired 13 new people. Those costs have increased. They project the potential overtime overage, which could go as high as $464,000, which includes the budgeted funds they have. In 2024 they are asking for $341,000. There are a number of activities and events which require them to expand overtime, including the Federal Labor Standards Act (FLSA). NH RSA's and collective bargaining agreements includes call back of personnel during emergencies and holdover of personnel.

Chair Boyer said they have an increase in wages due to a deficit in staffing. So, for 2024, they are funding or requesting an increase in the full-time staff as if they were fully staffed, and also an increase in overtime as if they were operating at a staff deficit. Chairman Georgantas said it's double budgeting. Chief Murray said he's budgeting for what would be a fully staffed fire department. If he budgets like that, he's showing that every year it's budgeted like that, they actually under budget for overtime and end up over expending for overtime. Chair Boyer said the regular wages and part-time wages are showing the increase based on the CBA. And overtime wages will increase by that much with a full allotment of staff if they were to have it. Chief Murray said no. The overtime will increase because they have seven vacancies. Chairman Georgantas said they are budgeting for those seven vacancies in the regular wages.

Town Administrator Horne said he understands what they're saying, but he doesn't know what the proposed solution would be. Chair Boyer said, normally the increase in overtime would be taken from the regular wages. Chief Sullivan said the last page of the overtime summary he submitted includes the breakdown of how they're budgeting for overtime. Finance Director Basora said they asked the same question when the number came in for them to calculate the benefits on the overtime line. The fire department provided the breakdown of how they got to this number. They used an average of their hourly rate, and overtime rates vary from person to person. They are budgeting based on what's been used this year from January to September, and rounding out the year if it stays on the same trajectory. It covers comp time used that they have to backfill, personal time, sick time, and vacation. As vacancies go, they only budgeted for 19,977 hours of vacancy time. That's 1/3 of one position. Chief Murray said their budgeting for what they normally would for the amount of sick time, vacation time, etc. based on the number of people they have. They budgeted more based on 1/3 of the number of vacancies they have. They budgeted for five people and not seven because it's actually changed in two or three weeks.

Vice Chair Georgantas said he understands what they're doing. Wouldn't they do transfers from regular wages to the overtime pay. Town Administrator Horne said it wouldn't be 1:1, and you'd still have the budgeted overtime. But they could do that as an alternative. Vice Chair Georgantas asked if they are increasing their FICA, Medicare, and retirement when they do it this way, because you're really double budgeting. Finance Director Basora said there is Medicare, but no FICA on those positions. Medicare and NHRS are budgeted based on the qualifiers. They historically see some allotment of ours in case of vacancies across the departments. They are not backfilling all of their current hours, so, of the other hours including, comp time, personal, sick, vacation, training hours, etc., they're also budgeting only a percentage. The understanding would be even if the vacancy hours weren't there, the hours could be added to those other categories which are known to be coming. Vice Chair Georgantas said this year' they've budgeted $1,797,000. So far they have

spent $1,175,000. They increased the overtime line by about $125,000. Chief Murray said it's more like $153,000 as of today.

Vice Chair Georgantas said he thinks there has to be a way to clean that up a bit. Finance Director Basora said she's not sure how they'd have them reduce it. If they reduce the overtime, then, knowing there could be additional hours backfilled, are we just going to run it short and be over $150,000 like they are this year? They offset each other in this case because they did have more vacancies than expected. Vice Chair Georgantas said the way this is now, it's budgeting for full. Finance Director Basora said when they budget for full, they don't budget for training hours, comp time used, sick or vacation time. They shooting for the one person who's taking their vacation time because they're each budgeted for one full year of service. But they are not budgeting for anything for people backfilling until they get to the overtime lines. Chair Boyer said if they're budgeting for overtime, why don't we reduce one of those positions out of the budget. We're already budgeting for overtime due to vacancy.

