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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

April 2, 2020

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

REQUESTED ACTION

Pursuant to RSA 261:97-c, Use of Funds, authorize the Department of Natural and Cultural Resources, State Council on the Arts to award a Conservation Number Plate (Moose Plate) Grant to the Town of Goffstown (VC #177395), Goffstown, NH in the amount of \$13,905 for the conservation of four historic hand-painted theater curtains effective upon Governor and Executive Council approval through June 30, 2020. 100% Other Funds (Agency Income)

Funding is available in account, Conservation Plate Fund, as follows:

	<u>FY 2020</u>
03-035-035-350010-34050000-073-509074 – Grants Non-Federal	\$13,905

EXPLANATION

Pursuant to RSA 261:97-c, Moose Plate Funds are used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens by providing for the preservation of publicly owned historic properties.

In 1999, the Town of Goffstown (Town) began renovations of the Grasmere Schoolhouse #9 and Town Hall. At that time, their four historic theater curtains were stored on the first floor of the building, rolled up, and placed underneath a table. They remained under the table for the duration of the renovations. Now that the renovations are complete, including the second floor auditorium and stage, the Town is prepared to preserve and install the stage curtains.

The curtains have been evaluated by a conservator and a conservation plan is in place. The four curtains are circa 1920 and consist of an exterior country scene, a formal interior scene, a rustic interior scene, and a street scene. Due to their versatile nature, these four scenes would have been used in a variety of productions at the auditorium.

After the conservation, the stage sceneries will return the second floor theater to its original use, when it was used for local community gatherings, and a dinner theater. The preserved hand-painted stage sceneries will be on display in a room that is currently used for lectures by the Historic District Commission, the Heritage Commission, graduations for community pre-school and kindergarten, recitals for local dance companies, and community meetings of local organizations.

The Attorney General's office has approved the agreement as to form, substance and execution.

Respectfully submitted,


 Sarah L. Stewart
 Commissioner

177395

FY2020CC # 9926

Acct Code: 340000-073

NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT



This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Town of Goffstown (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- 1. GRANT PERIOD: FY2020
- 2. OBLIGATIONS OF THE GRANTEE:
 - The Grantee agrees to accept \$13,905.00 and apply it to the program(s) described in the grant application and approved budget for To support the conservation of four hand painted theater curtains. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



New Hampshire State Council on the Arts

Town of Goffstown is supported in part by a grant from the New Hampshire State Council on the Arts & the Mooseplate License Plate Program.

- The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- 3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- 4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 50 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.
- 5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DIRECTOR APPROVAL

Contracting Officer for State Agency

Signature: Sarah Stewart 4/14/20

Name, Title: Sarah L. Stewart, Commissioner

GRANTEE SIGNATURE

Org/ Name: Town of Goffstown

Address: 16 Main Street

Peter Georgantas

Printed Name of Authorized Official for Grantee

Select Board Chairman 1/27/2020

Authorized Official's Signature & Title

Signature: Peter Georgantas Date: 1/27/2020

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Hillsborough

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Signature: Jill Ruler 4/21/20

Office of Attorney General Date

On the 27th day of Jan 2020 before the undersigned officer, personally appeared

Signature: Peter Georgantas

(Print name of person whose signature is being notarized)

or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Signature: Kathryn M. Fisher

Notary Public/ Justice of the Peace

Printed Name: Kathryn M. Fisher

My Commission expires:

KATHRYN M. FISHER, Notary Public State of New Hampshire My Commission Expires September 21, 2021

CERTIFICATE FOR MUNICIPALITIES

I (insert name) CATHLEEN BALL, of (insert Municipality name), GOFFSTOWN, do hereby certify to the following assertions:

- 1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date (insert meeting date) 1/27/2020

RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed; (document the title of the official authorizing the grant, and document the name of the individual filling that position) PETER GEORGANTAS, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

- 5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:

Municipality Mayor: _____
Municipality Clerk: CATHLEEN BALL
Municipality Treasurer: DANIELLE BASORA

