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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

November 10, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) requests authorization to enter into a grant agreement with the Town of Goffstown (VC#177395-B001) to purchase and install a generator and equipment to support and enhance the community's local Emergency Operations Center (EOC) for a total amount of \$93,012.00. Effective upon Governor and Council approval through September 30, 2017. Funding source: 100% Federal Funds.

Funding is available in the SFY 2017 operating budget as follows:

02-23-23-236010-80920000	Dept. of Safety	Homeland Sec-Emer Mgmt	100% EMPG Local Match
072-500574	Grants to Local Gov't - Federal		
Activity Code: 23EMPG 2015			\$93,012.00

Explanation

The purpose of this grant is to purchase and install a generator and equipment that will support and enhance the community's emergency management capabilities. The generator will provide backup power to the community's Emergency Operations Center (EOC) to allow for continued emergency operations during a power loss. This grant will also support the purchase of EOC equipment including tables and chairs, presentation projector and screen, telephone hubs, and television/monitors. The grant listed above is funded from the FFY '15 Emergency Management Performance Grant (EMPG), which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds are to be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the state and local level. Grant guidance and applications are available to all Emergency Management Directors and other qualified organizations in the State. Subrecipients submit applications to this office, which are reviewed by the HSEM Planning Chief, Assistant Planning Chief and Field Representatives and approved by the HSEM Director. The criteria for approval are based on grant eligibility in accordance with the grant's current guidance and the documented needs of the local jurisdictions.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the subrecipient. The subrecipient acknowledges their match obligation as part of Exhibit B to their grant agreement.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.




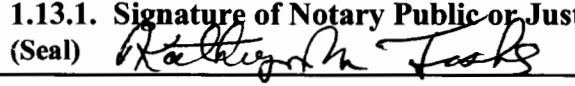

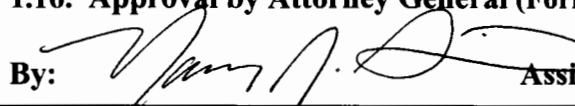
Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

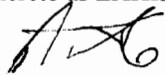
GRANT AGREEMENT



The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name Town of Goffstown (VC#177395-B001)		1.4. Subrecipient Tel. #/Address 603-497-3619 16 Main Street, Goffstown, NH 03045	
1.5 Effective Date G&C Approval	1.6. Account Number AU #80920000	1.7. Completion Date September 30, 2017	1.8. Grant Limitation \$93,012.00
1.9. Grant Officer for State Agency Cindy Richard, EMPG Program Manager		1.10. State Agency Telephone Number (603) 223-3627	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 PETER GORGANIAS CHAIR BOS	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 DAVID PIERCE, SELECTMAN	
Subrecipient Signature 3 		Name & Title of Subrecipient Signor 3 Mark Lemay Selectman	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 10/24/16, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 		KATHRYN M. FISHER, Notary Public State of New Hampshire My Commission Expires September 21, 2021	
1.13.2. Name & Title of Notary Public or Justice of the Peace Kathryn M. Fisher, Notary Public		(Commission Expiration)	
1.14. State Agency Signature(s) By:  On: 11/21/16		1.15. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 11/22/2016			
1.17. Approval by Governor and Council (if applicable) By: _____ On: 1 / 1			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").



Subrecipient Initials: 1.) _____ 2.)  3.)  Date: 10/24/16

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: 1.)

[Signature]

2.) [Signature]

3.) [Signature]

Date: 10/24/16

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
 15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
 16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
 17. INSURANCE AND BOND.
 - 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
 24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.)



2.)



3.)





Date: 10/24/16

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as “the State”) is awarding the Town of Goffstown (hereinafter referred to as “the Subrecipient”) \$93,012.00 to purchase and install a generator and equipment to support and enhance the community’s local Emergency Operations Center (EOC).
2. “The Subrecipient” agrees that the project grant period ends September 30, 2017 and that a final performance and expenditure report will be sent to “the State” by October 31, 2017.
3. “The Subrecipient” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. “The Subrecipient” shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, “the Subrecipient” shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.)  2.) DWP 3.) 

Date: 10/24/16

EXHIBIT B




Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$93,012.00	\$93,012.00	\$186,024.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMW-2015-EP-00067			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Data Universal Numbering System (DUNS): 083406116			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$93,012.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within 45 days.