Finance Director Basora said they are only budgeting for 1/3 of a full-time position. Chair Boyer said they're anticipating the hours will be vacant. Finance Director Basora said they're not anticipating a vacancy. That's for the turnover. When someone leaves they also have payouts of vacation and accrued time, and things of that nature. That's essentially absorbing the transition period of turnover. Chair Boyer said she doesn't understand how they could calculate that if they're budgeting for a fully staffed department. Chief Murray said he has no choice but to show numbers for a fully staffed fire department. He asked if she's thinking that when he says vacancy that he's trying to fund overtime for all 7 positions. He's not. He's only trying for 1/3 of those positions. When you look at it that way, they have known costs such as compensation time, personal time, sick time, etc. Those are the typical staffing hours every agent would have to budget for.

Chair Boyer asked if they budget that way in all departments. Finance Director Basora said each department gives them a different projection based on what they anticipate for their overtime hours. They typically get a lump sum number based on historical usage. Chief Murray said they work a 24-hour shift versus other shifts that work 8 hours. Vice Chair Georgantas said between this year and next year, it's a $200,000 increase. Chief Murray said a lot of it is a game of averages. They have a good trend and can see what's happening in 9 months, then estimate to fill in the other 3 months. You can cut it down, but next year as he's been doing every year, and telling you early on, that they're over on overtime and a big thing is that the guys aren't taking overtime. They are getting burned out pretty quickly. Vice Chair Georgantas said it's 1-1/2 more when you get to overtime. Chief Murray said when you're fully staffed and doing salaries rather than the overtime line, you can pick up some of the costs from the vacancies from the 7 positions. Finance Director Basora said, for any adjustments made to that line, they would do the corresponding projections for any reduction in benefits.

Chair Boyer asked how many overtime hours were budgeted in 2023. Chief Murray said in 2023, they budgeted $223,000. In 2022, they budgeted $172,000. Chair Boyer said it makes sense to have a clearer explanation for the Budget Committee. They understand how this works and it's a problem year-over-year. She wants to make sure moving forward they're either telling the story more concisely or that they're budgeting a good way. Vice Chair Georgantas said the wage and

wage related lines had an increase of $52,657. That is contract related. Chief Murray said that is a contractual COLA increase within the CBA, plus non-union staff.

Vice Chair Georgantas asked about the operating supplies line. Chief Murray said the rope rescue replacement is $5,000. They are also requesting a thermal imaging camera to replace an older one. That's $11,000. His budget shows a lot of lines that have not been spent. It's only because he's afraid of the overtime costs and trying to stay within his cost center. But he gauged it as he's watching the budget towards the end of the year. Last week they bought some of the equipment they'd budgeted for last year, but it's going to be late in coming. Vice Chair Georgantas said he appreciates that he's keeping an eye on it.

Chair Boyer asked about the alarm repairs and maintenance line. It's a huge increase but she's interested in what comes out of that line. Chief Murray said that is for the fire alarm system throughout the town. Town Administrator Horne said over the weekend they had bills of almost $10,000 in that line. Chair Boyer said she saw a switch in diesel vs gasoline on the fire side vs operating. Did they move any fuel lines to a different section of the budget? She noticed some changes from diesel and gasoline. Chief Murray said diesel has increased by 51%, and it's based on the gallonage, which was way below 347 last year. He said page 25 switches to the EMS fund and the new ambulance will be a gas ambulance. This year they budgeted for gas for the new ambulance, but they reduced the diesel line. They won't be the same in talking about ambulances versus fire engines. Chair Boyer asked if they have anticipated fleet maintenance coming up. Chief Murray said that's anything from servicing it to repairs. It's an overall increase because of the cost of repair, service, and parts.

Chair Georgantas asked what it means where it says, "to general fund." Town Administrator Horne said that's a transfer to the general fund that they do at the end of the year for different services provided to the EMS Revenue Fund. It comes out of the Revenue Fund and goes to the General Fund. Chair Boyer asked what comes out of machinery and equipment. Nothing was budgeted for the year 2023 and there is nothing spent year to date. And there is nothing budgeted for 2024. Town Administrator Horne said it was for defibrillators. Chief Murray said that was offset by a grant. Town Administrator Horne said the stretchers have been paid from that line in the past. They typically keep the line in there to show the history. Chief Murray confirmed that Chair Boyer wanted a breakdown of overtime from last year, so you can compare and contrast. Chair Boyer said yes. She needs the justification to be a little clearer. Chief Murray said he knows Finance Director Basora and Town Administrator Horne wouldn't let him go $1 over. They jump right on it. Chief Murray said he'd be remiss if he didn't mention Brenda, the Fire Department's Executive Secretary, and the work and the data she tracks on all these numbers. It makes it easier to break down and to look for stuff. He truly appreciates everything she does. She works hard for them.

Parks & Recreation

Director Rick Wilhelmi said in 2024, in the operating budget, the bottom line has a proposed $36,000 increase, or a 6% increase. The lions' share of that money is in part-time staffing. They employ 23 or 24 seasonal staff throughout the summer. They have two grounds seasonal kids that come in and work between May and November. That's about a $16,000 increase. There are no added staff. That is 100% staying in the market with the City of Manchester, the Town of Bedford, and all the surrounding towns that have the same services they provide. Employee development is

another increase. This year Erin actually became a certified lifeguard instructor. The fits of that were they could train others to be a lifeguard. It gave more versatility to be able to reach out and certify people. Will probably have to find at least four lifeguards and certify them, so there is a $900 increase there. For CPR and first aid, they still have to pay the contract provider for the cards and things like that, so there is still a fee there. Heating oil is actually going to go down a little. Electricity is going up quite a bit. What he found is that he increased electricity for 2023 but he messed up somewhere and never put it in the 2023 budget. You'll see year to date that they are over in electricity. This will rectify that. Propane is increasing and they are using about the same number of gallons. Gasoline is increasing in price per gallon, and he added 200 gallons more to their average usage. Diesel has the same number of gallons, but the price has increased. He increased fleet maintenance a little bit. Equipment maintenance and supplies was $18,000, so that's a big decrease. The reason is because last year they bought a new commercial mower. This year they have proposed a trailer and a trimmer. The park operation line has a slight increase of $3900 and the lion's share of that is portable toilets. They no longer use United Site Service, who was the state bid, and they went to a new company. And programs increased a little.

Chair Boyer asked about the equipment and maintenance supplies decrease. Director Wilhelmi said it was $11,625 for a mower last year. Chair Boyer said the Parks Operation has an increase, but the year to date is $26,00. Is the anticipation that it will be spent? Director Wilhelmi said yes. The prime line is where they're going to spend their allocated money. It's the same in contract services. Vice Chair Georgantas said the actual budget increase for Parks & Rec is more like a 7% or 7.6% increase. You have to take into consideration the equipment they bought that was $11,000.

Director Wilhelmi addressed the CIP projects. The new pool is in there at $4.1M. The Town Administrator and Finance Director created a wonderful document. The bottom line is when they are going to go after the LWCF grant, and you look at the timeline for how it plays out, you apply for the grant in the spring. You don't get the monies until a year later in October, and there are processes to follow. They suggest, for 2024, they put in a request for $340,000 for a build and design blueprints and schematics of the pool. In 2025, they'd go for the build out. Vice Chair Georgantas said that would go out as a special article saying that, if approved, they'd go ahead next year and hopefully come up with a plan for a pool. The paving of the sports complex will still come from impact fees. Director Wilhelmi said it's not paving. It's cutting down trees and widening out the area.

Chair Boyer said this concludes the budget deliberations. The Select Board has a special meeting on the schedule for Monday. She asked if the board wants to use that for presentation revisits. Vice Chair Georgantas said he thinks they need to look at it. He'd like to know where they stand as far as expenditures. They could wait to do that. It doesn't make a difference. When they find out what their new tax rate and expenditures will be for next year. He wants to know what the impact is on this budget to the tax rate next year. Town Administrator Horne said he prefers to focus on the next required local tax effort. How much are we collecting in taxes. The tax rate can be changed if that is the Board's preference. If they have the tax rate which they asked them to set, there is a tax effort of $17,588,409. He has provided the Board with a budget overview that has an estimate based on the town department's requests. They have a net required local tax of over $21,349,000. That is just short of a $4 million increase in tax effort that would need to be done. That's a significant increase. Vice Chair Georgantas said they need to consider a significant increase, and he thinks

they need to look at a few things. Town Administrator Horne said each department has touched on the CIP. The only items not included at this point are two requests for special articles: the capital reserve fund for the fire apparatus, as well as a new capital reserve fund for the library. You have nothing for Crispin House or Main Street at this point, and there are three CBA's in as $1.00 placeholders.