IN WITNESS WHEREOF: As the Clerk/Secretary of this municipality, I sign below upon this date (insert date of signing) MARCH 11, 2020

Clerk/Secretary (signature) Cathleen Ball

In the State and County of: (State and County names) New Hampshire, Hillsborough County

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire, County of: Hillsborough

UPON THIS DATE (insert full date) March 11, 2020, appeared before me (print full name of notary)

Kathryn M. Fisher the undersigned officer personally appeared (Insert officers name) Cathleen Ball who acknowledged him/herself to be (Insert the name of municipality) The Town of Goffstown and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

In witness whereof I hereunto set my hand and official seal. (provide signature, seal and expiration of commission) Kathryn Fisher

KATHRYN M. FISHER, Notary Public, State of New Hampshire, My Commission Expires September 21, 2021

GOFFSTOWN SELECT BOARD
MINUTES TO MEETING OF JANUARY 27, 2020

In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectwoman Kelly Boyer, and Town Administrator Derek Horne. Also, in attendance was Gail Labrecque—Recording Secretary. Selectman Chet Bowen was absent.

6:00 PM CALL TO ORDER

Chairman Georgantas called the meeting to order at 6:00 p.m. He led the Board and the audience in the Pledge of Allegiance.

ACCEPTANCE/CORRECTION OF MINUTES

Selectwoman Boyer made a motion to approve the public and non-public minutes to the Select Board meeting of January 13, 2020. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

ANNOUNCEMENTS

Town & School Candidate Filing Period

Chairman Georgantas said this is a reminder to residents interested in running to serve as an elected Town or School District official. The Candidate Filing Period ends this Friday, January 31 at 5 p.m. Candidates filing on the last filing day must appear in person. The candidate openings are currently listed on the Town's website. The list can be found under the Town Clerk's 2020 Elections information.

Traffic Alert for Henry Bridge Road

Chairman Georgantas said the Goffstown DPW announces bridgework on Henry Bridge Road currently scheduled for 10 a.m. January 30th, weather dependent. A concrete truck will be parked along the south abutment to feed concrete to Evroks crew beneath the bridge. Flaggers will be present to help facilitate local one-way traffic around the concrete truck. Delays should be expected. Please use caution when driving around the work zone. Please contact Goffstown DPW at 497-3617 with any questions. Thank you for your patience.

School District & Town Deliberative Sessions

Chairman Georgantas said this is a reminder to residents that both the School District and the Town will hold their respective Deliberative Sessions. The School District's Deliberative Session is Saturday, February 1st at 10:00 a.m. at the Heiber Auditorium at Goffstown High School. A snow date (if needed) is planned for Monday, February 3rd at 7:00 p.m. The Town's Deliberative Session is Tuesday, February 4th at 7:00 p.m. at the Heiber Auditorium at Goffstown High School. A snow date (if needed) is planned for Thursday, February 6th at 7:00 p.m. The Deliberative Session is the first half of the annual Town Meeting. The Warrant Articles will be explained, discussed, and may be amended at these Deliberative Sessions. The Sessions will determine the wording for the articles as they appear on the ballots, which will be voted upon, during the Second Session on Tuesday, March 10, 2020, which is the day everyone votes.

Poll Volunteers Needed

Chairman Georgantas said the Town Clerk is looking for volunteers to work at the polls on February 11th. It could be as few as 4 hours. You can contact Cathy Ball at 497-8990 ext. 109.

GOFFSTOWN SELECT BOARD
MINUTES TO MEETING OF JANUARY 27, 2020

Selectwoman Boyer asked if they have enough frontage for more barrels. DPW Director Jacobs said the big argument is the cemetery. The more barrels you line up, the worse it looks. He thinks the trash is a year-round concern.

Vice Chairman Lemay made a motion to approve 2 more trash and 2 more recycle bins for a 6-month trial period. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Updates

DPW Director Jacobs said they have concrete coming in for Thursday for the Henry Bridge Road repair. Contractors came in to do a bit of prep this week. They marked off the areas that need to be refaced and will be ready on Thursday. They sounded and removed concrete on the south abutment and half of the north abutment. That is trickier because the damage goes into the water line. They are going to focus on the south side on Thursday. They are able to do more in the winter than they planned. Now they are planning to start when School lets out. The end date is getting better by the day.

