

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. Acceptance/Correction Of Minutes

3. Announcements

4. Public Comment

For Goffstown residents at the beginning of each regular meeting

Documents:

[2.8 PUBLIC PARTICIPATION IN THE BOARD MEETINGS - EXCERPT FROM PROCEDURES OF THE GOFFSTOWN SELECT BOARD REV 01.02.2019.PDF](#)

5. Meeting With Executive Councilor John Stephen - Re Removal Of Hadley Falls Dam

6. DPW Director

6.I. DPW Single Stream Recycling Contract

Documents:

[PUBLIC_DPW_SINGLE STREAM 2_9_26.PDF](#)

7. Town Administrator's Report

7.I. Consent Agenda

Routine items for the Select Board's approval. Select Board members may request items be removed for full discussion by the Board.

Documents:

[TA REPORT - CONSENT AGENDA - 02.09.2026.PDF](#)

7.II. Microsoft Licensing

Town Administrator will present request to change from Office 365 monthly licensing to Microsoft 365 annual licensing.

Documents:

[MEMO-QUOTE-DETAILS-MICROSOFTLICENSING.PDF](#)

7.III. Proposed IT Workplace Use Of Artificial Intelligence (AI) Policy

Documents:

[TA REPORT - PROPOSED IT WORKPLACE USE OF ARTIFICIAL INTELLIGENCE \(AI\) POLICY - 02.09.2026.PDF](#)
[DRAFT-TOG-IT-006-USE_OF_ARTIFICIAL_INTELLIGENCE.PDF](#)
[COMPARE RESULT - PROPOSED IT USE OF ARTIFICIAL INTELLIGENCE POLICY - 02.06.2026.PDF](#)
[LIST OF APPROVED AI AND LLM TOOLS - 02.06.2026.PDF](#)

7.IV. 2026 Voters' Guide

Documents:

[TA REPORT - DRAFT VOTERS GUIDE - 02.09.2026.PDF](#)

8. Public Hearing (RSA 41:9-A) - Proposed Ambulance And Parks & Rec Fees

Documents:

[PUBLIC HEARING RSA 41.9-A - AMBULANCE AND PNR FEE CHANGES - 02.09.2026.PDF](#)
[MASTER FEES - 02.09.26 PROPOSED CHANGES.PDF](#)

9. Select Board Discussion

9.I. New Business

9.II. Old Business

9.III. Action Matrix

Week-to-Week tracking matrix for Select Board; tracking action items, grants, and town vehicles out of service.

Documents:

[2025 ACTION MATRIX WORKBOOK - 02.09.2026.PDF](#)

10. Public Comment

For Goffstown residents at the end of each regular meeting

Documents:

[2.8 PUBLIC PARTICIPATION IN THE BOARD MEETINGS - EXCERPT FROM PROCEDURES OF THE GOFFSTOWN SELECT BOARD REV 01.02.2019.PDF](#)

11. Non-Public Session RSA 91-A:3,II

Documents:

[RSA 91-A.3 NON-PUBLIC SESSIONS.PDF](#)



Town of Goffstown

TOWN OFFICES

16 MAIN STREET • GOFFSTOWN, NH 03045

2.8 Public Participation in the Board Meetings

2.8.1 Each person desiring to speak during public comment shall state his/her name, street and if not a Goffstown resident, his/her town and shall fill out the roster provided by the Town Administrator.

2.8.2 The Presiding Officer shall schedule appropriate public comment time for Goffstown residents at the beginning and end of each regular meeting. The Presiding Officer, at his/her discretion, may allow other speakers for a germane topic. Public comment speakers are limited to three minutes each.

2.8.3 Agenda appointments with the Board may be made for a regular meeting through the Town Administrator, for Town-related business. The Presiding Officer has the discretion to schedule a different date and time.

2.8.4 Unless a concern expressed at the public comment period or an agenda appointment is an urgent matter, the Board may take up the concern at the next regular meeting under Old Business.

2.8.5 Special Board meetings shall not have public comment nor agenda appointments unless the appointment is the purpose of the special meeting.

Excerpt from the Procedures of the Goffstown Select Board and Committees appointed by the Select Board

Available:	https://www.goffstownnh.gov/DocumentCenter/View/1447/2019-Select-Board-Procedures-rev-1_2_19
Adopted:	6/30/08
Revised:	3/23/09; 4/4/11; 6/20/11; 4/30/12; 5/21/12; 4/1/13; 3/24/14; 4/13/15; 6/29/15; 2/1/16; 4/23/18; 1/2/19

PUBLIC – DPW SINGLE STREAM RECYCLING CONTRACT

MEETING DATE: 2/9/26

REQUESTED BY: ADAM JACOBS – DPW DIRECTOR

ISSUE:

The Town's single stream recycling contract with Casella renews each April unless otherwise cancelled or modified.

BACKGROUND INFORMATION:

Goffstown produces roughly 1800 tons of single stream recycling per year, which is hauled by the DPW to a processing facility. The Town entered a multi-year agreement in 2020 with Casella to deliver our single stream recycling to their Charlestown, MA materials recovery facility. The original agreement was for 4 years, with 1-year extensions thereafter unless cancelled.

Casella would offer a small increase in their processing cost threshold for the upcoming year, should we choose to extend. The monthly rate we pay will continue to vary with changing commodity market prices. Our net monthly cost is currently \$81.53.

Waste Management is the other company with a single stream materials recovery facility in the area. They have also provided information for up to 5 years if the Town would like to switch vendors. The facility is in Billerica, MA which is approximately 30 fewer miles round trip.

FINANCIAL IMPACT:

A comparison of both proposals will be provided outside the packet, to preserve the integrity of the process if the Board would prefer to advertise for sealed bids instead of awarding tonight.

RECOMMENDATION:

Recommend authorizing the DPW Director to notify Casella of our intent NOT to extend the contract, and to negotiate an agreement with Waste Management for approval at a future meeting.

TOWN ADMINISTRATOR'S REPORT - Consent Agenda

MEETING DATE: 02/09/2026

REQUESTED BY: TOWN ADMINISTRATOR

ISSUE:

Routine items for the Select Board's approval. Select Board members may request items be removed for full discussion by the Board.

Employee Status Reports (Needs signature of the Chair)

GTV – Per Diem PEG Technician – New Hire

FIRE – Per Diem FFII/EMT – New Hire

FIRE – FT FF/AMET – Successful completion of probationary period

FIRE – Deputy Fire Chief – New Hire

Proclamation

2025 Audit Select Board Questionnaire

RECOMMENDATION:

If the Board concurs:

Motion to approve the Consent Agenda as presented.

INTEROFFICE MEMORANDUM

TO: Derek Horne, Town Administrator

CC: Danielle Basora, Asst. Town Administrator; Zachary Hofland, Finance Director

FROM: Brian Rae, Information Systems Director

DATE: 02/03/2026

SUBJECT: Change to Microsoft Licensing

Derek,

Over the past year I have been working with various vendors, peers, and the State of NH to attain improved pricing for our Microsoft products. After many emails and discussions, I am requesting approval to move away from Systems Engineering and move to Dell Technologies for our Microsoft licensing.

This change moves us from monthly to annual subscriptions; licenses can be added anytime but not reduced until renewal; users will have a single license instead of stacked ones; we'll shift from Office 365 to Microsoft 365 with added Windows licensing, security, and device management; and it provides the extra SharePoint storage we need for compliance. We will be getting more for less.

Current Microsoft GCC Licensing

- Office 365 F3 x 100
- Office 365 G3 x 100
- Microsoft 365 G5 x 5
- Enterprise Mobility + Security G3 x 122
- Microsoft 365 Audio Conferencing x 10
- PowerBi for Government x 5
- Microsoft Visio x 2
- SharePoint Storage 2TB

Annual Cost: \$ 61,464.96

Proposed Microsoft GCC Licensing

- Microsoft 365 F3 x 100
- Microsoft 365 G3 x 100
- Microsoft 365 G5 x 5
- Enterprise Mobility + Security G3 *(now included)*
- Microsoft 365 Audio Conferencing x 200
- PowerBi for Government x 5
- Microsoft Visio x 2
- SharePoint Storage 2.5TB

Annual Cost: \$ 50,874.13

I am requesting Select Board approval to proceed with the new agreement and related paperwork. If we can finalize paperwork by March, we will be within our budgeted amount for Microsoft licensing in 2026, as we will still need to cover January and February's subscription costs with our current reseller.

Respectfully submitted,



Brian D. Rae, Jr.
 Information Systems Director

Town Administrator's Recommended Motion:

Motion to move from monthly Office 365 licensing with Systems Engineering to annual Microsoft 365 licensing with Dell Technologies under the State of NH contract; and to further authorize the Town Administrator to sign the Enterprise Enrollment Agreement.

Town Administrator's Notes		
Account	Current Microsoft GCC Licensing	Proposed Microsoft GCC Licensing
IT	55,958.40	46,316.39
Sewer	1,621.44	1,342.05
Library	3,885.12	3,215.69
Totals	61,464.96	50,874.13
State of NH Contract		
COMMODITY/SERVICE: COMPUTER SOFTWARE AND SERVICES		
CONTRACT NO.: 8003194		
CONTRACT PERIOD: April 3, 2023 through June 30, 2026		
VENDOR: Dell Marketing, L.P., Pittsburg, PA		



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#).

Quote No.	3000198865927.1	Sales Rep	Wyatt Busbee
Total	\$50,874.08	Phone	1(800) 456-3355, +15126476602
Customer #	26066935	Email	Wyatt.Busbee@dell.com
Quoted On	Feb. 05, 2026	Billing To	ACCOUNTS PAYABLE
Expires by	Feb. 28, 2026		TOWN OF GOFFSTOWN
	State of New Hampshire		16 MAIN ST
Contract Name	ITS75 Eligible Entity Agreement		GOFFSTOWN, NH 03102
Contract Code	C000001040584		
Customer Agreement #	ITS75 Software		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Wyatt Busbee

Shipping Group

Shipping To	Shipping Method
RECIEVING DEPT TOWN OF GOFFSTOWN 16 MAIN ST GOFFSTOWN, NH 03045-1708 (603) 497-8990	Standard Delivery

	Quantity	Unit Price	Subtotal
MICROSOFT SLG EA 6.0 - 80051049			
1. VLA ENTERPRISE M365 E3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	100	\$378.75	\$37,875.00
2. VLA ENTERPRISE M365 E5 GCC ALNG SUBSVL MVL PERUSR	5	\$599.69	\$2,998.45
3. VLA ENTERPRISE VISIO ONL N P2 GCC SHRDSVR ALNG SUBSVL MVL PERUSR	2	\$134.14	\$268.28
4. VLA ENTERPRISE M365 F3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	100	\$81.66	\$8,166.00

5. VLA ENTERPRISE O365XTRAFILESTRGGCC SHRDSVR ALNG SUBSVL MVL ADDON XTRASTRG1GB	500	\$2.15	\$1,075.00
6. VLA ENTERPRISE POWERBIPROGOV SHRDSVR ALNG SUBSVL MVL	5	\$98.27	\$491.35
7. VLA ENTERPRISE AUDIO CONFERENCING SELECT DIAL OUT GCC SUB	200	\$0.00	\$0.00
Subtotal:			\$50,874.08
Shipping:			\$0.00
Non-Taxable Amount:			\$50,874.08
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$50,874.08

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Shipping Group Details

Shipping To

RECIEVING DEPT
TOWN OF GOFFSTOWN
16 MAIN ST
GOFFSTOWN, NH 03045-1708
(603) 497-8990

Shipping Method

Standard Delivery

	Quantity	Unit Price	Subtotal
MICROSOFT SLG EA 6.0 - 80051049			
1. VLA ENTERPRISE M365 E3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	100	\$378.75	\$37,875.00
SKU: AD557571	MFG Part #: AAD-34704	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
2. VLA ENTERPRISE M365 E5 GCC ALNG SUBSVL MVL PERUSR	5	\$599.69	\$2,998.45
SKU: AD557572	MFG Part #: AAL-45735	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
3. VLA ENTERPRISE VISIO ONLN P2 GCC SHRDSVR ALNG SUBSVL MVL PERUSR	2	\$134.14	\$268.28
SKU: AD557573	MFG Part #: P3U-00001	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
4. VLA ENTERPRISE M365 F3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	100	\$81.66	\$8,166.00
SKU: AD557574	MFG Part #: AAD-63092	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
5. VLA ENTERPRISE O365XTRAFILESTRGCC SHRDSVR ALNG SUBSVL MVL ADDON XTRASTRG1GB	500	\$2.15	\$1,075.00
SKU: AD557575	MFG Part #: M9T-00002	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
6. VLA ENTERPRISE POWERBIPROGOV SHRDSVR ALNG SUBSVL MVL	5	\$98.27	\$491.35
SKU: AD557576	MFG Part #: DDJ-00001	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	
7. VLA ENTERPRISE AUDIO CONFERENCING SELECT DIAL OUT GCC SUB	200	\$0.00	\$0.00
SKU: AD557577	MFG Part #: NYH-00001	OLS Purchase Type:	
Current Duration: 12	Total Duration: 36	Maint. End Date: Jan. 31, 2029	