Chair Boyer said in the past they have pushed the initial budget forward and had it come back before it goes to the Budget Committee. Vice Chair Georgantas said that's as long as everyone knows it's not cast in stone. Town Administrator Horne said at this point, the Board is preparing their budget to hand it over to the Budget Committee. They're trying to get that to them on November 8th, and they'd start deliberations the following week. Chair Boyer said she likes the overview breakdown and the way it was done. Would it be possible to do something that shows the total increase amounts. Town Administrator Horne said that's like a pie chart. Chair Boyer said we know a lot of the increases are the normal things that are the big pushers. Town Administrator Horne said they can get that for the Board. They would need to talk to department heads to have an understanding across the board of how everything is counted. Chair Boyer said a huge chunk is not only personnel but those other things they've seen across the board. Selectman Adams said there has to be a way to simply it. They've decided not to use any fund balance, and that would set a preliminary tax rate of $18.86. What does that look like on a typical $400,000 property? Town Administrator Horne said all 4 rates—municipal, county, local, and state, would be $7,544.
Chair Boyer asked if it would be something easy to pull. Finance Director Basora said they could pull data from next year's budget entry and use the same categories across all departments. Selectman Adams asked how much of an increase the $7,544 tax rate is. Town Administrator Horne said you have a different base. A $400,000 house under year 2023 assessment was closer to $260,000 or $270,000 in 2022. The average tax bill is going to be about a 10% increase. There will be some higher and there will be some lower. They saw a much bigger increase in condominiums and manufactured homes. They saw a smaller than average increase in commercial and industrial. He wants to understand exactly what information Chair Boyer is asking for. Chair Boyer said every department had something similar to a pie chart that showed the increase. They are trying to express that the wage and wage-related costs are the majority of our increases. They are every year. They are also seeing a big increase in insurance and utilities. She would like to see some way that that's accumulative across the board, so when they talk about overall tax rate increase, they can look at those buckets and see if there's any way or any place where, if they need to make impact, it would be the easiest place to do it. Then the Board can meet on Monday. Vice Chair Georgantas said he doesn't want to rush through it. They will have some explaining to do.

SELECT BOARD DISCUSSION

New Business

There was no New Business to discuss.

Old Business: Hadley Falls Dam

Town Administrator Horne said he provided the Board with the draft print that was prepared on behalf of NH DES for the grant application. Selectman Craig said this is in conjunction with Andrew Cadorette's presentation, and Rod Stark's. He's been to a couple of their meetings. It's become pressing to him. We were all sandbagged into first finding out about this, and he's concerned that if they don't keep an eye on the State and what's going on, they'll get sandbagged

again when the reports come out. His opinion is they ought to have a committee similar to the bridge committee. They would report to the Select Board and keep an eye on what's going on with what DES and the State are doing. Someone is renderings and we don't know who's going to pay for anything. Are there different options with what to do with the dam? There are many questions and no answers. If we put together a committee, and there are many people concerned about this, he's concerned they'll end up sometime next year with a fait accompli, and we'll be trying to figure out what happened. If they get knowledgeable people to keep an eye on this and ask the right questions, that's not likely to happen. And they can also keep the public better informed if they are better informed themselves. At a minimum they could get the DES in here to give them an update. The better solution is to have a committee to keep an eye on it. It won't be too hard to figure out what they should be doing and who's going to do it. Andrew Cadorette is following it himself. Are happening in developing all the time.

Selectman Adams said they have to remember it's not just Hadley Falls. The one staring us in the face, but they also have Kelly Falls and Greg Falls. Who's tracking all of this? At the very least, he thinks they should have quarterly reports from DES about where they are at, what's accomplished, what's at risk, and what's the impact to us as a community for our waterways in general. Chair Georgantas asked why there couldn't be a citizens committee to do that. Right now, they need to wait for DES to do the report they're supposed to be doing. He sees they want to come up with a capital reserve fund. That's just one dam and we have more than one. Is it a dam committee or is it a Hadley Falls dam committee? Andrew Cadorette is worried about his property. There are sixty or seventy other people on Namaske Lake that are worried about their property. We can't form a committee of people that's just concerned about this dam. If you're going to form a committee you have to get those people down there involved. Selectman Craig said he agrees it needs to be coordinated. There's mutual interest all the way down the river. Selectman Adams said other communities have established waterways committees that look at the waterways in totality. They have to do something. The people want to see that the Select Board is supporting this in at least some way. It's important for people to know that we support it and how we think we can support it. There's a lot that has to be worked out. Vice Chair Georgantas said they need to hear from Corey about where they stand in this study. Chair Boyer said the Select Board needs to clarify what they would like out of it. We've communicated everything we've received so far. What else could be done in that regard? She's worried about staff time and about the state component being brought in. This is something we have no control over. We're all happy to advocate for what we can, but she was cautious of starting a committee. Selectman Craig said he's not sure they have no control over it. That's the problem. If the dams go, what's going to be left? Are we just going to accept this? Who's going to pay for those things? At the last minute it's going to be dropped on them. Vice Chair Georgantas said they need to talk to DES to find out how this works, where the money is coming from, etc. Then, if they say they're going to pay for it, that's when you put a committee together. There are two different things going on here. One is to save the dam. The other is what it's going to look like when it's gone. Selectman Craig said we can either form a committee or have them come in and listen to where they're at. Then we can evaluate what we need. Vice Chair Georgantas said you might get a better response now that there's been a change up there. Chair Boyer said to start with coordinating another meeting for a status update. She would like to look through what was handed to them tonight and she would like everyone to think about the questions that were asked about the purpose and intent. Vice Chair Georgantas said, when they were talking originally, he was under the impression the State was paying for it. We can get them

to say they are paying for it. Then you go from there. Selectman Craig said he thinks it's malpractice to do nothing and wait for them to come to us.

Action Matrix
Selectman Adams said the Pedestrian Bridge Ad Hoc Committee is moving forward. They handed out 60 Flyers at the regatta. That is good for their first foray into educating the public on this. Chair Boyer said the request for on-call stipends for DPW is still on hold. Chair Boyer said they were seeing if the departments had solidified quotes for the Invest Municipal Per Unit Grant. Town Administrator Horne said it's in a good place to put it back on the agenda. Said he would put it on the agenda for Monday. Selectman Adams said they handed out the flyers for the pedestrian bridge, and it only took minutes for people to switch from talking about that to talking about the dam. These things are closely related and important to people. It's worth knowing that that is a sentiment of a lot of the people they interacted with at the regatta. Town Administrator Horne said they are still waiting for the decision regarding the LCHIP grant.

PUBLIC COMMENT
There was no public comment.

NON-PUBLIC SESSION RSA 91:A:3, II, (a) compensation/promotion and (c) adversely affect reputation
8:52 p.m. Vice Chair Georgantas made a motion to enter non-public session in accordance with NH RSA 91:A:3, II, (a) compensation/promotion and (c) adversely affect reputation. Selectman Lemay seconded the motion. Roll Call Vote: Chair Boyer: aye; Vice Chair Georgantas: aye; Selectman Collis Adams: aye; Selectman Jim Craig: aye; and Selectman Mark Lemay: aye. VOTE: 5-0-0. All in favor. Motion carries.

9:48 p.m. Selectman Lemay made a motion to exit non-public session. Vice Chairman Georgantas seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Lemay made a motion to seal the minutes of non-public session. Selectman Adams seconded the motion. Vice Chairman Georgantas seconded the motion. Roll Call Vote: Chair Boyer: aye; Vice Chair Georgantas: aye; Selectman Collis Adams: aye; Selectman Jim Craig: aye; and Selectman Mark Lemay: aye. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Lemay made a motion to approve the revised job description for the DPW Shop Foreman. Selectman Adams seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Vice Chair Georgantas made a motion to authorize the DPW Director to make a conditional offer of promotion for current employee to the DPW Shop Foreman (LG7 / Step 12). Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Selectman Lemay made a motion to have the Finance Director turn over collection efforts for the repayment of a Police Training Agreement to the Town Attorney. Selectman Craig seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ADJOURNMENT

9:50 pm Vice Chair Georgantas made a motion to adjourn the meeting. Selectman Lemay seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

Respectfully submitted,
Gail Labrecque
Recording Secretary

These minutes are subject to approval of the Select Board.