The sports field is almost done on the drainage layer for the sand. The loam will be placed in the spring, when it dries out. The stormwater management pond on site has the rim and they need to excavate to the bottom of the pond to place the impervious clay layer to have the water for irrigation. The parking lot is ready for gravel. Eversource is doing work in the area.

PUBLIC HEARING (RSA 31:95-b) — Accept and Expend Unanticipated Funds

A FY2020 Cultural Conservation Grant for \$13,905.00 for conservation of Hand Painted Theater Curtains

Chairman Georgantas said this is a required Public Hearing and vote to accept and expend a FY2020 Cultural Conservation Grant from the NH State Council on the Arts. In 2019, the Town applied for a Cultural Conservation Grant for \$13,905.00 to support the conservation of four hand painted curtains at Grasmere Town Hall. The Town was successful in this grant application and the conservation work is tentatively scheduled for June 2020.

Chairman Georgantas opened the public hearing at 6:47 p.m. There was no public comment and the public hearing was closed at 6:48 p.m.

Selectman Adams made a motion to accept and expend the unanticipated funds under NH RSA 31:95-b in the amount of \$13,905.00, made available through a Cultural Conservation Grant, for the conservation of four hand painted theater curtains at Grasmere Town Hall. Selectwoman Boyer seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

TOWN ADMINISTRATOR'S REPORT

Committee Meeting Schedule

Town Administrator Horne said there are no additional meetings this week. However, on Friday, January 31, the candidate-filing period ends at 5 p.m. The Town Clerk stays open until 5 p.m. only to receive candidate filings, and on Friday candidates must appear in person. On Saturday, February 1, the School Deliberative Session will be held in the auditorium of the High School at



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		
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	1/1/2020	1/1/2021	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: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
			Aggregate		
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> Statutory		
			Each Accident		\$ 2,000,000
			Disease - Each Employee		\$ 2,000,000
			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
NH Department of Natural and Cultural Resources 172 Pembroke Road Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 3/11/2020 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



New Hampshire
State Council on the Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization TOWN OF GOFFSTOWN

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

TOWN OF GOFFSTOWN - LOCAL MUNICIPALITY

GOFFSTOWN HERITAGE COMMISSION - RECOGNIZE AND PROTECT GOFFSTOWN'S
HISTORICAL AND CULTURAL RESOURCES.

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$98,862

Attach the Following:

3. DUNS Number (If not provided on application) 083406116
4. Resume of Administrator
5. Financial Statement:
A one-page financial statement of your organization's most recently completed fiscal year.
6. Board of Directors:
A list of the current directors and officers of your organization.
Please do not include any personal information such as home addresses, phone numbers or emails.
7. List Geographic Areas Served by Organization
8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder
9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application)
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.



Town of Goffstown

TOWN OFFICES

16 MAIN STREET • GOFFSTOWN, NH 03045

To: NH State Council on the Arts
From: Derek M. Horne, Town Administrator
Subject: Town of Goffstown List of Board Members – Grant Acceptance Information

GOFFSTOWN SELECT BOARD

NAME	POSITION	TERM
Peter Georgantas	Chairman	2020-2023
Mark T. Lemay	Vice Chairman	2018-2021
Kelly Boyer		2018-2021
Collis Adams		2019-2022
Chet Bowen		2019-2022

GOFFSTOWN HISTORIC DISTRICT COMMISSION & HERITAGE COMMISSION

NAME	POSITION	TERM
Philip D'Avanza	Chairman	2018-2021
Eileen McNinnie	Vice Chairman	2019-2022
Lionel Coulon	Corresponding Secretary	2018-2021
Mary Sullivan	Recording Secretary	2017-2020
Michael Przekaza	Member	2019-2022
Mark Lemay	Select Board Rep.	2019-2020

Derek M. Horne
Town Administrator

16 Main Street
Goffstown, NH 03045
Derek.Horne@GoffstownNH.gov
603-497-8990 ext. 101

Purpose Attachment for FY2020 New Hampshire State Council on the Arts Grant to support the conservation of four hand-painted theater curtains.

Experience **Town Administrator** **Town of Goffstown** **Goffstown, NH**
2019 – present

- Administers the daily operations of the Goffstown Select Board's office and oversees the administration of all town affairs
- Works in concert with the Board and other appropriate parties to complete grant applications for submission to other authorities on behalf of the town.
- Responsible for the maintenance and repair of Goffstown Town Hall and Grasmere Town Hall.

Finance Director **Town of Goffstown** **Goffstown, NH**
2017 – 2019

- Presented, developed, and monitored the town of Goffstown's budget, expenditures and financial investments.
- Collaborated and assisted with 2017-2018 Tax Rate Adjustment related to Goffstown School District surplus.
- Managed the Town's Capital Improvement Program and tracked impact fee deposits and expenditures to ensure compliance.
- Collaborated with elected officials and Budget Committee.

Assistant Town Administrator **Town of Goffstown** **Goffstown, NH**
2011 – 2019

- Managed Town Hall business in the absence of the Town Administrator.
- Project manager of MUNIS software implementation.
- Served as Town Hall Representative to Economic Development Commission and Historic District Commission.

Economic Development Coordinator **Town of Goffstown** **Goffstown, NH**
2010 – 2016

- Presented to Economic Development Council (EDC) and Board of Selectmen benefits of Community Revitalization Tax Credits (79-E) leading to adoption at Town Meeting
- Collaborated with municipalities, staff, and volunteers in development of Southern NH Planning Commission's Regional Economic Development Plan.
- Revised website business directory and worked with IT to enhance economic development presence on Town website.

Zoning Code Enforcement Officer **Town of Goffstown** **Goffstown, NH**
2003 – 2011

- Interpreted, investigated, and enforced the Zoning Ordinance for the Town of Goffstown.
- Provided professional and administrative support to the Zoning Board of Adjustment (ZBA) and Historic District Commission (HDC).
- Prepared legal briefs on behalf of the Board of Selectmen seeking rehearing with the ZBA.
- Administered and managed separate CLG, LCHIP and NH State Council for the Arts grants.

Derek M. Horne

Air Transportation Journeyman
2001 – 2003

United States Air Force

Travis AFB, CA

- Coordinated with international forces to ensure proper documentation, earning the Army's Commendation Medal - Kandahar Airfield, Afghanistan.
- Interpreted government regulations, determining transportation eligibility.
- Adapted to changing schedules and work environments with ease.

Education

University of New Hampshire
Non-Matriculating Student

Manchester, NH
Fall 2011

- Courses included: Introduction to Public Administration and Human Resources.

Granite State College

Bachelor of Science, Business Management

Cum Laude

Concord, NH

June 2010

- Studies included Financial Accounting, Financial Management, and Legal Issues in Business & Management.

Professional Associations

Municipal Managers Association of New Hampshire (MMANH)

Associate Member 2010-2016, Regular Member 2019-present

New Hampshire Government Finance Officers Association

Regular Member 2017-present

NH Economic Development Association (NHEDA)

Member 2010-2016

Volunteer & Community Involvement

Goffstown Cub Scout Pack 99 & Boy Scout Troop 99

Cub Scout Den Leader

Boy Scout Troop Committee Member

Goffstown, NH

September 2016 – May 2018

March 2018 - present

Goffstown Junior Baseball

Board of Directors Executive Board, Player Agent

Volunteer Coach

Goffstown, NH

January 2018 – present

2016 – 2018

Goffstown Parks & Rec, Boys Lacrosse

Volunteer Coach

US Lacrosse Level 1 Men's Certified Coach

Goffstown, NH

April 2017 - 2018

Manchester Regional Youth Hockey Association

Volunteer Coach

US Hockey Level 2 Certified Coach

Manchester, NH

September 2017 - present

Professional References

Professional references available upon request.