Subrecipient Initials: 1.)  2.)  3.) 



Date: 10/24/16

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Subrecipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Subrecipient” must be expended within 30 days of receiving the advanced funds.
4. “The Subrecipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Subrecipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Subrecipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Subrecipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Subrecipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Subrecipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.)  2.) DWP 3.) 

Date: 10/24/16

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF OCTOBER 24, 2016

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

6:00 PM CALL TO ORDER by Chairman Georgantas.

He led the Board in the Pledge of Allegiance.

He said Selectman Brown is absent tonight because he is traveling.

APPROVAL/CORRECTION OF MINUTES

Vice Chairman Lemay made a motion to approve the public and non-public minutes to the Board of Selectmen's meeting of October 3, and the public minutes to the meeting of October 11, 2016. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

TOWN ADMINISTRATOR'S REPORT

Selectmen Committee Meetings and December Selectmen Meetings

Town Administrator Desruisseaux said the Sewer Commission meets on Tuesday, October 25 at 6 pm at the DPW. Selectman Adams said he will attend. The Conservation Commission meets on Wednesday, October 26 at 7 pm. Selectmen Adams said he is unable to attend. Selectman Pierce said he would attend. Town Administrator Desruisseaux said HDC meets on Wednesday, October 26 at Grasmere Town Hall. Vice Chairman Lemay will attend that meeting. The Planning Board meets at 7 pm on Thursday, October 27. Selectman Pierce said he would attend. Town Administrator Desruisseaux said on Monday, October 31, the Selectman will vote on the easement and then do the Trick-or-Treating at Town Hall from 6 to 8 pm.

The EDC meets Wednesday, November 2 at 6:30 pm. The Budget Committee meets Thursday, November 3 at 7 pm. Chairman Georgantas is scheduled to attend. Elections are all day on Tuesday, November 8. Chairman Georgantas said he will be at Pinardville and will be at Bartlett Elementary in the morning and will check in at the High School during the day. Selectman Pierce said he is on the ballot and should not participate. Selectman Adams said he would be available in the morning. The Planning Board meets at 7 pm on Thursday, November 10. Selectman Pierce is scheduled to attend. Town Administrator Desruisseaux said the Budget Committee meets on Thursday, November 10 at 7 pm in the Step Room at the High School. Chairman Georgantas is scheduled to attend.

Regarding the Board of Selectmen meetings in December, the 2nd Monday is 12/12/16 and the 4th Monday is 12/26/16 but Town Hall is closed for the holiday. Room 106 is available for your last meeting of the year on Thursday 12/22/16, Tuesday 12/27/16 or Thurs. 12/29/16. What is your preference asked the Town Administrator. Chairman Georgantas said he'd prefer to meet on December 22, 2016.

Consensus Folder

Town Administrator Desruisseaux said for Employee Status Reports, they have the end of probation period for three employees at Town Hall, the retirement of one, and the promotion of one. At the Fire Department, they have the step increases for two part-time FF/EMTs, a merit

Becker, Doris

From: Lufkin, Elizabeth
Sent: Wednesday, November 16, 2016 9:46 AM
To: Becker, Doris
Subject: FW: Meeting Minutes-need clarification

Good morning, Doris-

Please see below for Goffstown's acknowledgement of the grants terms and amounts.

Thank you!

-Liz

Liz Lufkin
EMPG Program Coordinator
603-223-3619

From: Richard O'Brien [<mailto:Richard.O'Brien@GoffstownNH.gov>]
Sent: Wednesday, November 16, 2016 9:26 AM
To: Lufkin, Elizabeth
Cc: Morse, Danielle; Richard O'Brien
Subject: RE: Meeting Minutes-need clarification

Good Morning,

The Goffstown Board of Selectmen discussed the Town's Share and responsibility and voted to accept and sign the agreement for the EMPG. The figures supplied in the previous email are what the Town anticipates to receive and be responsible for.

Please contact me if you require anything else.