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offerspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

Proposal ID

3119282.007

Enrollment Number

Language: English (United States)

Enrolled Affiliate's Enterprise Products and Enterprise Online Services summary for the initial order:

Profile	Qualified Devices	Qualified Users	Device / User Ratio	CAL Licensing Model
Enterprise	105	105	1.0	User Licenses

Products	Enterprise Quantity
Microsoft 365 Enterprise	
M365 G5 GCC	5
M365 G3 GCC USL Unified	100

Enrolled Affiliate's Product Quantities:

Price Group	1	2	3	4
Enterprise Products	Office Professional Plus + M365 Apps for Enterprise + Office 365 (Plans E3 and E5) + Microsoft 365 Enterprise	Client Access License + Office 365 (Plans E1, E3 and E5) + Microsoft 365 Enterprise	Client Access License + Windows Intune + EMS USL + Microsoft 365 Enterprise	Win E3 + Win E5 + Win VDA + Microsoft 365 Enterprise
Quantity	105	105	105	105

Enrolled Affiliate's Price Level:

Product Offering / Pool	Price Level
Enterprise Products and Enterprise Online Services USLs: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Groups 1 through 4.	D
Additional Product Application Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 1.	D
Additional Product Server Pool: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Group 2 or 3.	D
Additional Product Systems Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 4.	D

Notes

Unless otherwise indicated in the associated contract documents, the price level for each Product offering / pool is set as described above, based upon the quantity to price level mapping below:

Quantity of Licenses and Software Assurance	Price Level
2,399 and below	A
2,400 to 5,999	B
6,000 to 14,999	C
15,000 and above	D
Note 1: In the following countries, any direct Enrollment consisting of only Enterprise Online Services will not be eligible for the Renewal option described in Section 5.b. of the Enrollment or for a new Enrollment due to program changes: Argentina, Australia, Austria, Belgium, Canada, Chile, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Jamaica, Italy, Lichtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Puerto Rico, South Africa, Spain, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, and Uruguay.	
Note 2: Enterprise Online Services may not be available in all locations. Please see the Product List for a list of locations where these may be purchased.	
Note 3: Unless otherwise indicated in the associated Agreement documents, the CAL selection must be the same across the Enterprise for each Profile.	
Note 4: If Enrolled Affiliate does not order an Enterprise Product or Enterprise Online Service associated with an applicable Product pool, the price level for Additional Products in the same pool will be price level "A" throughout the term of the Enrollment. Refer to the Qualifying Government Entity Addendum pricing provision for more details on price leveling.	

Enterprise Enrollment

State and Local

Enterprise Enrollment number
(Microsoft to complete)

80051049

Framework ID
(if applicable)

Previous Enrollment number
(Reseller to complete)

This Enrollment must be attached to a signature form to be valid.

This Microsoft Enterprise Enrollment is entered into between the entities as identified in the signature form as of the effective date. Enrolled Affiliate represents and warrants it is the same Customer, or an Affiliate of the Customer, that entered into the Enterprise Agreement identified on the program signature form.

This Enrollment consists of: (1) these terms and conditions, (2) the terms of the Enterprise Agreement identified on the signature form, (3) the Product Selection Form, (4) the Product Terms, (5) the Microsoft Products and Services Data Protection Addendum, (6) any Supplemental Contact Information Form, Previous Agreement/Enrollment form, and other forms that may be required, and (7) any order submitted under this Enrollment. This Enrollment may only be entered into under a 2011 or later Enterprise Agreement. By entering into this Enrollment, Enrolled Affiliate agrees to be bound by the terms and conditions of the Enterprise Agreement.

All terms used but not defined are located at <http://www.microsoft.com/licensing/contracts>. In the event of any conflict the terms of this Agreement control.

Effective date. If Enrolled Affiliate is renewing Software Assurance or Subscription Licenses from one or more previous Enrollments or agreements, then the effective date will be the day after the first prior Enrollment or agreement expires or terminates. If this Enrollment is renewed, the effective date of the renewal term will be the day after the Expiration Date of the initial term. Otherwise, the effective date will be the date this Enrollment is accepted by Microsoft. Any reference to “anniversary date” refers to the anniversary of the effective date of the applicable initial or renewal term for each year this Enrollment is in effect.

Term. The initial term of this Enrollment will expire on the last day of the month, 36 full calendar months from the effective date of the initial term. The renewal term will expire 36 full calendar months after the effective date of the renewal term.

Terms and Conditions

1. Definitions.

Terms used but not defined in this Enrollment will have the definition in the Enterprise Agreement. The following definitions are used in this Enrollment:

“Additional Product” means any Product identified as such in the Product Terms and chosen by Enrolled Affiliate under this Enrollment.

“Community” means the community consisting of one or more of the following: (1) a Government, (2) an Enrolled Affiliate using eligible Government Community Cloud Services to provide solutions to a Government or a qualified member of the Community, or (3) a Customer with Customer Data that is subject to Government regulations for which Customer determines and Microsoft agrees that the use of Government Community Cloud Services is appropriate to meet Customer’s regulatory requirements.

Membership in the Community is ultimately at Microsoft's discretion, which may vary by Government Community Cloud Service.

"Enterprise Online Service" means any Online Service designated as an Enterprise Online Service in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Online Services are treated as Online Services, except as noted.

"Enterprise Product" means any Desktop Platform Product that Microsoft designates as an Enterprise Product in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Products must be licensed for all Qualified Devices and Qualified Users on an Enterprise-wide basis under this program.

"Expiration Date" means the date upon which the Enrollment expires.

"Federal Agency" means a bureau, office, agency, department or other entity of the United States Government.

"Government" means a Federal Agency, State/Local Entity, or Tribal Entity acting in its governmental capacity.

"Government Community Cloud Services" means Microsoft Online Services that are provisioned in Microsoft's multi-tenant data centers for exclusive use by or for the Community and offered in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-145. Microsoft Online Services that are Government Community Cloud Services are designated as such in the Use Rights and Product Terms.

"Industry Device" (also known as line of business device) means any device that: (1) is not useable in its deployed configuration as a general purpose personal computing device (such as a personal computer), a multi-function server, or a commercially viable substitute for one of these systems; and (2) only employs an industry or task-specific software program (e.g. a computer-aided design program used by an architect or a point of sale program) ("Industry Program"). The device may include features and functions derived from Microsoft software or third-party software. If the device performs desktop functions (such as email, word processing, spreadsheets, database, network or Internet browsing, or scheduling, or personal finance), then the desktop functions: (1) may only be used for the purpose of supporting the Industry Program functionality; and (2) must be technically integrated with the Industry Program or employ technically enforced policies or architecture to operate only when used with the Industry Program functionality.

"Managed Device" means any device on which any Affiliate in the Enterprise directly or indirectly controls one or more operating system environments. Examples of Managed Devices can be found in the Product Terms.

"Qualified Device" means any device that is used by or for the benefit of Enrolled Affiliate's Enterprise and is: (1) a personal desktop computer, portable computer, workstation, or similar device capable of running Windows Pro locally (in a physical or virtual operating system environment), or (2) a device used to access a virtual desktop infrastructure ("VDI"). Qualified Devices do not include any device that is: (1) designated as a server and not used as a personal computer, (2) an Industry Device, or (3) not a Managed Device. At its option, the Enrolled Affiliate may designate any device excluded above (e.g., Industry Device) that is used by or for the benefit of the Enrolled Affiliate's Enterprise as a Qualified Device for all or a subset of Enterprise Products or Online Services the Enrolled Affiliate has selected.

"Qualified User" means a person (e.g., employee, consultant, contingent staff) who: (1) is a user of a Qualified Device, or (2) accesses any server software requiring an Enterprise Product Client Access License or any Enterprise Online Service. It does not include a person who accesses server software or an Online Service solely under a License identified in the Qualified User exemptions in the Product Terms.

"Reseller" means an entity authorized by Microsoft to resell Licenses under this program and engaged by an Enrolled Affiliate to provide pre- and post-transaction assistance related to this agreement;

"Reserved License" means for an Online Service identified as eligible for true-ups in the Product Terms, the License reserved by Enrolled Affiliate prior to use and for which Microsoft will make the Online Service available for activation.

"State/Local Entity" means (1) any agency of a state or local government in the United States, or (2) any United States county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state's jurisdiction and geographic boundaries.

"Tribal Entity" means a federally recognized tribal entity performing tribal governmental functions and eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe.

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site and updated from time to time. The Use Rights include the Product-Specific License Terms, the License Model terms, the Universal License Terms, the Data Protection Terms, and the Other Legal Terms. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product.

"Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

2. Order requirements.

- a. **Minimum order requirements.** Enrolled Affiliate's Enterprise must have a minimum of 250 Qualified Users or Qualified Devices. The initial order must include at least 250 Licenses for Enterprise Products or Enterprise Online Services.
 - (i) **Enterprise commitment.** Enrolled Affiliate must order enough Licenses to cover all Qualified Users or Qualified Devices, depending on the License Type, with one or more Enterprise Products or a mix of Enterprise Products and the corresponding Enterprise Online Services (as long as all Qualified Devices not covered by a License are only used by users covered with a user License).
 - (ii) **Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 250 Subscription Licenses for Enterprise Online Services.
- b. **Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
- c. **Use Rights for Enterprise Products.** For Enterprise Products, if a new Product version has more restrictive use rights than the version that is current at the start of the applicable initial or renewal term of the Enrollment, those more restrictive use rights will not apply to Enrolled Affiliate's use of that Product during that term.
- d. **Country of usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
- e. **Resellers.** Enrolled Affiliate must choose and maintain a Reseller authorized in the United States. Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders must be submitted to the Reseller who will transmit the order to Microsoft. The Reseller and Enrolled Affiliate determine pricing and payment terms as between them, and Microsoft will invoice the Reseller based on those terms. Throughout this Agreement the term "price" refers to reference price. Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- f. **Adding Products.**
 - (i) **Adding new Products not previously ordered.** New Enterprise Products or Enterprise Online Services may be added at any time by contacting a Microsoft Account Manager or Reseller. New Additional Products, other than Online Services, may be used if an order is placed in the month the Product is first used. For Additional Products that are Online Services, an initial order for the Online Service is required prior to use.

- (ii) **Adding Licenses for previously ordered Products.** Additional Licenses for previously ordered Products other than Online Services may be added at any time but must be included in the next true-up order. Additional Licenses for Online Services must be ordered prior to use, unless the Online Services are (1) identified as eligible for true-up in the Product Terms or (2) included as part of other Licenses.
- g. **True-up requirements.** Enrolled Affiliate must submit an annual true-up order that accounts for any changes since the initial order or last order. If there are no changes, then an update statement must be submitted instead of a true-up order.
- (i) **Enterprise Products.** For Enterprise Products, Enrolled Affiliate must determine the number of Qualified Devices and Qualified Users (if ordering user-based Licenses) at the time the true-up order is placed and must order additional Licenses for all Qualified Devices and Qualified Users that are not already covered by existing Licenses, including any Enterprise Online Services.
- (ii) **Additional Products.** For Additional Products that have been previously ordered under this Enrollment, Enrolled Affiliate must determine the maximum number of Additional Products used since the latter of the initial order, the last true-up order, or the prior anniversary date and submit a true-up order that accounts for any increase.
- (iii) **Online Services.** For Online Services identified as eligible for true-up in the Product Terms, Enrolled Affiliate may place a reservation order for the additional Licenses prior to use and payment may be deferred until the next true-up order. Microsoft will provide a report of Reserved Licenses ordered but not yet invoiced to Enrolled Affiliate and its Reseller. Reserved Licenses will be invoiced retrospectively to the month in which they were ordered.
- (iv) **Subscription License reductions.** Enrolled Affiliate may reduce the quantity of Subscription Licenses at the Enrollment anniversary date on a prospective basis if permitted in the Product Terms, as follows:
- 1) For Subscription Licenses that are part of an Enterprise-wide purchase, Licenses may be reduced as long as (a) the initial order minimum requirements are maintained and (b) the total quantity of Licenses and Software Assurance for an applicable group meets or exceeds the quantity of Qualified Devices and Qualified Users (if ordering user-based Licenses) identified on the Product Selection Form, and includes any additional Qualified Devices and Qualified Users added in any prior true-up orders. Step-up Licenses do not count towards this total count.
 - 2) For Enterprise Online Services in a given Product pool that are not a part of an Enterprise-wide purchase, Licenses can be reduced as long as (a) the initial order minimum requirements are maintained and (b) all then-active users of each Online Service are included the total quantity of Licenses remaining after the reduction. An Enrolled Affiliate may reduce Licenses for Online Services on or before the Enrollment anniversary date and place a reservation order for such licenses within 90 days after the anniversary date; however, any licenses ordered as described in this section will be invoiced to the Enrolled Affiliate for the time period the licenses were made available. Subscription Licenses ordered upfront may not be reduced.
 - 3) For Additional Products available as Subscription Licenses, Enrolled Affiliate may reduce the Licenses. If the License count is reduced to zero, then Enrolled Affiliate's use of the applicable Subscription License will be cancelled.
- Invoices will be adjusted to reflect any reductions in Subscription Licenses at the true-up order Enrollment anniversary date and effective as of such date.
- (v) **Update statement.** An update statement must be submitted instead of a true-up order if, since the initial order or last true-up order, Enrolled Affiliate's Enterprise: (1) has not changed the number of Qualified Devices and Qualified Users licensed with Enterprise Products or Enterprise Online Services; and (2) has not increased its usage of Additional

Products. This update statement must be signed by Enrolled Affiliate's authorized representative.

- (vi) **True-up order period.** The true-up order or update statement must be received by Microsoft between 60 and 30 days prior to each Enrollment anniversary date. The last true-up order or update statement during an Enrollment term is due within 30 days prior to the Expiration Date, and any license reservations within this 30-day period will not be accepted. Enrolled Affiliate may submit true-up orders more often to account for increases in Product usage, but an annual true-up order or update statement must still be submitted during the annual order period.
- (vii) **Late true-up order.** If the true-up order or update statement is not received when due, Microsoft may invoice Reseller for all Reserved Licenses not previously invoiced and Subscription License reductions cannot be reported until the following Enrollment anniversary date (or at Enrollment renewal, as applicable).
- h. **Step-up Licenses.** For Licenses eligible for a step-up under this Enrollment, Enrolled Affiliate may step-up to a higher edition or suite as follows:
 - (i) For step-up Licenses included on an initial order, Enrolled Affiliate may order according to the true-up process.
 - (ii) If step-up Licenses are not included on an initial order, Enrolled Affiliate may step-up initially by following the process described in the Section titled "Adding new Products not previously ordered," then for additional step-up Licenses, by following the true-up order process.
- i. **Clerical errors.** Microsoft may correct clerical errors in this Enrollment, and any documents submitted with or under this Enrollment, by providing notice by email and a reasonable opportunity for Enrolled Affiliate to object to the correction. Clerical errors include minor mistakes, unintentional additions and omissions. This provision does not apply to material terms, such as the identity, quantity or price of a Product ordered.
- j. **Verifying compliance.** Microsoft may, in its discretion and at its expense, verify compliance with this Enrollment as set forth in the Enterprise Agreement.

3. **Pricing.**

- a. **Price Levels.** For both the initial and any renewal term Enrolled Affiliate's Price Level for all Products ordered under this Enrollment will be Level "D" throughout the term of the Enrollment.
- b. **Setting Prices.** Unless otherwise expressly agreed to by the parties and except for Online Services designated in the Product Terms as being exempt from fixed pricing, Enrolled Affiliate's prices for each Product or Service will be established by its Reseller. As long as Enrolled Affiliate continues to qualify for the same price level, Microsoft's prices for Resellers for each Product or Service ordered will be fixed throughout the applicable initial or renewal Enrollment term. Microsoft's prices to Resellers are reestablished at the beginning of the renewal term.

4. **Payment terms.**

For the initial or renewal order, Microsoft will invoice Enrolled Affiliate's Reseller in three equal annual installments. The first installment will be invoiced upon Microsoft's acceptance of this Enrollment and remaining installments will be invoiced on each subsequent Enrollment anniversary date. Subsequent orders are invoiced upon acceptance of the order and Enrolled Affiliate may elect to pay annually or upfront for Online Services and upfront for all other Licenses.

5. ***End of Enrollment term and termination.***

- a. **General.** At the Expiration Date, Enrolled Affiliate must immediately order and pay for Licenses for Products it has used but has not previously submitted an order, except as otherwise provided in this Enrollment.
- b. **Renewal option.** At the Expiration Date of the initial term, Enrolled Affiliate may request to renew Products and Services under this Enrollment for one additional 36-month term. Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements or Enrollments in order to renew. In order for a renewal request to be considered, Microsoft must receive a Renewal Form, Product Selection Form, and renewal request prior to or at the Expiration Date. Microsoft will review a renewal request made under this section in good faith and may accept or reject such request in its sole discretion.
- c. **If Enrolled Affiliate elects not to renew.**
 - (i) **Software Assurance.** If Enrolled Affiliate elects not to renew Software Assurance for any Product under its Enrollment, then Enrolled Affiliate will not be permitted to order Software Assurance later without first acquiring a new License with Software Assurance.
 - (ii) **Online Services eligible for an Extended Term.** For Online Services identified as eligible for an Extended Term in the Product Terms, the following options are available at the end of the Enrollment initial or renewal term.
 - 1) **Extended Term.** Licenses for Online Services will automatically expire in accordance with the terms of the Enrollment. An extended term option that allows Online Services to continue month-to-month ("Extended Term") is available. During the Extended Term, Online Services will be invoiced monthly at the then-current published price as of the Expiration Date plus a 3% administrative fee for up to one year. If Enrolled Affiliate wants an Extended Term, Enrolled Affiliate must submit a request to Microsoft at least 30 days prior to the Expiration Date.
 - 2) **Cancellation during Extended Term.** At any time during the first twelve months of the Extended Term, Enrolled Affiliate may terminate the Extended Term by submitting a notice of cancellation to Microsoft for each Online Service. Thereafter, Microsoft may condition the continued use of each Online Service on the acceptance of new terms by the Enrolled Affiliate. Enrolled Affiliate will be notified in writing of any new terms at least 60 days before any such changes take effect. Enrolled Affiliate acknowledges and agrees that after the notice described in this section, its continued use of each Online Service after the effective date provided in the notice will constitute its acceptance of the new terms. If Enrolled Affiliate does not agree to the new terms, it must stop using the Online Services and terminate the Extended Term as provided in this section. Enrolled Affiliate's termination under this section will be effective at the end of the month following 30 days after Microsoft has received the notice.
 - (iii) **Subscription Licenses and Online Services not eligible for an Extended Term.** If Enrolled Affiliate elects not to renew, the Licenses will be cancelled and will terminate as of the Expiration Date. Any associated media must be uninstalled and destroyed and Enrolled Affiliate's Enterprise must discontinue use. Microsoft may request written certification to verify compliance.
- d. **Termination for cause.** Any termination for cause of this Enrollment will be subject to the "Termination for cause" section of the Agreement. In addition, it shall be a breach of this Enrollment if Enrolled Affiliate or any Affiliate in the Enterprise that uses Government Community Cloud Services fails to meet and maintain the conditions of membership in the definition of Community.
- e. **Early termination.** Any early termination of this Enrollment will be subject to the "Early Termination" Section of the Enterprise Agreement.

For Subscription Licenses, in the event of a breach by Microsoft, or if Microsoft terminates an Online Service for regulatory reasons, Microsoft will issue Reseller a credit for any amount paid in advance for the period after termination.

6. Government Community Cloud.

- a. Community requirements.** If Enrolled Affiliate purchases Government Community Cloud Services, Enrolled Affiliate certifies that it is a member of the Community and agrees to use Government Community Cloud Services solely in its capacity as a member of the Community and, for eligible Government Community Cloud Services, for the benefit of end users that are members of the Community. Use of Government Community Cloud Services by an entity that is not a member of the Community or to provide services to non-Community members is strictly prohibited and could result in termination of Enrolled Affiliate's license(s) for Government Community Cloud Services without notice. Enrolled Affiliate acknowledges that only Community members may use Government Community Cloud Services.
- b.** All terms and conditions applicable to non-Government Community Cloud Services also apply to their corresponding Government Community Cloud Services, except as otherwise noted in the Use Rights, Product Terms, and this Enrollment.
- c.** Enrolled Affiliate may not deploy or use Government Community Cloud Services and corresponding non-Government Community Cloud Services in the same domain.
- d. Use Rights for Government Community Cloud Services.** For Government Community Cloud Services, notwithstanding anything to the contrary in the Use Rights:
 - (i)** Government Community Cloud Services will be offered only within the United States.
 - (ii)** Additional European Terms, as set forth in the Use Rights, will not apply.
 - (iii)** References to geographic areas in the Use Rights with respect to the location of Customer Data at rest, as set forth in the Use Rights, refer only to the United States.

Enrollment Details

1. Enrolled Affiliate's Enterprise.

Make an election for including Affiliates in the Enterprise (Required).

Check **only one box** in this section. If no boxes are checked, Microsoft will deem the Enterprise to include the Enrolled Affiliate only. If more than one box is checked, Microsoft will deem the Enterprise to include the largest number of Affiliates:

☒ **Enrolled Affiliate only.**

☐ **All Affiliates.** All Affiliates of Enrolled Affiliate are hereby included in the Enterprise. Enrolled Affiliate represents that its Affiliates are entire offices, bureaus, agencies, departments, or other entities, not partial offices, bureaus, agencies, or departments, or other partial entities. Enrolled Affiliate may order Products for use by its Affiliates. If it does, the licenses granted to Enrolled Affiliate under this Enrollment will apply to such Affiliates, but Enrolled Affiliate will have the sole right to enforce the Agreement and this Enrollment against Microsoft. Enrolled Affiliate will remain responsible for all obligations under this Enrollment and for its Affiliates' compliance with this Enrollment.

☐ **Enrolled Affiliate including.** Only the Enrolled Affiliate and the Affiliates listed below will be included in the Enterprise. Enrolled Affiliate represents that its Affiliates are entire offices, bureaus, agencies, departments, or other entities, not partial offices, bureaus, agencies, or departments, or other partial entities. Enrolled Affiliate may order Products for use by its Affiliates. If it does, the licenses granted to Enrolled Affiliate under this Enrollment will apply to such Affiliates, but Enrolled Affiliate will have the sole right to enforce the Agreement and this Enrollment against Microsoft. Enrolled Affiliate will remain responsible for all obligations under this Enrollment and for its Affiliates' compliance with this Enrollment.

The following Affiliates are included in the Enterprise:

Notwithstanding anything to the contrary in the Agreement, the parties acknowledge and agree to the following:

Products ordered under this Enrollment may be subject to U.S. and other countries' export jurisdictions. Each party will comply with all laws and regulations applicable to the import or export of the Products, including, without limitation, trade laws of the U.S., EU, and UK, such as the U.S. Export Administration Regulations, sanctions regulations administered by the U.S. Office of Foreign Assets Control, the EU Dual Use Regulation 2021/821, and/or other end-user, end use, and destination restrictions ("Trade Laws"). Customer will not, and will ensure its Affiliates will not, take any action that causes Microsoft to violate applicable Trade Laws. Microsoft may suspend or terminate this Enrollment immediately without notice to the extent that Microsoft reasonably believes that performance would cause it to violate Trade Laws or put it at risk of becoming subject to sanctions and penalties under such laws. Customer remains responsible for its and for its Affiliates' compliance with this section and, to the extent applicable, a Regional Trade Compliance Supplemental Terms incorporated herein by reference.

2. Contact information.

Each party will notify the other in writing if any of the information in the following contact information page(s) changes. The asterisks (*) indicate required fields. By providing contact information, Enrolled Affiliate consents to its use for purposes of administering this Enrollment by Microsoft, its Affiliates, and other parties that help administer this Enrollment. The personal information provided in connection with this Enrollment will be used and protected in accordance with the privacy statement available at <https://privacy.microsoft.com/privacystatement>.

- a. Primary contact.** This contact is the primary contact for the Enrollment from within Enrolled Affiliate's Enterprise. This contact may also be an Online Administrator for Volume Licensing

in the Microsoft 365 Admin Center (MAC) and may grant online access to others. The primary contact will be the default contact for all purposes unless separate contacts are identified for specific purposes

Name of entity (must be legal entity name)* Town of Goffstown

Contact name: First* Brian Middle Last* Rae

Contact email address* ToG-IT@GoffstownNH.gov

Street address* 18 Church St

City* Goffstown

State* NH

Postal code* 03045-1703-

(Please provide the zip + 4, e.g. xxxxx-xxxx)

Country* United States

Phone* (603) 497-8990 x800

Tax ID

Work or School (WSA) Account ID

** indicates required fields*

- b. Notices contact and Online Administrator.** This contact (1) receives the contractual notices, (2) is the Online Administrator for Volume Licensing in the Microsoft 365 Admin Center (MAC) and may grant online access to others, and (3) is authorized to order Reserved Licenses for eligible Online Services, including adding or reassigning Licenses and stepping-up prior to a true-up order.

☐ Same as primary contact (default if no information is provided below, even if the box is not checked).

Contact name: First* Brian Middle Last* Rae

Contact email address* ToG-IT@GoffstownNH.gov

Street address* 18 Church St

City* Goffstown

State* NH

Postal code* 03045-1703-

(Please provide the zip + 4, e.g. xxxxx-xxxx)

Country* United States

Phone* (603) 497-8990 x800

Work or School (WSA) Account ID

Language preference. Choose the language for notices. English

☐ This contact is a third party (not the Enrolled Affiliate). Warning: This contact receives personally identifiable information of the Customer and its Affiliates.

** indicates required fields*

- c. Online Services Manager.** This contact is authorized to manage the Online Services ordered under the Enrollment and (for applicable Online Services) to add or reassign Licenses and step-up prior to a true-up order.

☐ Same as notices contact and Online Administrator (default if no information is provided below, even if box is not checked)

Contact name: First* Middle Last*

Contact email address*

Phone*

Work or School (WSA) Account ID

This contact is from a third party organization (not the entity). Warning: This contact receives personally identifiable information of the entity.

** indicates required fields*

d. Reseller information. Reseller contact for this Enrollment is:

Reseller company name* Dell Inc.

Street address (PO boxes will not be accepted)* 1 Dell Way

City* Round Rock

State* TX

Postal code* 78682-7000

Country* United States

Contact name* GovtContract Admin

Phone* !

Contact email address* us_ms_vl_admin@dell.com

** indicates required fields*

By signing below, the Reseller identified above confirms that all information provided in this Enrollment is correct.

Signature* _____
Printed name* _____
Printed title* _____
Date* _____

** indicates required fields*

Changing a Reseller. If Microsoft or the Reseller chooses to discontinue doing business with each other, Enrolled Affiliate must choose a replacement Reseller. If Enrolled Affiliate or the Reseller intends to terminate their relationship, the initiating party must notify Microsoft and the other party using a form provided by Microsoft at least 90 days prior to the date on which the change is to take effect.

e. If Enrolled Affiliate requires a separate contact for any of the following, attach the Supplemental Contact Information form. *Otherwise, the notices contact and Online Administrator remains the default.*

- (i) Additional notices contact
- (ii) Software Assurance manager
- (iii) Subscriptions manager
- (iv) Customer Support Manager (CSM) contact

3. Financing elections.

Is a purchase under this Enrollment being financed through MS Financing? ☐ Yes, ☒ No.

If a purchase under this Enrollment is financed through MS Financing, and Enrolled Affiliate chooses not to finance any associated taxes, it must pay these taxes directly to Microsoft.

Enterprise

Sub 250 Program Amendment ID W29

The parties agree that the Enrollment is amended as follows:

1. ***On the first page of the Enrollment, the following is added after the second paragraph:***

By entering into this Enrollment, the Enrolled Affiliate agrees that (1) it also has 25 or more Qualified Devices or Qualified Users; or (2) as a condition of entering into this Enrollment with 25-249 Qualified Devices or Qualified Users, Enrolled Affiliate has elected not to receive CD ROMs as part of the Enrollment and therefore no CD ROMs will automatically be shipped. If Enrolled Affiliate is enrolling with 25-249 Qualified Devices or Qualified Users and it would like to receive CD ROM Kits and updates, Enrolled Affiliate may order these through its Reseller for a fee.

The submission of this Amendment can only be placed against a 2011 Enterprise Agreement or an Enrollment that has the Updated EA Amendment terms and conditions applied. The submittal of this Amendment may not be contingent on submittal of a new Enterprise Agreement.

2. ***Section 2a of the Enrollment titled "Order Requirements", is hereby amended and restated in its entirety with the following:***

- a. **Minimum Order Requirements.** Enrolled Affiliate's Enterprise must have a minimum of 25 Qualified Users or Qualified Devices.
 - (i) **Initial Order.** Initial order must include at least 25 Licenses from one of the four groups outlined in the Product Selection Form.
 - (ii) **If choosing Enterprise Products.** If choosing Enterprise Products in a specific group outlined in the Product Selection Form, Enrolled Affiliate's initial order must include an Enterprise-wide selection of one or more Enterprise Products or a mix of Enterprise Products and corresponding Enterprise Online Services for that group.
 - (iii) **Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
 - (iv) **Country of Usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
 - (v) **Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 25 Subscription Licenses for Enterprise Online Services.

3. ***Software Assurance renewal.***

Renewing Software Assurance: If Enrolled Affiliate will be renewing Products Software Assurance coverage from a separate agreement, check this box.	☐
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By checking the above box, a new section is added to the Enrollment entitled "Software Assurance Addition."

Software Assurance Addition. Enrolled Affiliate is permitted to and will include in its initial order under this Enrollment Software Assurance quantities from eligible Program's identified in the table below, even though Enrolled Affiliate is not otherwise eligible to order such Software Assurance without simultaneously ordering a License.

Enrolled Affiliate agrees that any perpetual Licenses received through the New Software Assurance shall supersede and replace the underlying Licenses, and the underlying Licenses are not to be transferred separately from any Licenses received through the New Software Assurance. Any remaining payment obligations with respect to the underlying Licenses shall continue in effect.

Program	License ID Number	Expiration Date
<>	<>	<>

Town Administrator's Recommended Motion:

Motion to move from monthly Office 365 licensing with Systems Engineering to annual Microsoft 365 licensing with Dell Technologies under the State of NH contract; and to further authorize the Town Administrator to sign the E

Program Signature Form

MBA/MBSA number

Agreement number

01E73926

Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
Enterprise Enrollment (Indirect)	X20-10637
Sub250 Form	W29
Product Selection Form	3119282.007_PSF

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer
Name of Entity (must be legal entity name)* Town of Goffstown
Signature*
Printed First and Last Name*
Printed Title
Signature Date*
Tax ID

** indicates required field*

Microsoft Affiliate
Microsoft Corporation
Signature Printed First and Last Name Printed Title Signature Date (date Microsoft Affiliate countersigns)
Agreement Effective Date (may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)

Customer
Name of Entity (must be legal entity name)* Signature* Printed First and Last Name* Printed Title Signature Date*
Town Administrator's Recommended Motion: Motion to move from monthly Office 365 licensing with Systems Engineering to annual Microsoft 365 licensing with Dell Technologies under the State of NH contract; and to further authorize the Town Administrator to sign the Enterprise Enrollment
Outsourcer
Name of Entity (must be legal entity name)* Signature* _____ Printed First and Last Name* Printed Title Signature Date*

** indicates required field*

If Customer requires additional contacts or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

Microsoft Corporation
 Dept. 551, Volume Licensing
 6880 Sierra Center Parkway
 Reno, Nevada 89511
 USA

Enterprise Agreement State and Local

Not for Use with Microsoft Business Agreement or Microsoft Business and Services Agreement

This Microsoft Enterprise Agreement (“Agreement”) is entered into between the entities identified on the signature form.

Effective date. The effective date of this Agreement is the earliest effective date of any Enrollment entered into under this Agreement or the date Microsoft accepts this Agreement, whichever is earlier.

This Agreement consists of (1) these Agreement terms and conditions, including any amendments and the signature form and all attachments identified therein, (2) the Product Terms applicable to Products licensed under this Agreement, (3) the Online Services Terms, (4) any Affiliate Enrollment entered into under this Agreement, and (5) any order submitted under this Agreement.

Please note: Documents referenced in this Agreement but not attached to the signature form may be found at <http://www.microsoft.com/licensing/contracts> and are incorporated in this Agreement by reference, including the Product Terms and Use Rights. These documents may contain additional terms and conditions for Products licensed under this Agreement and may be changed from time to time. Customer should review such documents carefully, both at the time of signing and periodically thereafter, and fully understand all terms and conditions applicable to Products licensed.

Terms and Conditions

1. Definitions.

“Affiliate” means

- a. with regard to Customer,
 - (i) any government agency, department, office, instrumentality, division, unit or other entity of the state or local government that is supervised by or is part of Customer, or which supervises Customer or of which Customer is a part, or which is under common supervision with Customer;
 - (ii) any county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer’s state and located within Customer’s state jurisdiction and geographic boundaries; and
 - (iii) any other entity in Customer’s state expressly authorized by the laws of Customer’s state to purchase under state contracts; provided that a state and its Affiliates shall not, for purposes of this definition, be considered to be Affiliates of the federal government and its Affiliates; and
- b. with regard to Microsoft, any legal entity that Microsoft owns, that owns Microsoft, or that is under common ownership with Microsoft.

“Customer” means the legal entity that has entered into this Agreement with Microsoft.

“Customer Data” means all data, including all text, sound, software, image, or video files that are provided to Microsoft by, or on behalf of, an Enrolled Affiliate and its Affiliates through use of Online Services.

“day” means a calendar day, except for references that specify “business day”.

“Enrolled Affiliate” means an entity, either Customer or any one of Customer’s Affiliates that has entered into an Enrollment under this Agreement.

“Enrollment” means the document that an Enrolled Affiliate submits under this Agreement to place orders for Products.

“Enterprise” means an Enrolled Affiliate and the Affiliates for which it is responsible and chooses on its Enrollment to include in its enterprise.

“Fixes” means Product fixes, modifications or enhancements, or their derivatives, that Microsoft either releases generally (such as Product service packs) or provides to Customer to address a specific issue.

“License” means the right to download, install, access and use a Product. For certain Products, a License may be available on a fixed term or subscription basis (“Subscription License”). Licenses for Online Services will be considered Subscription Licenses.

“Microsoft” means the Microsoft Affiliate that has entered into this Agreement or an Enrollment and its Affiliates, as appropriate.

“Online Services” means the Microsoft-hosted services identified as Online Services in the Product Terms.

“Online Services Terms” means the additional terms that apply to Customer’s use of Online Services published on the Volume Licensing Site and updated from time to time.

“Product” means all products identified in the Product Terms, such as all Software, Online Services and other web-based services, including pre-release or beta versions.

“Product Terms” means the document that provides information about Microsoft Products and Professional Services available through volume licensing. The Product Terms document is published on the Volume Licensing Site and is updated from time to time.

“SLA” means Service Level Agreement, which specifies the minimum service level for Online Services and is published on the Volume Licensing Site.

“Software” means licensed copies of Microsoft software identified on the Product Terms. Software does not include Online Services, but Software may be part of an Online Service.

“Software Assurance” is an offering by Microsoft that provides new version rights and other benefits for Products as further described in the Product Terms.

“Trade Secret” means information that is not generally known or readily ascertainable to the public, has economic value as a result, and has been subject to reasonable steps under the circumstances to maintain its secrecy.

“use” or “run” means to copy, install, use, access, display, run or otherwise interact.

“Use Rights” means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site and updated from time to time. The Use Rights include the Product-Specific License Terms, the License Model terms, the Universal License Terms, the Data Protection Terms, and the Other Legal Terms. The Use Rights supersedes the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product.

“Volume Licensing Site” means <http://www.microsoft.com/licensing/contracts> or a successor site.

2. How the Enterprise program works.

- a. General.** The Enterprise program consists of the terms and conditions on which an Enrolled Affiliate may acquire Product Licenses. Under the Enterprise program, Customer and its Affiliates may order Licenses for Products by entering into Enrollments.
- b. Enrollments.** The Enterprise program gives Customer and/or its Affiliates the ability to enter into one or more Enrollments to order Products. Subscription Enrollments may be available for some of these Enrollments. Notwithstanding any other provision of this Agreement, only Enrolled Affiliates identified in an Enrollment will be responsible for complying with the terms

of that Enrollment, including the terms of this Agreement incorporated by reference in that Enrollment.

- c. **Licenses.** The types of Licenses available are (1) Licenses obtained under Software Assurance (L&SA), and (2) Subscription Licenses. These License types, as well as additional License Types, are further described in the Product List.

3. ***Licenses for Products.***

- a. **License Grant.** Microsoft grants the Enterprise a non-exclusive, worldwide and limited right to download, install and use software Products, and to access and use the Online Services, each in the quantity ordered under an Enrollment. The rights granted are subject to the terms of this Agreement, the Use Rights and the Product Terms. Microsoft reserves all rights not expressly granted in this Agreement.
- b. **Duration of Licenses.** Subscription Licenses and most Software Assurance rights are temporary and expire when the applicable Enrollment is terminated or expires, unless the Enrolled Affiliate exercises a buy-out option, which is available for some Subscription Licenses. Except as otherwise noted in the applicable Enrollment or Use Rights, all other Licenses become perpetual only when all payments for that License have been made and the initial Enrollment term has expired.
- c. **Applicable Use Rights.** The latest Use Rights as updated from time to time, apply to the use of all Products, subject to the following exceptions.
 - (i) **For products with metered usage-based pricing (e.g. metered Microsoft Azure Services)** Material adverse changes published after the start of a calendar month will apply beginning the following month.
 - (ii) **For Versioned Software.** Material adverse changes published after the date a Product is first licensed will not apply to any licenses for that Product acquired during the applicable Enrollment term unless the changes are published with the release of a new version and Customer chooses to update to that version. Renewal of Software Assurance does not change which Use Rights apply to perpetual Licenses acquired during a previous term or Enrollment
 - (iii) **For all other Products (e.g. Office 365 services).** Material adverse changes published after the start of the subscription term will not apply to any licenses for that Product acquired during the applicable Enrollment term.
 - (iv) **For use rights granted through Software Assurance.** Material adverse changes published after the date a Product is first licensed will not apply to any licenses for that Product during the applicable enrollment term unless the changes are published with the release of a new version and Customer chooses to update to that version.
- d. **Downgrade rights.** Enrolled Affiliate may use an earlier version of a Product other than Online Services than the version that is current on the effective date of the Enrollment. For Licenses acquired in the current Enrollment term, the Use Rights for the current version apply to the use of the earlier version. If the earlier Product version includes features that are not in the new version, then the Use Rights applicable to the earlier version apply with respect to those features.
- e. **New Version Rights under Software Assurance.** Enrolled Affiliate must order and maintain continuous Software Assurance coverage for each License ordered. With Software Assurance coverage, Enterprise automatically has the right to use a new version of a licensed Product as soon as it is released, even if Enrolled Affiliate chooses not to use the new version immediately.
 - (i) Except as otherwise permitted under an Enrollment, use of the new version will be subject to the new version's Use Rights.

- (ii) If the License for the earlier version of the Product is perpetual at the time the new version is released, the License for the new version will also be perpetual. Perpetual Licenses obtained through Software Assurance replace any perpetual Licenses for the earlier version.
- f. **License confirmation.** This Agreement, the applicable Enrollment, Enrolled Affiliate's order confirmation, and any documentation evidencing transfers of perpetual Licenses, together with proof of payment, will be Enrolled Affiliate's evidence of all Licenses obtained under an Enrollment.
- g. **Reorganizations, consolidations and privatizations.** If the number of Licenses covered by an Enrollment changes by more than ten percent as a result of (1) a reorganization, consolidation or privatization of an entity or an operating division, (2) a privatization of an Affiliate or an operating division of Enrolled Affiliate or any of its Affiliates, or (3) a consolidation including a merger with a third party that has an existing agreement or Enrollment, Microsoft will work with Enrolled Affiliate in good faith to determine how to accommodate its changed circumstances in the context of this Agreement.

4. *Making copies of Products and re-imaging rights.*

- a. **General.** Enrolled Affiliate may make as many copies of Products, as it needs to distribute them within the Enterprise. Copies must be true and complete (including copyright and trademark notices) from master copies obtained from a Microsoft approved fulfillment source. Enrolled Affiliate may use a third party to make these copies, but Enrolled Affiliate agrees it will be responsible for any third party's actions. Enrolled Affiliate agrees to make reasonable efforts to notify its employees, agents, and any other individuals who use the Products that the Products are licensed from Microsoft and subject to the terms of this Agreement.
- b. **Copies for training/evaluation and back-up.** For all Products other than Online Services, Enrolled Affiliate may: (1) use up to 20 complimentary copies of any licensed Product in a dedicated training facility on its premises for purposes of training on that particular Product, (2) use up to 10 complimentary copies of any Products for a 60-day evaluation period, and (3) use one complimentary copy of any licensed Product for back-up or archival purposes for each of its distinct geographic locations. Trials for Online Services may be available if specified in the Use Rights.
- c. **Right to re-image.** In certain cases, re-imaging is permitted using the Product media. If the Microsoft Product is licensed (1) from an original equipment manufacturer (OEM), (2) as a full packaged Product through a retail source, or (3) under another Microsoft program, then media provided under this Agreement may generally be used to create images for use in place of copies provided through that separate source. This right is conditional upon the following:
 - (i) Separate Licenses must be acquired from the separate source for each Product that is re-imaged.
 - (ii) The Product, language, version, and components of the copies made must be identical to the Product, language, version, and all components of the copies they replace, and the number of copies or instances of the re-imaged Product permitted remains the same.
 - (iii) Except for copies of an operating system and copies of Products licensed under another Microsoft program, the Product type (e.g., Upgrade or full License) re-imaged must be identical to the Product type licensed from the separate source.
 - (iv) Enrolled Affiliate must adhere to any Product-specific processes or requirements for re-imaging identified in the Product Terms.

Re-imaged Products remain subject to the terms and use rights of the License acquired from the separate source. This subsection does not create or extend any Microsoft warranty or support obligation.

5. ***Transferring and reassigning Licenses.***

- a. **License transfers.** License transfers are not permitted, except that Customer or an Enrolled Affiliate may transfer only fully paid perpetual Licenses to:
 - (i) an Affiliate, or
 - (ii) a third party solely in connection with the transfer of hardware or employees to whom the Licenses have been assigned as part of (1) a privatization of an Affiliate or agency or of an operating division of Enrolled Affiliate or an Affiliate, (2) a reorganization, or (3) a consolidation.
- Upon such transfer, Customer or Enrolled Affiliate must uninstall and discontinue using the licensed Product and render any copies unusable.
- b. **Notification of License Transfer.** Enrolled Affiliate must notify Microsoft of a License transfer by completing a license transfer form, which can be obtained from <http://www.microsoft.com/licensing/contracts> and sending the completed form to Microsoft before the License transfer. No License transfer will be valid unless Enrolled Affiliate provides to the transferee, and the transferee accepts in writing, documents sufficient to enable the transferee to ascertain the scope, purpose and limitations of the rights granted by Microsoft under the licenses being transferred (including the applicable Use Rights, use and transfer restrictions, warranties and limitations of liability). Any License transfer not made in compliance with this section will be void.
 - c. **Internal Assignment of Licenses and Software Assurance.** Licenses and Software Assurance must be assigned to a single user or device within the Enterprise. Licenses and Software Assurance may be reassigned within the Enterprise as described in the Use Rights.

6. ***Term and termination.***

- a. **Term.** The term of this Agreement will remain in effect unless terminated by either party as described below. Each Enrollment will have the term provided in that Enrollment.
- b. **Termination without cause.** Either party may terminate this Agreement, without cause, upon 60 days' written notice. In the event of termination, new Enrollments will not be accepted, but any existing Enrollment will continue for the term of such Enrollment and will continue to be governed by this Agreement.
- c. **Mid-term termination for non-appropriation of Funds.** Enrolled Affiliate may terminate this Agreement or an Enrollment without liability, penalty or further obligation to make payments if funds to make payments under the Agreement or Enrollment are not appropriated or allocated by the Enrolled Affiliate for such purpose.
- d. **Termination for cause.** Without limiting any other remedies it may have, either party may terminate an Enrollment if the other party materially breaches its obligations under this Agreement, including any obligation to submit orders or pay invoices. Except where the breach is by its nature not curable within 30 days, the terminating party must give the other party 30 days' notice of its intent to terminate and an opportunity to cure the breach.

If Microsoft gives such notice to an Enrolled Affiliate, Microsoft also will give Customer a copy of that notice and Customer agrees to help resolve the breach. If the breach affects other Enrollments and cannot be resolved between Microsoft and Enrolled Affiliate, together with Customer's help, within a reasonable period of time, Microsoft may terminate this Agreement and all Enrollments under it. If an Enrolled Affiliate ceases to be Customer's Affiliate, it must promptly notify Microsoft, and Microsoft may terminate the former Affiliate's Enrollment. If an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or if Microsoft terminates an Enrollment because Enrolled Affiliate ceases to be Customer's Affiliate, then Enrolled Affiliate will have the early termination rights described in the Enrollment.

- e. Early termination.** If (1) an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or (2) if Microsoft terminates an Enrollment because the Enrolled Affiliate has ceased to be an Affiliate of Customer, or (3) Enrolled Affiliate terminates an Enrollment for non-appropriation of funds, or (4) Microsoft terminates an Enrollment for non-payment due to non-appropriation of funds, then the Enrolled Affiliate will have the following options:
- (i) It may immediately pay the total remaining amount due, including all installments, in which case, the Enrolled Affiliate will have perpetual rights for all Licenses it has ordered; or
 - (ii) It may pay only amounts due as of the termination date, in which case the Enrolled Affiliate will have perpetual Licenses for:
 - 1) all copies of Products (including the latest version of Products ordered under SA coverage in the current term) for which payment has been made in full, and
 - 2) the number of copies of Products it has ordered (including the latest version of Products ordered under Software Assurance coverage in current term) that is proportional to the total of installment payments paid versus total amounts due (paid and payable) if the early termination had not occurred.
 - (iii) In the case of early termination under subscription Enrollments, Enrolled Affiliate will have the following options:
 - 1) For eligible Products, Enrolled Affiliate may obtain perpetual Licenses as described in the section of the Enrollment titled "Buy-out option," provided that Microsoft receives the buy-out order for those Licenses within 60 days after Enrolled Affiliate provides notice of termination.
 - 2) In the event of a breach by Microsoft, if Customer chooses not to exercise a buy-out option, Microsoft will issue Enrolled Affiliate a credit for any amount paid in advance for Subscription Licenses that the Enterprise will not be able to use to do the termination of the Enrollment.
- Nothing in this section shall affect perpetual License rights acquired either in a separate agreement or in a prior term of the terminated Enrollment.
- f. Effect of termination or expiration.** When an Enrollment expires or is terminated,
- (i) Enrolled Affiliate must order Licenses for all copies of Products it has run for which it has not previously submitted an order. Any and all unpaid payments for any order of any kind remain due and payable. Except as provided in the subsection titled "Early termination," all unpaid payments for Licenses immediately become due and payable.
 - (ii) Enrolled Affiliate's right to Software Assurance benefits under this Agreement ends if it does not renew Software Assurance.
- g. Modification or termination of an Online Service for regulatory reasons.** Microsoft may modify or terminate an Online Service where there is any current or future government requirement or obligation that: (1) subjects Microsoft to any regulation or requirement not generally applicable to businesses operating in the jurisdiction; (2) presents a hardship for Microsoft to continue operating the Online Service without modification; and/or (3) causes Microsoft to believe these terms or the Online Service may conflict with any such requirement or obligation.
- h. Program updates.** Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments at the time of an Enrollment renewal.

7. Use, ownership, rights, and restrictions.

- a. Products.** Unless otherwise specified in a supplemental agreement, use of any Product is governed by the Use Rights specific to each Product and version and by the terms of the applicable supplemental agreement.
- b. Fixes.** Each Fix is licensed under the same terms as the Product to which it applies. If a Fix is not provided for a specific Product, any use rights Microsoft provides with the Fix will apply.
- c. Non-Microsoft software and technology.** Enrolled Affiliate is solely responsible for any non-Microsoft software or technology that it installs or uses with the Products or Fixes.
- d. Restrictions.** Enrolled Affiliate must not (and is not licensed to) (1) reverse engineer, decompile, or disassemble any Product or Fix; (2) install or use non-Microsoft software or technology in any way that would subject Microsoft's intellectual property or technology to any other license terms; or (3) work around any technical limitations in a Product or Fix or restrictions in Product documentation. Customer must not (and is not licensed to) (1) separate and run parts of a Product or Fix on more than one device, upgrade or downgrade parts of a Product or Fix at different times, or transfer parts of a Product or Fix separately; or (2) distribute, sublicense, rent, lease, lend any Products or Fixes, in whole or in part, or use them to offer hosting services to a third party.
- e. Reservation of rights.** Products and Fixes are protected by copyright and other intellectual property rights laws and international treaties. Microsoft reserves all rights not expressly granted in this agreement. No rights will be granted or implied by waiver or estoppel. Rights to access or use Software on a device do not give Customer any right to implement Microsoft patents or other Microsoft intellectual property in the device itself or in any other software or devices.

8. Confidentiality.

"Confidential Information" is non-public information that is designated "confidential" or that a reasonable person should understand is confidential, including Customer Data. Confidential Information does not include information that (1) becomes publicly available without a breach of this agreement, (2) the receiving party received lawfully from another source without a confidentiality obligation, (3) is independently developed, or (4) is a comment or suggestion volunteered about the other party's business, products or services.

Each party will take reasonable steps to protect the other's Confidential Information and will use the other party's Confidential Information only for purposes of the parties' business relationship. Neither party will disclose that Confidential Information to third parties, except to its employees, Affiliates, contractors, advisors and consultants ("Representatives") and then only on a need-to-know basis under nondisclosure obligations at least as protective as this agreement. Each party remains responsible for the use of the Confidential Information by its Representatives and, in the event of discovery of any unauthorized use or disclosure, must promptly notify the other party.

A party may disclose the other's Confidential Information if required by law; but only after it notifies the other party (if legally permissible) to enable the other party to seek a protective order.

Neither party is required to restrict work assignments of its Representatives who have had access to Confidential Information. Each party agrees that the use of information retained in Representatives' unaided memories in the development or deployment of the parties' respective products or services does not create liability under this Agreement or trade secret law, and each party agrees to limit what it discloses to the other accordingly.

These obligations apply (1) for Customer Data until it is deleted from the Online Services, and (2) for all other Confidential Information, for a period of five years after a party receives the Confidential Information.

9. Privacy and compliance with laws.

- a.** Enrolled Affiliate consents to the processing of personal information by Microsoft and its agents to facilitate the subject matter of this Agreement. Enrolled Affiliate will obtain all required consents from third parties under applicable privacy and data protection law before providing personal information to Microsoft.
- b.** Personal information collected under this agreement (1) may be transferred, stored and processed in the United States or any other country in which Microsoft or its service providers maintain facilities and (2) will be subject to the privacy terms specified in the Use Rights. Microsoft will abide by the requirements of European Economic Area and Swiss data protection law regarding the collection, use, transfer, retention, and other processing of personal data from the European Economic Area and Switzerland.
- c. U.S. export.** Products and Fixes are subject to U.S. export jurisdiction. Enrolled Affiliate must comply with all applicable international and national laws, including the U.S. Export Administration Regulations and International Traffic in Arms Regulations, and end-user, end use and destination restrictions issued by U.S. and other governments related to Microsoft products, services and technologies.

10. Warranties.

a. Limited warranties and remedies.

- (i) Software.** Microsoft warrants that each version of the Software will perform substantially as described in the applicable Product documentation for one year from the date the Enterprise is first licensed for that version. If it does not and the Enterprise notifies Microsoft within the warranty term, then Microsoft will, at its option (1) return the price Enrolled Affiliate paid for the Software license, or (2) repair or replace the Software.
- (ii) Online Services.** Microsoft warrants that each Online Service will perform in accordance with the applicable SLA during the Enterprise's use. The Enterprise's remedies for breach of this warranty are in the SLA.

The remedies above are the Enterprise's sole remedies for breach of the warranties in this section. Customer waives any breach of warranty claims not made during the warranty period.

- b. Exclusions.** The warranties in this agreement do not apply to problems caused by accident, abuse, or use in a manner inconsistent with this Agreement, including failure to meet minimum system requirements. These warranties do not apply to free, trial, pre-release, or beta products, or to components of Products that Enrolled Affiliate is permitted to redistribute.
- c. Disclaimer.** Except for the limited warranties above, Microsoft provides no other warranties or conditions and disclaims any other express, implied, or statutory warranties, including warranties of quality, title, non-infringement, merchantability, and fitness for a particular purpose.

11. Defense of third party claims.

The parties will defend each other against the third-party claims described in this section and will pay the amount of any resulting adverse final judgment or approved settlement, but only if the defending party is promptly notified in writing of the claim and has the right to control the defense and any settlement of it. The party being defended must provide the defending party with all requested assistance, information, authority, and must take all reasonable action to mitigate its losses arising from the third-party claim. The defending party will reimburse the other party for reasonable out-of-pocket expenses it incurs in providing assistance. This section describes the parties' sole remedies and entire liability for such claims.

- a. By Microsoft.** Microsoft will defend Enrolled Affiliate against any third-party claim to the extent it alleges that a Product or Fix made available by Microsoft for a fee and used within the scope

of the license granted (unmodified from the form provided by Microsoft and not combined with anything else) misappropriates a trade secret or directly infringes a patent, copyright, trademark or other proprietary right of a third party. If Microsoft is unable to resolve a claim of infringement under commercially reasonable terms, it may, at its option, either (1) modify or replace the Product or Fix with a functional equivalent; or (2) terminate Enrolled Affiliate's license and refund any prepaid license fees (less depreciation on a five-year, straight-line basis) for perpetual licenses and any amount paid for Online Services for any usage period after the termination date. Microsoft will not be liable for any claims or damages due to Enrolled Affiliate's continued use of a Product or Fix after being notified to stop due to a third-party claim.

- b. **By Enrolled Affiliate.** To the extent permitted by applicable law, Enrolled Affiliate will defend Microsoft against any third-party claim to the extent it alleges that: (1) any Customer Data or non-Microsoft software hosted in an Online Service by Microsoft on Enrolled Affiliate's behalf misappropriates a trade secret or directly infringes a patent, copyright, trademark, or other proprietary right of a third party; or (2) Enrolled Affiliate's use of any Product or Fix, alone or in combination with anything else, violates the law or damages a third party.

12. Limitation of liability.

For each Product, each party's maximum, aggregate liability to the other under this Agreement is limited to direct damages finally awarded in an amount not to exceed the amounts Enrolled Affiliate paid for the applicable Products during the term of this Agreement, subject to the following:

- a. **Online Services.** For Online Services, Microsoft's maximum liability to Enrolled Affiliate for any incident giving rise to a claim will not exceed the amount Enrolled Affiliate paid for the Online Service during the 12 months before the incident.
- b. **Free Products and Distributable Code.** For Products provided free of charge and code that Enrolled Affiliate is authorized to redistribute to third parties without separate payment to Microsoft, Microsoft's liability is limited to direct damages finally awarded up to US\$5,000.
- c. **Exclusions.** In no event will either party be liable for indirect, incidental, special, punitive, or consequential damages, or for loss of use, loss of business information, loss of revenue, or interruption of business, however caused or on any theory of liability.
- d. **Exceptions.** No limitation or exclusions will apply to liability arising out of either party's (1) confidentiality obligations (except for all liability related to Customer Data, which will remain subject to the limitations and exclusions above); (2) defense obligations; or (3) violation of the other party's intellectual property rights.

13. Verifying compliance.

- a. **Right to verify compliance.** Enrolled Affiliate must keep records relating to all use and distribution of Products by Enrolled Affiliate and its Affiliates. Microsoft has the right, at its expense, to the extent permitted by applicable law, to verify such compliance with the Product's license terms. Microsoft will engage an independent auditor and Enrolled Affiliate must provide the independent auditor with any information the auditor reasonably requests in furtherance of the verification, including visible access to systems running the Products and evidence of Licenses for Products Enrolled Affiliate hosts, sublicenses, or distributes to third parties. Enrolled Affiliate must provide, without undue delay, the foregoing information and access upon request of the independent auditor.
- b. **Verification process.** Microsoft will notify Enrolled Affiliate at least 30 calendar days in advance of its intent to verify Enrolled Affiliate's compliance with the license terms for the Products Enrolled Affiliate use or distribute. The independent auditor is subject to a confidentiality obligation sufficient to cover the auditor's engagement with Enrolled Affiliate for the verification process. Enrolled Affiliate may, at its discretion, also require a mutually agreeable confidentiality agreement with the independent auditor for access to premises, data

and systems. Such confidentiality agreement between Enrolled Affiliate and auditor must be completed within fourteen (14) days of such request, and shall not restrict the ability for the independent auditor to accurately verify compliance and share the resulting information with Microsoft. Any information collected will be used solely for purposes of determining Enrolled Affiliate's compliance. This verification will take place during normal business hours and the auditor will make best efforts not to interfere with Enrolled Affiliate's operations during the course of the audit.

- c. **Remedies for non-compliance.** If verification reveals any use of Products without applicable license rights, then within 30 days Enrolled Affiliate must order sufficient licenses to cover its use, and, if such use or distribution is determined to be in excess of Enrolled Affiliate's existing licenses by 5% or more of the audited environment(s) in aggregate, then Enrolled Affiliate must reimburse Microsoft for the costs Microsoft incurred in obtaining the verification and acquire the necessary additional licenses. Such licenses will be obtained at 125% of the price, based on the then-current price list. The use percentage is based on the total number of Products used without applicable license rights (as described above) compared to the total Product use. If it is verified that Product use is sufficiently licensed, Microsoft will not require the Enterprise to engage in another verification for at least one year. By exercising the rights and procedures described above, Microsoft does not waive its rights to enforce its rights under these Additional Use Rights and Restrictions or to protect its intellectual property by any other legal or contractual means.

14. *Miscellaneous.*

- a. **Use of contractors.** Microsoft may use contractors to perform services but will be responsible for their performance subject to the terms of this Agreement.
- b. **Microsoft as independent contractor.** The parties are independent contractors. Enrolled Affiliate and Microsoft each may develop products independently without using the other's Confidential Information.
- c. **Notices.** Notices to Microsoft must be sent to the address on the signature form. Notices must be in writing and will be treated as delivered on the date shown on the return receipt or on the courier or fax confirmation of delivery. Microsoft may provide information to Enrolled Affiliate about upcoming ordering deadlines, services, and subscription information in electronic form, including by email to contacts provided by Enrolled Affiliate. Emails will be treated as delivered on the transmission date.
- d. **Agreement not exclusive.** Customer is free to enter into agreements to license, use or promote non-Microsoft products.
- e. **Amendments.** Any amendment to this Agreement must be executed by both parties, except that Microsoft may change the Product Terms and the Use Rights from time to time in accordance with the terms of this Agreement. Any conflicting terms and conditions contained in an Enrolled Affiliate's purchase order will not apply. Microsoft may require Customer to sign a new agreement or an amendment before an Enrolled Affiliate enters into an Enrollment under this agreement.
- f. **Assignment.** Either party may assign this Agreement to an Affiliate but must notify the other party in writing of the assignment. Any other proposed assignment must be approved by the non-assigning party in writing. Assignment will not relieve the assigning party of its obligations under the assigned agreement. Any attempted assignment without required approval will be void.
- g. **Applicable law; dispute resolution.** The terms of this Agreement will be governed by the laws of Customer's state, without giving effect to its conflict of laws. Disputes relating to this Agreement will be subject to applicable dispute resolution laws of Customer's state.

- h. Severability.** If any provision in this agreement is held to be unenforceable, the balance of the agreement will remain in full force and effect.
- i. Waiver.** Failure to enforce any provision of this agreement will not constitute a waiver. Any waiver must be in writing and signed by the waiving party.
- j. No third-party beneficiaries.** This Agreement does not create any third-party beneficiary rights.
- k. Survival.** All provisions survive termination or expiration of this Agreement except those requiring performance only during the term of the Agreement.
- l. Management and Reporting.** Customer and/or Enrolled Affiliate may manage account details (e.g., contacts, orders, Licenses, software downloads) on Microsoft's Volume Licensing Service Center ("VLSC") web site (or successor site) at: <https://www.microsoft.com/licensing/servicecenter>. Upon the effective date of this Agreement and any Enrollments, the contact(s) identified for this purpose will be provided access to this site and may authorize additional users and contacts.
- m. Order of precedence.** In the case of a conflict between any documents in this Agreement that is not expressly resolved in those documents, their terms will control in the following order from highest to lowest priority: (1) this Enterprise Agreement, (2) any Enrollment, (3) the Product Terms, (4) the Online Services Terms, (5) orders submitted under this Agreement, and (6) any other documents in this Agreement. Terms in an amendment control over the amended document and any prior amendments concerning the same subject matter.
- n. Free Products.** It is Microsoft's intent that the terms of this Agreement and the Use Rights be in compliance with all applicable federal law and regulations. Any free Product provided to Enrolled Affiliate is for the sole use and benefit of the Enrolled Affiliate and is not provided for use by or personal benefit of any specific government employee.
- o. Voluntary Product Accessibility Templates.** Microsoft supports the government's obligation to provide accessible technologies to its citizens with disabilities as required by Section 508 of the Rehabilitation Act of 1973, and its state law counterparts. The Voluntary Product Accessibility Templates ("VPATs") for the Microsoft technologies used in providing the Online Services can be found at Microsoft's VPAT page. Further information regarding Microsoft's commitment to accessibility can be found at <http://www.microsoft.com/enable>.
- p. Natural disaster.** In the event of a "natural disaster," Microsoft may provide additional assistance or rights by posting them on <http://www.microsoft.com> at such time.
- q. Copyright violation.** Except as set forth in the section above entitled "Transferring and reassigning Licenses", the Enrolled Affiliate agrees to pay for, and comply with the terms of this Agreement and the Use Rights, for the Products it uses. Except to the extent Enrolled Affiliate is licensed under this Agreement, it will be responsible for its breach of this contract and violation of Microsoft's copyright in the Products, including payment of License fees specified in this Agreement for unlicensed use.

TOWN ADMINISTRATOR’S REPORT
PROPOSED POLICY
IT Workplace Use of Artificial Intelligence Policy

MEETING DATE: 02/09/2026

REQUESTED BY: TOWN ADMINISTRATOR

ISSUE:

The Town’s Information Systems Director has developed the DRAFT Workplace Use of Artificial Intelligence Policy.

BACKGROUND:

The purpose of this policy is to provide guidance to Town officials and employees on the acceptable use of artificial intelligence (AI) and large language models (LLMs) in their official duties.

At the 11/24/25 meeting I presented a DRAFT IT Artificial Intelligence Policy. At that meeting, the Board discussed and requested a revised policy.

- AI tools approval list.
- A defined log retention policy.
- Clarification that the policy's authorized AI tools are intended solely for work-related activities.

Department Heads reviewed the original and revised DRAFT policy.

RECOMMENDATION:

The Board should discuss and ask questions about the proposed policy.

The Select Board may wish to amend the proposed policy, research further, or adopt as presented.

POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

PURPOSE

The purpose of this policy is to provide guidance to Town officials and employees on the acceptable use of artificial intelligence (AI) and large language models (LLMs) in their official duties. This policy aims to encourage the responsible use of AI while ensuring the protection of personally identifiable information (PII) and other sensitive data, preventing the use of unauthorized LLMs, and setting clear expectations for responsible review and training.

SCOPE

The scope of this policy includes all users of the Town's Information Systems, including Town officials, employees, volunteers, and other workers who use AI and LLMs in the course of their official duties. It covers all AI and LLM tools, applications, and systems that are generally available and those that are within the Town's Information Systems.

POLICY

DEFINITIONS

Artificial Intelligence (AI): AI refers to technology that enables machines to perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, and making decisions.

Chatbot (Conversational AI): A chatbot is a software application that uses artificial intelligence (AI) to simulate human-like conversations. It can interact with users through text or voice, typically in real time, to answer questions, provide information, or assist with tasks.

Large Language Models (LLM): LLMs are advanced AI systems that can understand and generate human-like text based on large amounts of data.

Generative AI: Generative AI is a type of AI that can create new content, like text, images, or music, based on what it has learned from existing data.

Personally Identifiable Information (PII): PII is any information that can be used to identify an individual, either on its own or when combined with other information. Examples include names, addresses, phone numbers, email addresses, social security numbers, and biometric data.

Sensitive Data: Sensitive data refers to information that must be protected from unauthorized access to safeguard the privacy or security of an individual or organization.

Users: Users are all Town officials, employees, volunteers, and other workers who utilize AI and LLM tools in the course of their official duties.



POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

GENERAL USAGE

Users are encouraged to leverage AI and LLMs in routine job-related tasks to enhance efficiency, decision-making, and service delivery. AI tools should be used to complement human judgment, not replace it. All AI and LLM applications must be used in a manner that aligns with the Town's goals and ethical standards. Users should ensure that AI tools are used transparently and that the limitations of these tools are clearly communicated to all stakeholders.

Only AI and LLM tools that have been authorized and approved by the Town's Information Technology Office may be used. Unauthorized AI and LLM tools are strictly prohibited to ensure security and compliance with Town policies and state or federal regulations. The list of approved AI and LLM tools will be maintained by the Information Technology Office and will be available to all Town Information System users on demand through SharePoint. The list will include approval date, status, retention details, applicable URL, and other pertinent notes. Audit logs for AI and LLM tool usage shall be retained for 30 days wherever technically feasible and where not otherwise required by statutory or regulatory mandates. If a user wishes to use an AI or LLM tool that is NOT on the approved list, they may submit an "AI Tools Usage Review" request through the Help Desk ticketing portal.

Approved AI and LLM tools should be regularly evaluated for accuracy, fairness, and bias to maintain trust and reliability, this is a responsibility of all users using these tools. If an AI or LLM tool is incorporated into existing software that is used to conduct job-related functions, notify the Information Technology Office. The Information Technology Office will verify that the tool is appropriate and safe to use and provide guidance on appropriate use and limitations prior to adding the tool to the approved list. Approved AI and LLM tools approved by the Town are to be used exclusively for official, job-related activities. Any non-official use is prohibited.

TRANSPARENCY

Use and Attribution of AI-Generated Content

AI-generated content, including images, video, text, or other data, that is substantively incorporated into a final, public-facing work product must be clearly attributed to the AI system used. Where applicable, the department or group responsible for reviewing and approving the content prior to publication should also be identified.

Example attribution:

"Some material in this brochure was generated using Microsoft Copilot and was reviewed and edited by a member of the Parks & Recreation Department prior to publication."

Unreviewed AI-Generated Content

For AI-generated content that is delivered directly to the public and cannot be reviewed in advance—such as responses from an AI chatbot—the Town cannot guarantee the accuracy of the information provided. Users should be advised accordingly.

Example disclaimer:

"This chatbot uses AI to assist with your questions. The Town has not reviewed the content generated by the chatbot and cannot guarantee its accuracy. For verified information, please contact [email or phone number]."

POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

Documentation and Oversight

The Town will maintain comprehensive technical documentation for all AI systems in use. This includes Responsible AI Risk Assessments, whether provided by vendors or developed internally.

DATA PROTECTION

All usage of AI and LLM applications must comply with data protection regulations, including the safeguarding of PII and other sensitive information. Data used by AI systems must be anonymized where possible to protect individual privacy and organizational security.

Additionally, any data collected or processed by AI tools must be securely stored and only accessible to authorized personnel. Users must ensure that data is only used for its intended purpose and that any sharing of data complies with relevant data protection laws and policies. Regular audits and assessments should be conducted to identify and mitigate any potential data security risks.

RESPONSIBLE REVIEW

Output generated by AI and LLMs must be reviewed by a human before being used in official documents or communications. This ensures accuracy and appropriateness of the content. Human review is crucial to identify and correct any errors, biases, or inappropriate content that may be generated by AI tools. Reviewers should be trained to critically assess AI outputs and understand the limitations of AI technology. This process helps maintain the integrity and credibility of the Town's communications and decisions, ensuring that AI-generated content aligns with the town's values and standards.

Users can refer to Appendix A which will highlight the best practices for AI usage.

TRAINING

All users leveraging AI and LLM tools must undergo mandatory training on the ethical use of AI, data protection, and the specific AI tools they will be using. Regular refresher courses will be provided to ensure ongoing compliance and awareness. Training will cover best practices for using AI, understanding its limitations, and recognizing potential biases in AI-generated content.

ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

DISTRIBUTION

This policy is to be distributed to all Town of Goffstown employees.

*** Microsoft Copilot was used to define key terms and to improve general readability of this document. Document was edited by the Information Technology Director and reviewed by the Town Department Heads. ***



POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

POLICY APPROVAL

Adopted by the Select Board on **THIS DAY**.

Peter Georgantas, Chairman

Mark T. Lemay, Vice Chairman

Jim Craig

Joshua Douglas

Richard Manzo



POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

APPENDIX A

Artificial Intelligence (AI) tools can significantly enhance productivity and decision-making when used responsibly. To ensure ethical and effective use, employees should follow established best practices that prioritize accuracy, transparency, and security.

- **Use AI for Authorized Purposes Only**

AI applications should be used strictly for official, job-related activities as approved by the Town. Personal or non-work-related use is prohibited to maintain compliance and protect organizational resources.

- **Verify Accuracy and Maintain Oversight**

AI-generated outputs should never be accepted at face value. Always review and validate the information for accuracy, relevance, and alignment with Town policies. Human judgment remains essential. AI is a tool, not a decision-maker.

- **Protect Confidential and Sensitive Data**

Never input confidential, personally identifiable, or sensitive information into AI systems unless explicitly approved and secured. Ensure compliance with data privacy regulations and internal security protocols.

- **Be Transparent and Accountable**

When using AI to assist in creating reports, communications, or recommendations, disclose its involvement where appropriate. Accountability for final decisions rests with the employee, not the AI system.

- **Stay Informed and Compliant**

AI technology evolves rapidly. Employees should remain informed about updates to Town policies, legal requirements, and ethical standards related to AI use. If you are in doubt, consult IT staff before proceeding.

POLICY TITLE**WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)**

PURPOSE

The purpose of this policy is to provide guidance to Town officials and employees on the acceptable use of artificial intelligence (AI) and large language models (LLMs) in their official duties. This policy aims to encourage the responsible use of AI while ensuring the protection of personally identifiable information (PII) and other sensitive data, preventing the use of unauthorized LLMs, and setting clear expectations for responsible review and training.

SCOPE

The scope of this policy includes all users of the Town's Information Systems, including Town officials, employees, volunteers, and other workers who use AI and LLMs in the course of their official duties. It covers all AI and LLM tools, applications, and systems that are generally available and those that are within the Town's Information Systems.

POLICY

DEFINITIONS

Artificial Intelligence (AI): AI refers to technology that enables machines to perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, and making decisions.

Chatbot (Conversational AI): A chatbot is a software application that uses artificial intelligence (AI) to simulate human-like conversations. It can interact with users through text or voice, typically in real time, to answer questions, provide information, or assist with tasks.

Large Language Models (LLM): LLMs are advanced AI systems that can understand and generate human-like text based on large amounts of data.

Generative AI: Generative AI is a type of AI that can create new content, like text, images, or music, based on what it has learned from existing data.

Personally Identifiable Information (PII): PII is any information that can be used to identify an individual, either on its own or when combined with other information. Examples include names, addresses, phone numbers, email addresses, social security numbers, and biometric data.

Sensitive Data: Sensitive data refers to information that must be protected from unauthorized access to safeguard the privacy or security of an individual or organization.

Users: Users are all Town officials, employees, volunteers, and other workers who utilize AI and LLM tools in the course of their official duties.

POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

GENERAL USAGE

Users are encouraged to leverage AI and LLMs in routine job-related tasks to enhance efficiency, decision-making, and service delivery. AI tools should be used to complement human judgment, not replace it. All AI and LLM applications must be used in a manner that aligns with the Town's goals and ethical standards. Users should ensure that AI tools are used transparently and that the limitations of these tools are clearly communicated to all stakeholders.

Only AI and LLM tools that have been authorized and approved by the Town's Information Technology Office may be used. Unauthorized AI and LLM tools are strictly prohibited to ensure security and compliance with Town policies and state or federal regulations. The list of approved AI and LLM tools will be maintained by the Information Technology Office and will be available to all Town Information System users on demand through SharePoint. The list will include approval date, status, retention details, applicable URL, and other pertinent notes. Audit logs for AI and LLM tool usage shall be retained for 30 days wherever technically feasible and where not otherwise required by statutory or regulatory mandates. If a user wishes to use and an AI or LLM tool that is NOT on the approved list, they may submit an "AI Tools Usage Review" request through the Help Desk ticketing portal.

Approved AI and LLM tools should be regularly evaluated for accuracy, fairness, and bias to maintain trust and reliability, this is a responsibility of all users using these tools. If an AI or LLM tool is incorporated into existing software that is used to conduct job-related functions, notify the Information Technology Office. The Information Technology Office will verify that the tool is appropriate and safe to use and provide guidance on appropriate use and limitations prior to adding the tool to the approved list. Approved AI and LLM tools approved by the Town are to be used exclusively for official, job-related activities. Any non-official use is prohibited.

TRANSPARENCY

Use and Attribution of AI-Generated Content

AI-generated content, including images, video, text, or other data, that is substantively incorporated into a final, public-facing work product must be clearly attributed to the AI system used. Where applicable, the department or group responsible for reviewing and approving the content prior to publication should also be identified.

Example attribution:

"Some material in this brochure was generated using Microsoft Copilot and was reviewed and edited by a member of the Parks & Recreation Department prior to publication."

Unreviewed AI-Generated Content

For AI-generated content that is delivered directly to the public and cannot be reviewed in advance—such as responses from an AI chatbot—the Town cannot guarantee the accuracy of the information provided. Users should be advised accordingly.

Example disclaimer:

"This chatbot uses AI to assist with your questions. The Town has not reviewed the content generated by the chatbot and cannot guarantee its accuracy. For verified information, please contact [email or phone number]."

POLICY TITLE**WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)****Documentation and Oversight**

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[Users can refer to Appendix A which will highlight the best practices for AI usage.](#)

TRAINING

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POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

POLICY APPROVAL

Adopted by the Select Board on **THIS DAY**.

, Chairman

, Vice Chairman

POLICY TITLE

WORKPLACE USE OF ARTIFICIAL INTELLIGENCE (AI)

APPENDIX A

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- **Stay Informed and Compliant**

AI technology evolves rapidly. Employees should remain informed about updates to Town policies, legal requirements, and ethical standards related to AI use. If you are in doubt, consult IT staff before proceeding.

List of Approved AI and LLM Tools
Maintained by Information Technology Office

Title	Description	Status	Application URL	Approved By	Date Approved	Path
Microsoft Copilot for GCC	Microsoft Copilot for Microsoft 365 brings AI-powered assistance to government environments, helping users draft content, summarize information, and analyze data in apps like Word, Excel, and Teams. In GCC and GCC High, Copilot operates within U.S.-based data centers, complies with FedRAMP High and other government standards, and respects existing Microsoft 365 security and compliance controls. Prompts and responses are not stored permanently, but audit metadata is available for compliance.	Approved	https://learn.microsoft.com/en-us/microsoft-365/copilot/microsoft-365-copilot-government	Brian Rae	2/4/2026	sites/InformationTechnology/Lists/Approved AI Usage
HeyGov ClerkMinutes	ClerkMinutes uses AI to automatically generate draft meeting minutes based on the agenda and discussion notes. The AI summarizes key points, decisions, and action items, reducing manual effort for clerks. Users can review and edit these drafts before final approval, ensuring accuracy and compliance.	Approved	https://clerkminutes.com	Brian Rae	1/1/2026	sites/InformationTechnology/Lists/Approved AI Usage

**TOWN ADMINISTRATOR'S REPORT
2026 VOTERS' GUIDE**

MEETING DATE: 02/09/2025

REQUESTED BY: TOWN ADMINISTRATOR

ISSUE:

A draft of the Voter's Guide has been provided in the Select Board meeting room and sent to members via email. Would the Board like to make any changes before sending out for printing?

RECOMMENDATION:

The Board should discuss any changes to the wording in the explanations.

Motion needed to approve the Voter's Guide (with changes if necessary).

ATTACHMENTS:

- None.

PUBLIC HEARING

Establishment of Fees (RSA 41:9-a)

Proposed Increase – Ambulance and Parks & Recreation Fees

MEETING DATE: 02/09/2026

REQUESTED BY: SELECT BOARD (01/27/26 MEETING)

ISSUE:

The Fire Chief and Director of Parks & Recreation requested fee changes.

BACKGROUND INFORMATION:

NH RSA 41:9-a Establishment of Fees.

I. A town may, by majority vote at any annual or special meeting, authorize the board of selectmen to establish or amend fees, as provided in this section. Such a vote shall continue in effect until rescinded.

- Article 23, Town Meeting 2016 granted this authority to the Select Board.
- Prior to the establishment or amendment of any such fees, the selectmen shall hold a public hearing, notice for which shall be given at least 7 days prior to the hearing by posting in 2 public places in the town and by publication in a newspaper of general circulation in the town. The notice shall include the proposed schedule of fees.

ANNOUNCEMENT:

Pursuant to RSA 41:9-a the Goffstown Select Board is holding this Public Hearing to accept public input on the proposed update to the Town's Master Fee schedule.

Copies are available for any residents in attendance and on the Town's website.

RECOMMENDATION:

After the public hearing, if the Board concurs with the recommended fee increases:

Motion to amended the Town's Master Fee Schedule as proposed.

ATTACHMENTS:

- Proposed Fees (proposed changes noted **RED** in right hand columns)

**Town of Goffstown, NH Fee Schedule
PROPOSED CHANGES 02/09/2026**

FIRE DEPT.	Adopted 02/10/25 - Effective 02/11/25	PROPOSED CHANGE 02/09/26
PLAN REVIEW FEES/PERMITS: (includes 1 Rough & 1 Final Inspection)		
Building Plan Review	\$45 - Residential (excludes 1&2 family)	
	\$45 <10,000 sq ft	
	\$85.00 ≥10,000 sq ft	
Site Plan Review	\$75.00	
Fire Suppression System Plan Review	\$75.00 per bldg < 5,000 sq ft	
	\$150.00 per bldg 5,000-15,000 sq ft	
	\$250.00 per bldg 15,000-25,000 sq ft	
	\$500.00 per bldg > 25,000 sq ft	
Residential Fire Suppression Review and Inspection	\$75.00 per dwelling unit	
Fire Pump	\$100.00	
Fire Alarm System Review	\$75.00 per bldg < 5,000 sq ft	
	\$150.00 per bldg 5,000-15,000 sq ft	
	\$250.00 per bldg 15,000-25,000 sq ft	
	\$500.00 per bldg > 25,000 sq ft	
Blasting Permit	\$50.00	
Master Box Connection Fee	\$200.00	
INSPECTION/PERMIT FEES:		
Fire Prevention: Assembly Permit Inspection	\$50.00	
Temp Structures / Tent Inspections	\$40.00	
Oil Burner (Residential)/unit (prev. listed as Bldg. Mechanical Permit)	\$30.00	
Oil Burner (Commercial)/unit (prev. listed as Bldg. Mechanical Permit)	\$50.00	
Gas Appliance (Residential)/per unit	\$30.00	
Gas Appliance (Commercial)/per unit	\$50.00	
Gas Piping (prev. listed as Bldg. Mechanical Permit)	\$30.00 min minimum	
Solid Fuel, Fireplace, Chimney Permit and Inspection	\$30.00	
Underground & Above Ground Tanks: Residential - Removal Only	\$50.00 per tank	
Residential - Installation Only: Underground or Above Ground Tank	\$50.00 per tank set	
Commercial - Installation Only: Below or Above Ground Tank	\$100.00 per tank set	
Commercial - Removal Only	\$75.00 per tank	
Cistern Inspection / Test / Acceptance	\$200.00 - Plans/Test/Lock	
Fire Inspection for Certificate of Occupancy: Residential	\$30.00/dwelling unit	
Fire Department Inspection for CO - Commercial,	\$150.00	

**Town of Goffstown, NH Fee Schedule
PROPOSED CHANGES 02/09/2026**

FIRE DEPT.	Adopted 02/10/25 - Effective 02/11/25	PROPOSED CHANGE 02/09/26
Life Safety Inspections: Family Day Care; Foster Home	\$30.00	
Day Care (under 60 children)	\$40.00	
Day Care (60 or more children)	\$60.00	
Board & Care Facilities less than 16 occupants -\$35 greater than >16 occupants - \$50	\$35.00/\$50.00	
Private Schools	\$60.00	
Follow-up Inspection Fee: 1st re-inspection, 2nd re-Inspection and 3rd re-Inspection @ original permit fee	1st - \$40.00 2nd (2x original permit fee) 3rd (3x original permit fee)	
MISCELLANEOUS FEES: 1-5 page Reports (Fire/Investigation/EMS)	\$15	
AMBULANCE RATES (SRF established at 2001 Town Meeting)		
BLS Emergency (A0429)	\$1,032.00	\$1,552.62
ALS 1 Emergency (A0427)	\$1,397.00	\$1,844.38
ALS 2 Emergency (A0433)	\$2,165.00	\$2,668.58
Mileage	\$25.00	\$30.32
Specialty Care Transport (A0434)	\$2,256.00	\$3,153.77
Airway	Included in Base	
Cardiac Monitor	Included in Base	
Defibrillation	Included in Base	
IV Therapy	Included in Base	
Oxygen	Included in Base	
Paramedic Intercept Fee	\$500.00	
SPECIAL DETAIL -		
Special Detail - Vendor Rate Minimum is 4 hours	\$80.00	
Special Detail Wages - FF/EMT	\$55.00	
Special Detail Wages - Officer	\$57.00	
Fire Apparatus Detail: Engine/Ladder	\$155.00/hour	
Fire Apparatus Detail: Tanker	\$100.00/hour	
Fire Apparatus Detail: Ambulance, Forestry, Staff Vehicles, Support Vehicles	\$75.00/hour	
Fire Apparatus Detail: Expendable Materials		
FACILITY USE FEE		
Upstairs Conference Room at Station #18 - per hour fee	\$20.00	
Upstairs Conference Room at Station #19 - per hour fee	\$20.00	

Town of Goffstown, NH Fee Schedule
PROPOSED CHANGES 02/09/2026

PARKS & REC. DEPT	Adopted 02/10/25 - Effective 02/11/25	PROPOSED CHANGE 02/09/26
Program	Resident/Non-Resident	
Summer Playground	\$95.00 Resident only	\$100.00 Resident only
	Non-refundable deposit required per week. (Summer Playground Only) \$25.00 / week	
P&R PROGRAM REGISTRATION FEE Non-refundable - will be applied against registration fee. Refundable if P&R cancels program.	\$5.00	
Youth Basketball	\$70.00 Res / \$80.00 Non-Res	\$70.00 Res / \$80.00 Non-Res
HS Boys/Girls Basketball	\$75.00 Res / \$85.00 Non-Res	\$75.00 Res / \$85.00 Non-Res
Lacrosse League	\$85.00 Res / \$95.00 Non-Res	\$90.00 Res / \$100.00 Non-Res
Instructional Lacrosse	\$45.00 Res / \$55.00 Non-Res	\$40.00 Res / \$50.00 Non-Res
Men's 18 Plus Basketball League	\$90.00 Res / \$100.00 Non-Res	\$100.00 Res / \$110.00 Non-Res
Coed Volleyball (with official)	\$60.00 Res / \$70.00 Non	
Pickle Ball Leagues	\$30.00 Res / \$40.00 Non-Res	\$20.00 Res / \$30.00 Non-Res
Recreation Center		
Gym	\$15.00 per hr.	
Commissioners Conference Room	\$25.00 per hr.	
Office	\$10.00 per hr.	
Fields/ Other		
Sarette Youth Soccer Field	\$50.00 per hr. / \$1,100.00 per season	
Sarette HS soccer Field	\$50.00 per hr. / \$1,100.00 per season	
Sarette Football Field	\$50.00 per hr. / \$1,100.00 per season	
Louise Street Field	\$50.00 per hr. / \$1,100.00 per season	
Roy Park Softball Field	\$50.00 per hr. / \$1,100.00 per season	
Roy Park Football Field	\$50.00 per hr. / \$1,100.00 per season	
Barnard Football Field	\$50.00 per hr. / \$1,100.00 per season	
Goffstown Sports Complex	\$50.00 per hr. / \$1,100.00 per season	
Instructor / Pro Tennis Court Rental	\$15.00 per hr. per court	
Parking Fee's (Barnard Park/Rec)	\$55.00 for school year	
Goffstown Gallop	\$25.00 Pre Reg / \$30.00 Day of Reg	
Special Events, Onetime events		

OLD BUSINESS: 02/09/2026 ACTION MATRIX

Orig. Mtg. Date	Item	Description	Schedule
09/22/25	Goffstown Police Station	Planning for New Goffstown Police Station.	- 9/22/25 Presentation to Select Board.
11/24/25	Town IT DRAFT Policy Use of Artificial Intelligence	Select Board discussed DRAFT policy and requested ADMIN look at AI tools approval list and a defined log retention policy.	- IT re-write in process. - Followed by Dept Head review.

GRANTS

Orig. Mtg. Date	Grant	Description	Schedule

*Grant items will be removed from the Action Matrix when funds or donation are accepted under RSA 31:95-b or -e

TOWN VEHICLES/EQUIPMENT OUT OF SERVICE

Out of svc. date	Vehicle/Equip.	Description	Schedule
01/23/26	DPW - 337 - 6-Wheel Dump	Back in Service	
01/26/26	DPW - 332 - F550 Plow and spreader	Out of Service - 1/26/26 Fire	Working with NH Primex on claim/replacement.
02/06/26	DPW - 358 - F550 Plow and spreader	Out of Service Rear brakes and hubs in-house. Next week appt for rear leaf springs @ Donovan Spring	
02/06/26	DPW - 359 - 6 Wheel Dump	Out of Service @Allegiance Truck Center in Manchester - Hard starting issue	TBD - Possibly week of 2/9 - 2/13



Town of Goffstown

TOWN OFFICES

16 MAIN STREET • GOFFSTOWN, NH 03045

2.8 Public Participation in the Board Meetings

2.8.1 Each person desiring to speak during public comment shall state his/her name, street and if not a Goffstown resident, his/her town and shall fill out the roster provided by the Town Administrator.

2.8.2 The Presiding Officer shall schedule appropriate public comment time for Goffstown residents at the beginning and end of each regular meeting. The Presiding Officer, at his/her discretion, may allow other speakers for a germane topic. Public comment speakers are limited to three minutes each.

2.8.3 Agenda appointments with the Board may be made for a regular meeting through the Town Administrator, for Town-related business. The Presiding Officer has the discretion to schedule a different date and time.

2.8.4 Unless a concern expressed at the public comment period or an agenda appointment is an urgent matter, the Board may take up the concern at the next regular meeting under Old Business.

2.8.5 Special Board meetings shall not have public comment nor agenda appointments unless the appointment is the purpose of the special meeting.

Excerpt from the Procedures of the Goffstown Select Board and Committees appointed by the Select Board

Available:	https://www.goffstownnh.gov/DocumentCenter/View/1447/2019-Select-Board-Procedures-rev-1_2_19
Adopted:	6/30/08
Revised:	3/23/09; 4/4/11; 6/20/11; 4/30/12; 5/21/12; 4/1/13; 3/24/14; 4/13/15; 6/29/15; 2/1/16; 4/23/18; 1/2/19

TITLE VI

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 91-A

ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

Section 91-A:3

91-A:3 Nonpublic Sessions. –

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) [Repealed.]

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

(m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body

has decided not to proceed with the transaction.

IV. (a) A public body or agency may adopt procedures to review minutes of meetings held in nonpublic session and to determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. If the public body determines that those circumstances no longer apply, the minutes shall be available for release to the public pursuant to this chapter.

(b) In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.

Source. 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1; 335:16. 2002, 222:2, 3. 2004, 42:1. 2008, 303:4. 2010, 206:1, eff. June 22, 2010. 2015, 19:1; 49:1; 105:1, eff. Jan. 1, 2016; 270:2, eff. Sept. 1, 2015. 2016, 30:1, eff. Jan. 1, 2017; 280:1, eff. June 21, 2016. 2021, 48:7(I), eff. May 25, 2021; 163:1, eff. Jan. 1, 2022; 172:1, eff. Jan. 1, 2022. 2023, 189:1, eff. Oct. 3, 2023.