Sincerely,

Richard S. O'Brien, MS, CFO
Fire Chief - Emergency Management Dir.
Goffstown Fire Department
18 Church Street
Goffstown, New Hampshire 03045
(603) 497-3619
robrien@goffstownnh.gov

From: Lufkin, Elizabeth [<mailto:Elizabeth.Lufkin@dos.nh.gov>]
Sent: Wednesday, November 16, 2016 8:38 AM
To: Richard O'Brien
Cc: Morse, Danielle
Subject: Meeting Minutes-need clarification
Importance: High

Good morning, Chief O'Brien~

The Business Office is requesting clarification to show the town of Goffstown understands the exact amount of the match, the reimbursement, and the total amount of the project as follows:

Goffstown's match amount = \$93,012.00
State's reimbursement amount = \$93,012.00
Total amount of the project = \$186,024.00

Please reply to this email stating you acknowledge the above figures. Please let me know if you have any questions.

Thank you,

-Liz Lufkin

Liz Lufkin
EMPG Program Coordinator
NH Homeland Security & Emergency Management
Physical: 110 Smokey Bear Blvd.
Mailing: 33 Hazen Dr.
Concord, NH 03305
Cell: 603-491-7700
Desk: 603-223-3619
Fax: 603-223-3609
Elizabeth.Lufkin@dos.nh.gov



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GOFFSTOWN BOARD OF SELECTMEN
MEETING OF OCTOBER 24, 2016

Library (meeting of 10/19/16)—Chairman Georgantas said the minutes are in the packet.

Parks & Recreation (meeting of 10/19/16)

Selectman Adams said they reviewed the accounts payable and receivable and talked about the budget. They talked about the parcel that will become the multi-use complex. We have the AOT permit from the State. They discussed construction sequencing.

FIRE CHIEF RICHARD O'BRIEN

EMPG Grant Agreement

Chief O'Brien said they had submitted for a grant for an emergency generator, equipment, and for furnishings for the Church Street project. They received a letter on October 14 stating the project does fall within the guidance of the program. The next step is for the Board to process the grant agreement, which has been supplied to you. It needs your signatures and would then go to the Governor's Council for the ultimate award. The total award would be \$93,012. It covers the cost of the generator, the equipment for the EOC, the transfer switch, etc. They need a copy of the meeting minutes with the motion approval. It is a 50/50 match but because of the project at Church Street we can use that as our in-kind match. Nothing will come out of our operating budget for this grant.

Vice Chairman Lemay made a motion to approve the grant agreement and to authorize the signature. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

PUBLIC HEARING: Easement on Map 19, Lot 47-5 to Goffstown Junior Baseball to access new parking lot on Map 5, Lot 62

Chairman Georgantas read the notice that was posted in the newspaper. He said we had the first hearing on October 11, 2016. There was no public input at that meeting.

He opened the public hearing at 6:30 pm and asked if anyone was interested in making a comment. There was no public comment and the public hearing was closed at 6:30 pm

FIRE CHIEF RICHARD O'BRIEN

Recommended Ambulance Rates

Chief O'Brien said he has supplied the Board with an overview of their status of the EMS revenue and billing policy. Our budget for the past four years has been in the \$420,000 per year. We have transported close to 950 individuals so far this year. We will be close to 1100 transports this year. We are basing our assumptions on 1000 transports yearly. The current allowable rates for Medicare are shown and are compared to their current rates. They compared their rates to Comstar's top rates for New England and for New Hampshire. They developed a low, high, and average range. We are below average for NH now. For projected revenues, knowing our payer mix and our charge, compared to what we could charge, we know if we increased our rates by 75% we could get an extra estimated \$177,000 to \$200,000 in EMS revenues. That would come basically from private insurance and private pay. Chairman Georgantas said Blue Cross and "Other" are the only ones affected. He doesn't understand how it would work. Chief O'Brien said Looking at our history going back 4 or 5 years; they estimated we could be \$177,000 to \$200,000 extra. If we went for a 75% increase, we are only increasing it about 40%. We would have to be Medicare plus \$100. Chairman Georgantas asked



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Goffstown 16 Main Street Goffstown, NH 03045	Member Number: 181	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2016	7/1/2017	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> Statutory	\$ 2,000,000
			Each Accident	\$ 2,000,000
			Disease – Each Employee	
			Disease – Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
State of New Hampshire Homeland Security 33 Hazen Dr. Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 11/10/2016 tdenver@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax