



MEETING AGENDA

TOWN OF PITTSFIELD
BOARD OF SELECTMEN
TOWN OFFICE, 85 MAIN STREET
PITTSFIELD, NEW HAMPSHIRE 03263

TUESDAY, MAY 17, 2016

6:00 p.m. - Call to order

PUBLIC INPUT

AGENDA REVIEW

APPOINTMENTS

1. 6:05 P.M. – George Bachelder, Superintendent of Public Works
2. 6:15 P.M. – Donna Ward, sale of town owned tax-deed property
3. 6:30 P.M. – Suncook Valley Regional Development Corporation
4. 7:00 P.M. – Jesse Pacheco, Building Inspector
5. 7:15 P.M. – Paul Rogers, sale of town owned tax-deeded property
6. 7:30 P.M. – Mike Wolfe & Dr. Freeman, letter from Pittsfield School Board

NEW BUSINESS

ACTION ITEMS

1. 2016 paving projects bid award
2. Application for parade permit, Old Home Day, July 23, 2016
3. Selectboard representative, town owned properties
4. Selectmen's ad in the Balloon Rally program
5. Deputy Fire Chief recommendation, PFD Captain Mike Wolfe
6. Deputy Health Officer appointment, PFD Lt. Ken White
7. Website Committee appointment, Clayton Wood
8. Website Committee appointment, Robert Schiferle
9. Energy service provider contract, Eversource/Standard Power of America
10. Sale of town owned tax-deeded property
 - a. Tax map U2, lot 36 – 85 Catamount Road
 - b. Tax map U5, lot 41 – 11 Watson Street
 - c. Five parcel combined offer
 - i. Tax Map U4, Lot 25 – 1 Fayette Street
 - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
 - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
 - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
 - v. Tax Map U3, Lot 118 – Franklin Street parking lot

COMMITTEE REPORTS

INFORMATION ITEMS

1. Economic Development Committee planning meeting – Wednesday, May 25, 2016 – with Arnett Development Group, long term economic development plan

PUBLIC INPUT

OLD BUSINESS

1. WWTP – personnel issues (update)
2. Sale of town property
 - a. Tax map R12, lot 10 – (pending)
3. Town hall basement (4/5/16)
4. Town owned tax-deeded properties (4/5/16)
 - a. Warren Avenue vacant land (U3-55-1) – selective bid to abutters
 - b. Upper City Road vacant land (R18-6) – selective abutter bid (5/3/16)
5. Sale of town owned property policy (4/5/16) - to be discussed with Planning Board 5/24/16
6. Central N.H. Regional Planning Commission representative appointment – James Pritchard (voted then tabled 4/19/16) – Planning Board
7. Website Policy (4/19/16) (audio files on website will be incorporated in the policy)

APPLICATIONS and WARRANTS

1. Timber Yield Tax Warrant – West Meadow Road, Tax map R23, Lot 2 - \$585.84
2. Timber Yield Tax Warrant – Webster Mills Road, Tax map R51, Lot 3 - \$376.42
3. Notice of Intent to Cut Timber – Loudon Road, Tax map R35, Lot 6
4. Notice of Intent to Cut Timber – True Road, Tax map R13, Lot 6
5. Sewer User Abatement – 60 So. Main Street, Tax map R33, Lot 4 (outside water meter broken)
6. Property Tax Abatement – 24 Broadway, Tax map U2, Lot 2 (taxes were collected directly for tax redemption purposes, need formal abatement for collector to delete from tax system)
7. Application for Elderly Credit – 104 River Road, Tax map R21, Lot 13

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. May 3, 2016 – Public Meeting Minutes
2. May 3, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION(S)

1. RSA 91-A:3, II(d) - Consideration of the acquisition, sale, or lease of real or personal property
2. RSA 91-A:3, II(e) - Consideration or negotiation of pending claims or litigation

PUBLIC INPUT

Cara Marston

From: Paul Rogers <homeandland4u@aol.com>
Sent: Friday, May 13, 2016 12:29 PM
To: Cara Marston
Subject: RE: SB meeting 5/17 appointment

I will want to discuss 85 catamount, 11 watson, as well as any other properties just so we are on the same page..... please so there will be no other problem,

Paul Rogers, REALTOR

On Friday, May 13, 2016 Cara Marston <cmarston@pittsfieldnh.gov> wrote:

Hi Paul,

Just confirming that you wanted to meet with the board on 5/17 at 7:15? Did you have anything other than the email for them to review or consider?

Cara M. Marston

Town Administrator

Town of Pittsfield

85 Main Street

Pittsfield, NH 03263

(603) 435-6773 x20

(603) 435-7922 (fax) (purely for nostalgic purposes at this point!)

cmarston@pittsfieldnh.gov

www.pittsfieldnh.gov



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331

John J. Freeman, Ph.D.
Superintendent of Schools

May 11, 2016

Board of Selectmen
Town of Pittsfield
Town Hall
85 Main Street
Pittsfield, New Hampshire 03263

Dear Selectmen,

I am writing to you on behalf of the Pittsfield School Board, which discussed the Select Board's recently-initiated consideration of school issues. The School Board is very concerned about this confused and ill-advised overreach of authority by the Select Board.

As Select Board members may know, the School District of Pittsfield and the Town of Pittsfield are two entirely separate political entities. This means that business related to town governance is the responsibility of the Select Board; business related to school governance is the responsibility of the School Board.

New Hampshire RSA 189:1-a clearly defines the role of School Boards in New Hampshire. This role includes "the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district..." Other duties and responsibilities are also identified in the same RSA, but the RSA's do not include duties or responsibilities relative to town governance within the jurisdiction of the School Boards. In other words, state law does not provide the School Board with any authority over town governance.

Although state law is not quite as specific in delineating the duties of Select Boards in New Hampshire as it is in spelling out the duties of School Boards, a search of the RSA's provides absolutely no authority for the Select Board to consider or act on school-related issues. (Some towns have, in fact, been more specific than Pittsfield in articulating rules and procedures for Select Board behavior, and the Pittsfield Select Board may consider doing so in the interest of role clarity and transparency of operations.)

To repeat, state law is clear in that school issues lie within the province of the School Board and not within the province of the Select Board. That each Board has a separate and distinct job to do is supported in the law and makes common sense to most people. In the unusual circumstance in which one Board may attempt to address issues for which it has no authority to act, such Board is clearly overreaching its legal and historical authority.

At least in recent history, it has been the practice of the School Board to attend Select Board meetings on occasion and to speak directly with the Select Board when issues of mutual interest have arisen. The

School Board believes that open and direct communication between Boards serves the interests of both the Town and the School District as well as the citizens of Pittsfield.

Conversely, the School Board would expect Select Board members to attend School Board meetings to discuss issues of mutual interest if and when such issues might arise. The School Board, however, must insist on maintaining the legal and historical definitions and limitations of each Board's authority. In Pittsfield, this separation of authority has historically been embraced by the Select Board as well.

However, the School Board has become aware of the Select Board's apparent ignorance of this separation of authority documented on a questionnaire that has been available at Town Hall and further evidenced in letters to *The Suncook Valley Sun*. The person or institution responsible for the questionnaire did not exercise the usual courtesy of identifying the author of the document in which five of the six questions addressed town issues, but one question addressed a school issue: *Would you like to see an impartial committee formed to explore the feasibility of tuitioning Pittsfield High School students to another high school?* However, the readily available stack of questionnaires located within Town Hall obviously lies within the province of the Select Board.

(Though not the main point of this letter, the School Board is highly offended by the use of the word "impartial" in this prompt. This underhanded suggestion that the School Board cannot be trusted in its decision-making has no basis in fact and serves to plant this incorrect notion that the School Board is untrustworthy into the minds of any reader. As noted above and in the RSA's, the School Board is tasked with the education of children and youth in Pittsfield; if this makes the openly elected School Board members "impartial" in the Select Board's minds, then the Select Board might consider attending a few School Board meetings to learn first-hand how the School Board operates and then call to the School Board's attention specific examples of its allegedly being "impartial.")

The purpose of this letter is to advise the Select Board that the School Board is very aware of the Select Board's overreach into the authority that is provided to the School Board by state law. Further, the School Board respectfully insists that the Select Board confine its attention to town issues and cease its improper attempt to address school issues.

The School Board would expect the Select Board to discontinue its public attention to and its solicitation of public opinion about any school issue, including but not limited to the Select Board's current fascination with the prospect of closing Pittsfield Middle High School and contracting with another school district for the education of Pittsfield's youth.

Since the issue of high school students was raised at the Budget Committee Public Hearing of February 3, one citizen alone – and this person is not a recent and current Select Board member – has spoken to the School Board about this issue. This individual spoke directly to the School Board during a recent School Board meeting. To his credit, he did not surreptitiously solicit public opinion via an anonymous questionnaire; he did not resort to anonymous provocations in the social media; he did not make reference to this issue in letters that have appeared in *The Suncook Valley Sun*; rather, he did openly and directly discuss his point of view with the School Board and engage in an exchange of information and perspectives with School Board members in an open, public session.

As community leaders, both the Select Board and School Board bear the responsibility of providing leadership for the kind of community that we collectively believe Pittsfield should be and can become. The School Board believes that:

- Roles: Maintaining the roles for each Board that have been defined both in state law and town tradition should be maintained; when Boards overreach their authority, confusion results; with the Select Board's foray into school business, it is not unlikely that citizens would be confused regarding the role of each Board;
- Communications: Establishing, encouraging, and maintaining open and honest lines of communication is highly desirable for maintaining positive, working relationships; when Boards fail to be open and honest with each other, they provide a model for secrecy and subversion that tears at the strong sense of community which we have enjoyed in Pittsfield; Boards might also be helpful to citizens by referring concerns to the appropriate Board for consideration;
- Relationships: Encouraging and maintaining good working relationships among all boards and committees in Pittsfield best serves the interests of our constituents; when Boards engaged in thinly-veiled criticisms of other Boards, citizens learn that Boards– and civic leaders – cannot be trusted; positive relationships are essential for effective functioning of all civic leadership groups.

For smooth function and continued development of Pittsfield, the School Board is committed to:

- Board Roles: Limiting its activity – discussions, actions, etc. – to school-related issues and refraining from activity – discussion, actions, etc. – that lies within the Select Board's realm of authority;
- Board Communications: Open and honest communications with the Select Board and other boards and committees as may be relevant; should the School Board identify an issue of mutual interest, the School Board will communicate either by attending a Select Board meeting to discuss such an issue directly or, in the case of an operational issue, authorize communication between the superintendent and town administrator;
- Board Relationships: Working to re-establish the positive working relationship that had previously existed for many years with the Select Board.

The School Board strongly encourages the Select Board to reconsider its recent overreach and commit to the principles of Board Roles, Board Communications, and Board Relationships outlined above to which the School Board remains committed in the interests of our citizens.

Sincerely,



John J. Freeman, Ph.D.
Superintendent of Schools

TOWN OF PITTSFIELD
PAVING PROJECTS 2016

Sealed proposals clearly marked "Town of Pittsfield Paving Projects - 2016" will be accepted at the Pittsfield Town Office, 85 Main Street, until 3:00 PM on Friday April 29, 2016, for the following project specifications (all dimensions and quantities are approximate):

PROJECT 1:

Reconstruction of the following roads:

Tilton Hill Road, from the intersection of Route 107 to approx 50' past Bow St

Reclamation approx 4410 sy
3" Base Mix approx 760 tons
1 1/2" Top Mix approx 380 tons
Adjust Structures - 13
Asphalt Curb approx 450'

Berry Avenue

Reclamation approx 2475 sy
3" Base Mix approx 410 tons
1 1/2" Top Mix approx 205 tons
Adjust Structures - 7

Maple Street

Reclamation approx 560 sy
3" Base Mix approx 100 tons
1 1/2" Top Mix approx 50 tons
Adjust Structures - 1

Bow Street

Reclamation approx 5200 sy
3" Base Mix approx 900 tons
1 1/2" Top Mix approx 450 tons
Adjust Structures - 7

Must conform to NH DOT Reclaimed Stabilized Base Specifications.

All driveways matched to new grade.

Town of Pittsfield will remove the excess reclaimed material in front of the school on Bow St.

Town will provide and haul crushed gravel as needed for fine grading.

PROJECT 2:

Sidewalk Reconstruction on Bow Street

Approx 618' X 6' (wider at driveway entrances).

Reset granite curb approx 463'

3" Hot Mix approx 92 tons

Fine grade and install gravel if needed.

Town of Pittsfield will remove old asphalt prior to resetting of curb.

Town will excavate poor material within sidewalk area and install new crushed gravel as needed.

These projects must be coordinated with the successful bidder of the Safe Routes to School Project which includes reconstruction of sidewalks on Tilton Hill Rd, Berry Ave and the end of Bow St.

All interested bidders must review the site with the Superintendent of Public Works to be eligible for proposal submission. Any proposal submitted without prior site review with the Superintendent may automatically be rejected.

Further details and inspection may be coordinated through George Bachelder, Supt. of Public Works, at 603-365-7214.

The Board of Selectmen reserves the right to accept or reject any and all bids, and may not necessarily award the contract to the proposal with the lowest dollar cost. Any bid awarded will be based on what is in the best interest of the Town of Pittsfield,



CONTINENTAL PAVING, INC.

- Asphalt Products
- Crushed Stone
- Road Construction
- Water, Sewer, Drainage
- Site Preparation
- Airports
- Equipment Rentals

April 29, 2016

Town of Pittsfield
Office of the Selectmen
85 Main Street
Pittsfield, NH 03263



Attn: Selectmen
Re: Proposal for: "Town of Pittsfield Paving Projects - 2016"

Continental Paving, Inc. is pleased to offer the following attached quotation for your 2016 Paving Project in the Town of Pittsfield, under the direction of the Road Agent.

****ESCALATION CLAUSE:** Prices quoted are based on the current cost index of liquid asphalt materials. Prices are subject to increases at any time as they are not guaranteed by the suppliers. The price index used for preparation of this quote is \$380.00 per liquid ton, and it will be the basis of escalation for this project.

Thank you for the opportunity to quote this project.

Respectfully Submitted,

Jerry Maher, Estimator/Project Manager
Continental Paving, Inc.
jmaher@continentalpaving.com

ContinentaPaving Inc.
 1 Continental Drive
 Londonderry, NH 03053
 603 437 5387
 Town of Pittsfield, Paving Projects 2016



TILTON HILL ROAD

RECLAIM	SY	4410	\$ 1.50	\$ 6,615.00
HBP 3" BASE	TON	760	\$ 65.00	\$ 49,400.00
HBP 1 1/2" WEARING COURSE	TON	380	\$ 67.00	\$ 25,460.00
ADJUST STRUCTURES	EACH	13	\$ 400.00	\$ 5,200.00
BIT CURB	LF	450	\$ 5.00	\$ 2,250.00

BERRY AVENUE

RECLAIM	SY	2475	\$ 1.50	\$ 3,712.50
HBP 3" BASE	TON	410	\$ 65.00	\$ 26,650.00
HBP 1 1/2" WEARING COURSE	TON	205	\$ 67.00	\$ 13,735.00
ADJUST STRUCTURES	EACH	7	\$ 400.00	\$ 2,800.00

MAPLE STREET

RECLAIM	SY	560	\$ 1.50	\$ 840.00
HBP 3" BASE	TON	100	\$ 65.00	\$ 6,500.00
HBP 1 1/2" WEARING COURSE	TON	50	\$ 67.00	\$ 3,350.00
ADJUST STRUCTURES	EACH	1	\$ 400.00	\$ 400.00

BOW STREET

RECLAIM	SY	5200	\$ 1.50	\$ 7,800.00
HBP 3" BASE	TON	900	\$ 65.00	\$ 58,500.00
HBP 1 1/2" WEARING COURSE	TON	450	\$ 67.00	\$ 30,150.00
ADJUST STRUCTURES	EACH	7	\$ 400.00	\$ 2,800.00

PROJECT 1 TOTAL

\$ 246,162.50

BOW STREET SIDEWALK(618' X 6')

RESET GRANITE CURB	LF	463	10	\$ 4,630.00
HBP 3"	TON	92	115	\$ 10,580.00
FINE GRADE	LS	1	3000	\$ 3,000.00

PROJECT 2 TOTAL

\$ 18,210.00

ESCALATION CLAUSE:

Prices quoted are based on the current cost index of liquid asphalt materials.
 Prices are subject to increases at any time as they are not guaranteed by the suppliers
 The price index used for preparation of this quote is \$380.00 per liquid ton, and will be
 the basis of escalation for this project.



**TOWN OF PITTSFIELD
NEW HAMPSHIRE**

PARADE PERMIT

BE IT KNOWN that the Town of Pittsfield Board of Selectmen, in accordance with an application for a parade permit submitted on the 7th day of May 2016 and subject to all rules and regulations of the Town of Pittsfield, New Hampshire, governing parades hereby issues a Parade Permit to the Pittsfield Old Home Day Committee for a parade to be held on the 23rd day of July 2016 beginning at 1:00PM.

The assembly area for the parade shall be Pittsfield Middle High School Parking Area on Oneida Street to Clark Street to French Circle/South Main Street.

The parade route shall be limited as follows (start) Clark Street/South Main Street – Main Street – Elm Street – Depot Street - across Carroll St – Catamount Road - Clark Street (end).

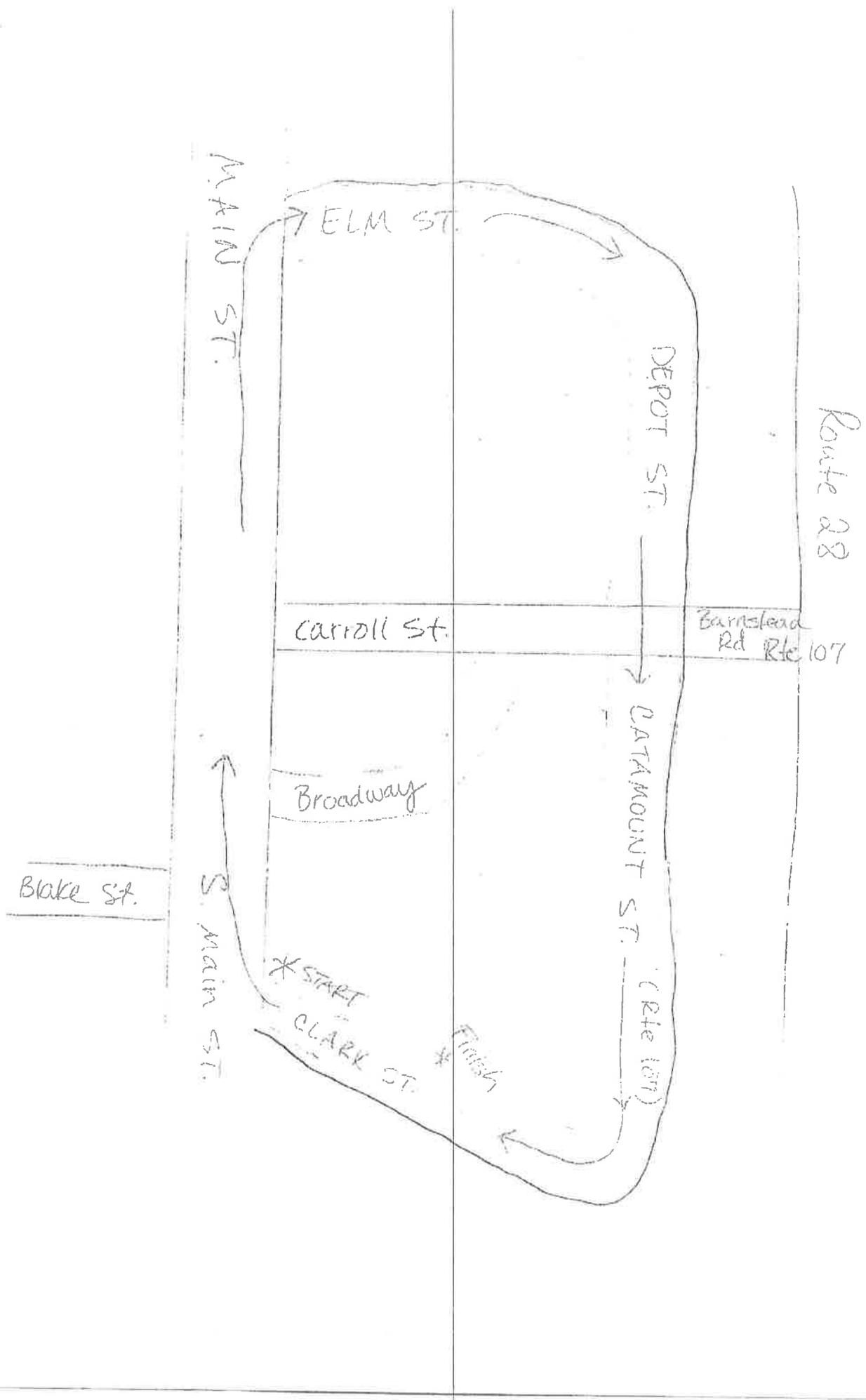
This permit is issued with the following conditions _____

Date: _____

Chief of Police

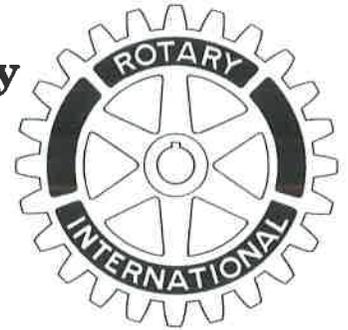
Date: _____

Board of Selectmen



4-26-16 SB II #2

**35th Annual
Suncook Valley Rotary Club Balloon Rally
August 5, 6, 7, 2016**



PROGRAM ADVERTISING

• ALL ADS ARE IN FULL COLOR •



Date: _____

Firm Name: _____

Contact Name: _____

Mailing Address: _____

Telephone Number: _____

Email: _____

Ad Copy: Information for ad layout attached

Camera Ready Emailed to print@granite-image.com
("Balloon Rally Artwork" MUST be referenced in subject field)

- | | | | |
|---------|--|----------------------|-------|
| Ad Size | A. <input type="checkbox"/> | 3 1/4" w x 2" h | \$100 |
| | B. <input checked="" type="checkbox"/> | 6 3/4" w x 4 1/4" h | \$250 |
| | C. <input type="checkbox"/> | 10 1/4" w x 6 1/2" h | \$400 |

See additional ad layout information attached.

***Ad Copy/Notes/Comments Continue on reverse if needed:
Attach Ads, Business Cards, Logos, Etc. with paperclips - DO NOT STAPLE***

**AD COPY AND FEE TO BE FORWARDED TO LAURA OKRENT BY SUNDAY, MAY 15, 2016
(Laura Okrent • 18 Bridge Street • Pittsfield, NH 03263)
CHECK MADE PAYABLE TO SUNCOOK VALLEY ROTARY CLUB**

The newspaper format program this year will be 11" w x 13 3/4" h (the same format as the Suncook Valley Sun). The upper section of the program will be dedicated to photos and write-ups of this years Hot Air Balloons and pilots, scheduling information and articles of interest. The lower portion will be dedicated to advertising sponsors. Three ad sizes (all in full color) will be offered as shown below. The cost Includes the design and layout. If you are going to provide your own electronic artwork please be sure it is high resolution, converted to CMYK and sized correctly.

10 1/4 " w x 6 1/2" h
\$400

6 3/4" w x 4 1/4" h
\$250

3 1/4" w x 2" h
\$100



Pittsfield Fire Department

33 Catamount Road, Pittsfield, NH 03263
(603)435-6807 fax: (603)435-6983

Chief Peter Pszonowsky

May 11, 2016

To: Board of Selectmen,
Town of Pittsfield, NH

Letter of Support, Deputy Fire Chief

As we all know, with me taking over as Chief, the Deputy Fire Chief spot was open. This leaves us a huge void in our command structure and leadership of the organization. The second in command of the department is a very important piece of the puzzle in many aspects.

With that said, The Board of Officers met and would like to recommend to you a candidate to fill the role of Deputy Fire Chief. With the support of the Officers, we recommend that Captain Mike Wolfe be appointed to Deputy Fire Chief effective May 23, 2016.

Mr. Wolfe, a Twenty-year veteran of the department has shown us his leadership and knowledge in both Fire/Ems and fire prevention. During emergency situations, he remains calm allowing him to think of positive solutions. Besides the fire service, Mike is on numerous other Boards and committees in town, and his dedication and knowledge of our department and town is a great asset.

As we move forward to re-structure the department Mr. Wolfe is the best candidate to fulfill our mission.

Sincerely,
Peter J Pszonowsky
Fire Chief
Pittsfield Fire Department

State of New Hampshire Town of Pittsfield

To **Clayton Wood**, of Pittsfield in the County of Merrimack.

WHEREAS, there is a vacancy in the office of the Website Committee in said Town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Clayton Wood**, and upon your taking the oath of office and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

Given under our hands this _____ day of _____, _____

Lawrence J. Konopka, Chairman

James C. Allard

Carl E. Anderson

Gerard A. LeDuc

Carole A. Richardson

Board of Selectmen

I, **Clayton Wood**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Website Committee according to the best of my abilities, agreeable to the rules and regulations of the Constitution and laws of the State of New Hampshire. SO HELP ME GOD.

STATE OF NEW HAMPSHIRE
MERRIMACK COUNTY,

Clayton Wood

Personally appeared the above named Clayton Wood, who took and subscribed the foregoing oath before me,

Date _____

Erica B. Anthony, Town Clerk

Received and Recorded

State of New Hampshire Town of Pittsfield

To **Robert Schiferle**, of Pittsfield in the County of Merrimack.

WHEREAS, there is a vacancy in the office of the Website Committee in said Town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Robert Schiferle**, and upon your taking the oath of office and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

Given under our hands this _____ day of _____, _____

Lawrence J. Konopka, Chairman

James C. Allard

Carl E. Anderson

Gerard A. LeDuc

Carole A. Richardson

Board of Selectmen

I, **Robert Schiferle**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Website Committee according to the best of my abilities, agreeable to the rules and regulations of the Constitution and laws of the State of New Hampshire. SO HELP ME GOD.

STATE OF NEW HAMPSHIRE
MERRIMACK COUNTY,

Robert Schiferle

Personally appeared the above named Robert Schiferle, who took and subscribed the foregoing oath before me,

Date _____

Erica B. Anthony, Town Clerk

Received and Recorded

Cara Marston

From: Robert Schiferle <RSchiferle@Metrocast.net>
Sent: Thursday, May 05, 2016 6:50 PM
To: Cara Marston
Subject: Web Site Committee Application
Attachments: Web Site Committee Application.pdf

Cara,

Please accept the attached web site committee application for consideration. Clayton asked me to fill it out and send it on to you.

Thanks,

Bob

Cara Marston

From: Clayton Wood <cwood911@gmail.com>
Sent: Friday, May 06, 2016 9:47 AM
To: Cara Marston
Subject: Re: FW: Web Site Committee Application

Hi Cara,

I would like to recommend Bob Schiferle to the website committee. I have talked to him several times after the BOS approved my appointment as the website administrator and he is more than qualified and very enthusiastic. The town and committee would greatly benefit from this appointment.

I will write a short letter to the board. I believe that the BOS approved 5 year terms. We should set 5 year terms for both Bob and I. The next candidate can be set to 3 year to stagger the appointments. When do you want the letter?

Best,

Clayton

On Fri, May 6, 2016 at 9:23 AM, Cara Marston <cmarston@pittsfieldnh.gov> wrote:

Would you like to recommend Bob's appointment?

Cara

From: Robert Schiferle [mailto:RSchiferle@Metrocast.net]
Sent: Thursday, May 05, 2016 6:50 PM
To: Cara Marston <cmarston@pittsfieldnh.gov>
Subject: Web Site Committee Application

Cara,

Please accept the attached web site committee application for consideration. Clayton asked me to fill it out and send it on to you.

Thanks,

April 28, 2016

I met with Bob Hayden of American Standard Power regarding the electric bills and Mr. Hayden's plan to reduce the cost to the Town of Pittsfield.

North American Power had been our energy supplier for quite a few years (we have started the process to remove North American Power as our supplier), which we were receiving a rate reduction on our electric bills. It appears that the contract actually ended about two years ago, at which time they began charging us double the amount per KWH of the original contract amount.

Eversource charges a rate of \$0.0999 per KWH and North American Power has been charging us \$0.1599 per KWH.

Mr. Hayden stated that American Standard Power can charge us \$0.08 per KWH because of the contract with NH Hydro.

If we go with Standard Power as our supplier, we will be charged the \$0.0999 from Eversource, and Standard Power will send us a check every quarter, as a rebate, to get us to the \$0.08 per KWH as stated in the contract agreement with them.

This rate is guaranteed for at least 2 years, and Mr. Hayden sees the potential for the agreement to be extended for possibly 4-5 years without a price change.

Our options are:

1. Go back to Eversource and we will save half of the cost of the supplier charge from \$0.1599 to \$0.0999.
2. Contract with Standard Power at \$0.08 per KWH and save an additional almost \$0.02 per KWH over the savings we will see by going back to Eversource.

Either option will provide a savings over what we had by at least half.

-from Bonnie

DEFAULT SERVICE REIMBURSEMENT AGREEMENT

This Default Service Reimbursement Agreement (this "Agreement") is by and between **Standard Power of America, Inc.** (the "Administrator") and Town of Pittsfield (the "Customer") (together referred to as "Parties") and each individually as a "Party") and is effective and binding on the Parties as of the date hereof.

Background

1. Seller is the Administrator of a group net metering arrangement (the "Group"), of which the Customer is a member.
2. Customer is a default service customer of its default electric service provider, Eversource.
3. As a member of the Group, the Customer is entitled to a default service reimbursement payment ("Default Service Reimbursement Payment") pursuant to the governing Group Net Metering Agreement.

N O W, T H E R E F O R E,

In consideration of the mutual covenants and agreements herein set forth, the Parties hereby agree as follows:

Section 1. **Term and Termination.** This Agreement will have a term of 2 years from the date hereof or until the earlier termination of this Agreement pursuant to this Section 2 (the "Term"). This Agreement can be terminated by either Party upon sixty (60) days prior notice. All payment obligations arising prior to the termination of this Agreement shall survive the termination thereof.

Section 2. **Obligation to Provide Default Service Reimbursement Amount.**

(a) In consideration of the Customer's participation in the Group, the Administrator agrees to make, and the Customer agrees to accept, the Default Service Reimbursement Payment.

(b) The Default Service Reimbursement Payment shall be paid to the Customer within ten (10) days of the end of each calendar quarter during the Term. The Default Service Reimbursement Payment shall be calculated as follows: (a) the rate shall be the average Eversource default energy rate (energy only) during the previous quarter minus eight cents (\$0.08) (the "Rate"); (b) the Rate shall then be multiplied by the total kilowatt-hours ("kWh") used by the Customer during that same quarter. This calculation shall be performed for each Customer meter listed in Schedule A of the Group Net Metering Agreement.

(c) In any quarter, the Administrator's payment of the Default Service Reimbursement Payment to all members of the Group, including the Customer, shall be unconditionally limited by the amount of generation (kwh) produced by the facility during that same quarter. To the extent there are kWh of excess generation from previous quarters that were not used to make Default Service Reimbursement Payments in those previous quarters, the Administrator shall provide additional kWh credits up to the amount that was not covered by the actual generation during the current quarter.

(d) The Administrator shall perform a true-up of annual generation from the facility to the Customer's annual usage by June 15th of each year during the Term or, if the Term ends prior to June 15th, at the end of the Term. If, based on the annual true-up, the Customer shall have received Default Service

Reimbursement Payments during the previous year for less than its full kWh usage during that year, the Administrator shall provide detail of the Host production.

Section 3. **Assignment.** The Customer may not assign or transfer this Agreement to any other person or entity without the other Administrator's prior written consent, and any attempted assignment or transfer without such consent shall be void. The Administrator may sell, transfer, pledge or assign this Agreement or any right herein in connection with any financing agreement or receivables purchase program, and may assign this Agreement to another energy supplier, energy Services Company or other entity as authorized by the New Hampshire Public Utilities Commission.

Section 4. **Access to Customer Usage Information.** Upon request by the Administrator, the Customer shall provide monthly invoices from Eversource to confirm usage information for accounts listed in Schedule A of the Group Net Metering Agreement.

Section 5. **Dispute Resolution.** The Parties shall attempt in good faith to resolve all disputes arising under or with respect to this Agreement promptly by negotiation. If the Parties cannot resolve the dispute in this manner, they shall refer the dispute to a mediator.

Section 6. **Liability.** The remedy in any claim or suit by the Customer against the Administrator will be solely limited to direct actual damages (which will not exceed the amount of Customer's single largest monthly payment in the immediately preceding twelve (12) months). All other remedies at law or in equity are hereby waived. In no event will either the Administrator or the Customer be liable for consequential, incidental, indirect, special or punitive damages. These limitations apply without regard to the cause of any liability or damages. There are no third-party beneficiaries to this Agreement.

Section 7. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire, without giving effect to principles of conflict of laws that would require the application of any other law.

Section 8. **Taxes.** All taxes of whatsoever kind, nature and description due and payable with respect to service provided under this Agreement, other than taxes based on the Administrator's net income, shall be paid by the Customer, and Customer agrees to indemnify the Administrator and hold the Administrator harmless from and against any all such taxes.

Section 9. **Regulatory Change.** This Agreement is subject to present and future legislation, orders, rules, regulation or decision of a duly constituted governmental authority having jurisdiction over this Agreement or over the services to be provided hereunder. If at some future date there is a change in any law, rule, regulation, tariff or regulatory structure ("Regulatory Change") which impacts any term, condition or provision of this Agreement, including, but not limited to price, the Administrator shall have the right to modify this Agreement to reflect such Regulatory Change by providing thirty (30) days' written notice of such modification to the Customer.

[Signature Page Follows on Separate Page]

IN WITNESS WHEREOF the Parties do hereby execute this Agreement as of the ____ day of _____, 2016.

ADMINISTRATOR:

Standard Power of America, Inc.

By: _____
Name: _____
Title: _____



CUSTOMER:

Town of Pittsfield

By: _____
Name: _____
Title: _____



TOWN OF PITTSFIELD

Economic Development Committee

P.O. Box 98 - 85 Main Street, Pittsfield, NH 03263

edc@pittsfieldnh.gov -- telephone (603) 435-6773 -- fax (603) 435-7992

May 13, 2016

Board of Selectmen
P. O. Box 98
Pittsfield, NH 03263

Dear Selectmen,

The Economic Development Committee (EDC), in conjunction with the Master Plan Committee, is sponsoring a special planning meeting on May 25, 2016 at 6:30PM in the town hall. Arnett Development Group (ADG) will be facilitating the meeting (Stuart Arnett has been very instrumental in the on-going redevelopment efforts taking place in Claremont). Given the tools that have already been put into place, we believe Pittsfield is ready to capitalize on the economic potential of numerous town owned properties. The purpose of this meeting is to discuss how we as a community can strategize and implement a long term economic development plan in order to move our vision forward.

We are convinced that this is the opportune time for a unified approach to our town's development. The Suncook Valley Regional Development Corporation, a direct result of our efforts to prepare for this step in the process, is eager to partner with the town in this worthwhile endeavor!

The EDC hopes that the Board of Selectmen, Master Plan Committee and Suncook Valley Regional Development Corporation will be well represented at this meeting.

Sincerely,

Ted Mitchell

Ted Mitchell, EDC Chair

Copies to:

Master Plan Committee

Suncook Valley Regional Development Corporation

Cara Marston

From: Clayton Wood <cwood911@gmail.com>
Sent: Friday, May 13, 2016 10:53 AM
To: Cara Marston
Subject: Planning board letter to the board of selectmen
Attachments: PB2BOS Letter CHNRPC Nomination 20160512R01.pdf;
PBDraftMinutes20160505DR.pdf; Advertisement 2 Alternates.pdf

Hi Cara,

At our May 5, 2016 meeting, the planning board voted that the board of selectmen reconsider their decision to advertise for the town representative to the CNHRPC and recoside Jim Pritchard for that position. The planning board also voted to advertise for two alternate representatives. I have attached a letter to the board of selectmen, a copy of the proposed ad and a copy of the draft minutes of the May 5, 2016 meeting. I will wait for the board of selectmen's decision before advertising for the alternate members.

Sincerely,

Clayton



Virus-free. www.avast.com



TOWN OF PITTSFIELD
Planning Board
Town Hall
85 Main Street
Pittsfield, New Hampshire 03263

May 12, 2016

Pittsfield Board of Selectmen
Town Hall
85 Main Street
Pittsfield, NH 03263

RE: Nominations to the Central New Hampshire Regional Planning Commission.

Dear Selectmen:

At our May 5, 2016 meeting, the Planning Board considered your request to advertise for the town representative position to the CNHRPC. After a long discussion, the planning board unanimously (Jim Pritchard abstained) voted to resubmit the nomination of Jim Pritchard as the regular town representative for the 2016 - 2020 term. It was clear that the board felt that they had nominated the right candidate and that advertising for that position would be unfair since the board had clearly demonstrated its prejudice in having nominated someone already. The planning board did vote to advertise for two alternates to the CNHRPC. The planning board would like you to reconsider your request to advertise for another regular representative.

Sincerely;

Clayton Wood, chair

Planning Board Members:

Clayton Wood (Chairman)

Pat Heffernan (Member)

Gerard LeDuc (Selectman Ex Officio)

Daren Nielson (Vice-Chairman)

Roland Carter (Alternate)

Carole Richardson (Selectman Ex Officio Alternate)

Jim Pritchard (Secretary)

Paul Nickerson (Alternate)

The Pittsfield Planning Board is seeking two residents to serve as Pittsfield's alternate representatives to the Central New Hampshire Regional Planning Commission. Pittsfield currently has two regular representatives but does not have any alternates. Serving as a regular representative or as an alternate representative to the Central New Hampshire Regional Planning Commission is a good and rewarding way to learn from experts and to see how Pittsfield's issues relate to other towns in the region and often to the state as well. Please send a letter of interest to Clayton Wood c/o Planning Board, 85 Main Street, Pittsfield NH 03263 by June 10, 2016.

**Pittsfield Planning Board
Town Hall, 85 Main Street
Pittsfield, NH 03263
Minutes of Public Meeting**

DATE: Thursday, May 5, 2016

AGENDA ITEM 1: Call to Order

Chair Clayton Wood called the meeting to order at 7:03 P.M.

AGENDA ITEM 2: Roll Call

Planning board members present:

Clayton Wood (chair),
Daren Nielsen (vice-chair),
Jim Pritchard (secretary),
Pat Heffernan,
Gerard LeDuc (selectmen's ex officio member), and
Paul Nickerson (alternate)

Planning board members absent:

Roland Carter (alternate) and
Carole Richardson (alternate for the selectmen's ex officio member)

Members of the public appearing before the planning board: None.

"Members of the public appearing before the planning board" includes only members of the public who spoke to the board. It does not include members of the public who were present but who did not speak to the board.

AGENDA ITEM 3: Public Input

No public input.

AGENDA ITEM ADDED: Agenda review

Clayton Wood said that he would have to leave at 8:10 PM.

Jim Pritchard said that the minutes of March 14, 2016, had an error in that the list of attachments did not include the planning board's letter of recommendation on the board of selectmen's proposed sale of tax map R-48, lot 6, (pest house lot) and tax map R-44, lots 7 and 8 (Blake Pond lot), even though the body of the minutes says that the letter is attached. Jim Pritchard asked for permission to correct the list of attachments in the approved minutes given that the minutes have not been posted on the town web site.

The board agreed to permit the correction on condition that the correction be noted in tonight's minutes.

(Comment of recording secretary Jim Pritchard: reexamination of the minutes of March 14, 2016, showed that the planning board's letter of recommendation was included in the list of attachments to the minutes, as attachment 1.)

AGENDA ITEM 4: Approval of the Minutes of the April 7, 2016 Meeting

Gerard LeDuc moved to approve the minutes of April 7, 2016, as written in draft.

Jim Pritchard seconded the motion.

Discussion:

No board member stated any problems in the draft minutes.

Vote to approve the minutes of April 7, 2016, as written in draft: carried 5 - 0 - 0. (Voting "yes": Jim Pritchard, Daren Nielsen, Pat Heffernan, Clayton Wood, and Gerard LeDuc. Voting "no": none. Abstaining: none.)

AGENDA ITEM 5: Nomination of Town Representative to CNHRPC

Clayton Wood said that he had written a letter to the board of selectmen stating the planning board's nomination of Jim Pritchard as the town's representative to the Central New Hampshire Regional Planning Commission. The nomination was for a reappointment. The board of selectmen declined the nomination and wants the planning board to advertise the position. Clayton Wood said that he thought that Jim Pritchard was the

right candidate, but Clayton Wood said that he wanted to work with the board of selectmen. Clayton Wood said that the board of selectmen's resistance to reappointing Jim Pritchard had surprised him, and Clayton Wood said that the board of selectmen did not seem to understand the position. Clayton Wood said that he had spoken to Ted Mitchell, the town's other representative to the Central New Hampshire Regional Planning Commission, and Ted Mitchell had said that he and Jim Pritchard are on other committees of the Central New Hampshire Regional Planning Commission and that having the same person for the various committees makes sense. Clayton Wood said that he had talked to Mike Tardiff, the executive director of the Central New Hampshire Regional Planning Commission, and Mike Tardiff is wholly satisfied with both Ted Mitchell and Jim Pritchard.

Clayton Wood and Jim Pritchard discussed that the representative can be any town resident. (RSA 36:46, III.)

Clayton Wood said that the board of selectmen wants the planning board to advertise the position, but, Clayton Wood said, he had not agreed to advertise the position; he had only agreed to bring the matter to the planning board for a decision.

Daren Nielsen asked what the representative does.

Clayton Wood and Jim Pritchard described the activities in which the representative would be involved. The commission holds quarterly meetings and has a speaker that the commission hopes will be relevant to the member municipalities. Representatives typically serve on the commission's transportation advisory committee and on the brownfields advisory committee.

Jim Pritchard said that the votes are typically a formality because the commission staff knows its business. The staff prepares regional plans that need the full commission's approval, and the staff presents its finances also for the full commission's approval. Jim Pritchard said that the speakers at the full commission meetings are the most important part of a representative's participation in the commission business. Jim Pritchard said that, because the commission's focus is on land use and economic development, having someone from the planning board and someone from the town economic development committee makes sense. In the immediate

past, Pittsfield representatives were from the planning board (Jim Pritchard) and from the economic development committee (Ted Mitchell). Jim Pritchard said that the commission writes minutes but not promptly and that Ted Mitchell writes his own minutes very promptly and provides his minutes to Pittsfield town officials. Jim Pritchard discussed matters of importance from the transportation advisory committee, such as a road surface management software system and the understanding that maintaining roads in a bad state of repair is more expensive than maintaining roads in a good state of repair. Pittsfield has the opportunity for free traffic counts. Jim Pritchard discussed the recent selection process for an environmental consultant for the brownfields advisory committee. Jim Pritchard explained that this selection was the result of a grant of about \$400,000 for brownfields assessment and remediation planning. Jim Pritchard explained that the brownfields project targets Pittsfield as one of three of the major municipalities.

Daren Nielsen asked whether the town had advertised the position of representative to the full commission in the past.

Clayton Wood said no. Clayton Wood said that Ted Mitchell had been the town's representative since 2011.

Jim Pritchard said that he had been an unofficial representative since 2012.

Daren Nielsen asked whether anyone had represented the town before Ted Mitchell in 2011.

Jim Pritchard said that there had been others, such as Gerard LeDuc, Tom Hitchcock, and Susan Muenzinger.

Clayton Wood said that the executive director, Mike Tardiff, had said that having a member of the planning board and a member of the economic development committee makes sense.

Pat Heffernan asked what brownfields had the environmental consultant remediated.

Jim Pritchard said that the environmental consultant had not started operations yet. Jim Pritchard said that the selection process had focused on the consultant's qualifications.

Clayton Wood said that the town could appoint alternates, and Clayton Wood said that the planning board should advertise for alternates if the board advertises for a representative.

Daren Nielsen asked what distinguished this position as needing advertising.

Clayton Wood said the position has no distinguishing features that make it need advertising. Clayton Wood said that the board of selectmen had reappointed all members of the Pittsfield Aqueduct acquisition committee and had not advertised any of these positions.

Jim Pritchard said that another interesting feature of this situation is that the board of selectmen had voted (2 to 1) to reappoint Jim Pritchard and then had later voted to rescind the vote and request advertising. Jim Pritchard said that the unusualness of the situation is even greater because the appointment was a reappointment, not an open appointment, and because reappointments are rarely advertised. Jim Pritchard said that board of selectmen chair Larry Konopka had asked Jim Pritchard whether he, Jim Pritchard, would object if the town advertised for other candidates, but, Jim Pritchard said, on further reflection, he thought that the planning board's having nominated someone already would prejudice or appear to prejudice the planning board against other candidates and would make being fair difficult.

The board discussed issues of getting the best person, encouraging new people to become active in town government, having consistent practices for appointments, and whether, in current circumstances, the board could nominate someone without prejudice.

Gerard LeDuc said that the planning board had not made a mistake in nominating Jim Pritchard. Gerard LeDuc said that he agreed with Jim Pritchard in that, after nominating someone, the board would be prejudiced or appear to be prejudiced against other candidates. Gerard LeDuc said that the board should not advertise for the regular representative but should advertise for alternates. Gerard LeDuc said that the board should advertise for alternates because the town needs to encourage people to get training. Gerard LeDuc said that he would support the planning board's decision when the matter returned to the board of selectmen.

Jim Pritchard said that Gerard LeDuc's point about alternates was important. Jim Pritchard said that he, Jim Pritchard, was the alternate for the transportation advisory committee and that he preferred to be the alternate because the alternate has less work than the regular member.

Clayton Wood moved to advertise for four weeks for two alternates to the Central New Hampshire Regional Planning Commission.

Gerard LeDuc seconded the motion.

Discussion:

No further discussion.

Vote to advertise for four weeks for two alternates to the Central New Hampshire Regional Planning Commission: carried 4 - 0 - 1. (Voting "yes": Daren Nielsen, Pat Heffernan, Clayton Wood, and Gerard LeDuc. Voting "no": none. Abstaining: Jim Pritchard.)

Clayton Wood moved to resubmit the planning board's nomination of Jim Pritchard as a regular representative to the Central New Hampshire Regional Planning Commission.

Gerard LeDuc seconded the motion.

Discussion:

No discussion.

Vote to resubmit the planning board's nomination of Jim Pritchard as a regular representative to the Central New Hampshire Regional Planning Commission: carried 4 - 0 - 1. (Voting "yes": Daren Nielsen, Pat Heffernan, Clayton Wood, and Gerard LeDuc. Voting "no": none. Abstaining: Jim Pritchard.)

AGENDA ITEM 6: Planning Board Administrative Secretary

Clayton Wood said that the planning board's now-former administrative secretary, Dee Fritz, had resigned and that the planning board's rules of procedure make the board's general secretary, Jim Pritchard, the acting

administrative secretary. (Planning board rules of procedure, section III, 11.) Clayton Wood said that Jim Pritchard had met with Dee Fritz before Dee Fritz left and that Jim Pritchard and Dee Fritz had reviewed Dee Fritz's functions, practices, and files. Clayton Wood said that Jim Pritchard had posted office hours in the town hall. (Mondays from 4:00 PM to 7:00 PM and Thursdays from 3:00 PM to 4:00 PM.)

Clayton Wood said that he had discussed the administrative secretary position with town administrator Cara Marston and that Cara Marston had said that defining and filling the position is the planning board's responsibility. (RSA 673:16, I.) Clayton Wood said that he had visited Northwood's planning office and had discussed their handling of applications before their planning board sees them. Northwood has a part-time planner from their regional planning commission. Northwood pays for this part-time planner to be in the town planning office on Monday of every week and to be at planning board meetings. Clayton Wood said that the Pittsfield Planning Board should not rush into recommending that someone be hired. Clayton Wood said that Northwood has an administrative secretary who is knowledgeable in land use and in reviewing applications to determine whether they should be submitted to the board.

Pat Heffernan asked whether Northwood's administrative secretary were full time.

Clayton Wood said that Northwood's administrative secretary administers all town boards but does not prepare any minutes. Clayton Wood did know whether the administrative secretary were full time. Clayton Wood said that the Northwood's administrative vetting process decides when an application is complete and that the vetting could take a long time, such as a month.

Jim Pritchard said that Concord's subdivision regulations have an optional design review process similar to the optional design review that Pittsfield is developing. Jim Pritchard said that this process is lawful and is better.

Clayton Wood said that he would talk to Mike Tardiff and Matt Monahan of the Central New Hampshire Regional Planning Commission to ask about what Pittsfield's procedures should do.

Jim Pritchard said that an administrative secretary typically does not have to consider the merits of an application. All that the administrative secretary

has to do is notify the building inspector and the circuit-rider planner from the Central New Hampshire Regional Planning Commission.

Clayton Wood said that the Pittsfield Planning Board's past practice has been to consider that the surveyors and engineers appearing before the board were experts who would help the board, but, Clayton Wood said, not all surveyors or engineers are the same. The board must make some of these surveyors or engineers do their jobs.

Jim Pritchard said that one of the environmental-consultant applicants to the brownfields advisory committee had said that he would do site plans with topography maps referred to the North American Vertical Datum of 1988, which is what the United State Geological Survey maps use. Jim Pritchard said that the New Hampshire Department of Environmental Services requires topography maps referred to the North American Vertical Datum of 1988. Nonetheless, Jim Pritchard said, applicants complain about measuring topography relative to the United State Geological Survey maps. Applicants complain about granite boundary markers, but some properties in Pittsfield have them. Jim Pritchard said that applicants think that Pittsfield Planning Board members are ignorant and naïve.

Clayton Wood said that a good process would solve some of these problems.

Pat Heffernan asked for clarification of the North American Vertical Datum of 1988.

Jim Pritchard said that the national flood insurance program requires that topographical maps of development in floodplains must be referred to the North American Vertical Datum of 1988. The national flood insurance program is federal. Jim Pritchard said that the New Hampshire Office of Energy and Planning's floodplain management expert, Jennifer Gilbert, had said that the United States Geological Survey maps are referred to the North American Vertical Datum of 1988. Jim Pritchard said that the Concord Subdivision Regulations and the New Hampshire Department of Environmental Services both require topography maps referred to the North American Vertical Datum of 1988.

Pat Heffernan said that research that he had done indicated that referring topography maps to the North American Vertical Datum of 1988 was not difficult because the surveyor could use global positioning satellites.

Jim Pritchard said that he did not know all of the details for matters such as topography relative to the North American Vertical Datum of 1988, and that board members should understand these matters, but that gaining this understanding is a reason not to rush into hiring an administrative secretary. Jim Pritchard said that the delay would give him an opportunity to learn all aspects of the administrative secretary's functions. Jim Pritchard said that the new subdivision regulations had made much progress and that the remaining details are for construction, which happens in applications only infrequently. Good subdivision regulations will allow the board to make much more effective use of the circuit-rider planner's time.

Clayton Wood agreed.

Daren Nielsen said that Jim Pritchard must be sure to document what he learns so that the board does not lose the information.

Jim Pritchard said that he was documenting what he learned. He gave as an example the board's decision to notify the New Hampshire Department of Transportation (NH DOT) for applications on or near state highways. (Planning board minutes of June 16, 2011, agenda item added, Exemption from Site Plan Review for the Family Dollar store, page 2, and planning board minutes of October 20, 2011, agenda item 8, Members' Concerns, Members' Concern 5, page 15.) Notice to the New Hampshire Department of Transportation is not in RSA 676:4, I, (d), and thus was not originally put in the new draft subdivision regulations, but, Jim Pritchard said, he had since added this notice requirement to the new draft subdivision regulations.

Clayton Wood left the meeting at 8:11 PM.

Daren Nielsen replaced Clayton Wood as acting chair.

Paul Nickerson sat for Clayton Wood.

Jim Pritchard said that having one person serving as the administrative secretary for both the planning board, the zoning board of adjustment, and the conservation commission would make sense. Going slowly would allow such inter-board cooperation.

Daren Nielsen asked where Jim Pritchard would document what he learned as acting administrative secretary.

Jim Pritchard said that some matters would go into the subdivision regulations and that probably all would go into the rules of procedure. The rules of procedure should tell the administrative secretary what his duties would be.

Daren Nielsen said that Jim Pritchard's documentation would allow the board to require less expertise from the administrative secretary.

Jim Pritchard said that the knowledgeable people should be spending their time using their knowledge, not acting as receptionists.

The board asked Jim Pritchard to write a letter to the *Suncook Valley Sun* stating his office hours as his notice is currently posted.

Pat Heffernan asked Jim Pritchard what arrangements he would make for times not included in his office hours.

Jim Pritchard said that people could ask for his cell telephone number. Jim Pritchard said that people have a right to predictable opportunities to communicate with the board.

AGENDA ITEM 7: Selectman's Report

Gerard LeDuc said that he had little to report because he had had to miss the last selectmen's meeting to attend to his wife's medical needs and because the minutes of the selectmen's meeting are not yet available.

Daren Nielsen asked whether the selectmen had reviewed the planning board's proposed policy on the sale of town property.

Jim Pritchard said that he had been at the last selectmen's meeting and that the board of selectmen had not reviewed the planning board's proposed policy on the sale of town property.

AGENDA ITEM 8: Members' Concerns

Paul Nickerson stated his concern that the definition of “accessory apartment” in the newly revised zoning ordinance may not have been in the zoning proposal that the voters approved at the March town meeting.

Jim Pritchard presented the ballot questions that were on the warrant, and the proposal that the board had approved on December 3, 2015, and had filed with the town clerk. The ballot questions say that the proposal is a “comprehensive revision” including prior zoning ordinance article 2, Zoning Districts, and article 3, Definitions. The proposed amendment itself says that prior articles 2 and 3 are to be replaced with new articles 2 and 3 as presented in the amendment. New article 2, Interpretation Rules and Definitions, includes the new definition of “accessory apartment.”

Paul Nickerson stated his concern that the term “accessory apartment,” which replaced “in-law apartment,” might have a meaning different from “in-law apartment” because the term “in-law” in “in-law apartment” might restrict the use of in-law apartments to in-laws of people inhabiting the principal dwelling unit.

Jim Pritchard compared the prior definition of “in-law apartment” and the newly adopted definition of “accessory apartment”:

IN-LAW APARTMENTS: A dwelling unit which meets all of the following:

- a. Is contained within an existing or proposed single family dwelling unit.
- b. Is clearly incidental and subordinate in extent, use and purpose to the principal dwelling.
- c. Is not used for rental purposes.

ACCESSORY APARTMENT:

- (a) In this definition of “ACCESSORY APARTMENT,” “house” means a DETACHED DWELLING.
- (b) “ACCESSORY APARTMENT” means the ACCESSORY DWELLING UNIT in a house that contains one PRINCIPAL DWELLING UNIT, one ACCESSORY DWELLING UNIT, and no other DWELLING UNITS.
- (c) Except as provided in article 4, section 3, Nonconforming Uses, every permissible ACCESSORY APARTMENT shall satisfy the following conditions and all other applicable conditions in the zoning ordinance:

- (1) The ACCESSORY APARTMENT shall share a common wall with or be under the same roof with the PRINCIPAL DWELLING UNIT.
- (2) The ACCESSORY APARTMENT shall not be rented.

Jim Pritchard said that “incidental and subordinate” means accessory, that the two definitions have the same meaning, and that the state law is that the definition of a defined term controls over the otherwise common meaning of the defined term. (*Cormier v. Danville*, 142 N.H. 775, 710 A.2d 401 (1998) (“the words and phrases of an ordinance should always be construed according to the common and approved usage of the language, but where the ordinance defines the term in issue, that definition will govern.”).)

Pat Heffernan and Jim Pritchard said that the key provision of both definitions is the prohibition against renting. The prohibition against renting does not guarantee an in-law inhabitant, but it does encourage an in-law inhabitant and the maintenance of the apartment’s accessory nature.

Jim Pritchard said that Pittsfield’s accessory apartment regulations conform to the new state law on accessory dwelling units (RSA 674:71 through RSA 674:73) except that Pittsfield must require an interior door, which need not remain unlocked, between the two dwelling units. (RSA 674:72, III.)

Paul Nickerson said that the new state law allows municipalities to permit accessory dwelling units as detached from the principal dwelling unit but that the law does not require municipalities to permit such detached accessory dwelling units. (RSA 674:73.) Paul Nickerson said that the newly amended zoning ordinance prohibits detached accessory dwelling units and that this prohibition is good. (Pittsfield Zoning Ordinance article 3, section 3, (b), (6), Table of Uses and Districts, entry for “DETACHED ACCESSORY DWELLING UNIT.”)

Paul Nickerson said that the new state law allows municipalities to restrict lots with an accessory dwelling unit to owner-occupancy of not more than one of the dwelling units. (RSA 674:72, VI.) Paul Nickerson asked the board to consider whether to propose such an owner-occupancy restriction on houses that have accessory apartments.

Because the time was about 9:00 PM, Daren Nielsen moved to defer consideration of potential changes to the accessory apartment regulations to a later meeting.

Jim Pritchard seconded the motion.

Vote to defer consideration of potential changes to the accessory apartment regulations to a later meeting: carried 5 - 0 - 0. (Voting "yes": Jim Pritchard, Daren Nielsen, Pat Heffernan, Gerard LeDuc, and Paul Nickerson. Voting "no": none. Abstaining: none.)

AGENDA ITEM 9: Public Input

No public input.

AGENDA ITEM 10: Adjournment

Daren Nielsen moved to adjourn the meeting.

Pat Heffernan seconded the motion.

Vote to adjourn the planning board meeting of May 5, 2016: carried 5 - 0 - 0. Voting "yes": Jim Pritchard, Daren Nielsen, Pat Heffernan, Gerard LeDuc, and Paul Nickerson. Voting "no": none. Abstaining: none. The planning board meeting of May 5, 2016, is adjourned at 9:03 P.M.

Minutes approved:

Clayton Wood, Chairman

Date

I transcribed these minutes (not verbatim) on May 7, 2016, from notes that I made during the planning board meeting on May 5, 2016, and from a copy that Chairman Clayton Wood made on May 6, 2016, of the town's digital recording of the meeting.

Jim Pritchard, planning board recorder and secretary

Town of Pittsfield, N.H.

Website Policy

Purpose

The town of Pittsfield, New Hampshire, 03263, maintains only one website at www.pittsfieldnh.gov. For the purpose of this policy, the website shall be referred to as the “town’s website” unless the context suggests otherwise.

The town’s website replicates, in an electronic manner, many of the services offered by town staff and officials, and its primary purpose is to convey information to users.

Town Website Committee

The town of Pittsfield Board of Selectmen appoints a website committee to administer the town website. Inquiries may be directed to the Committee regarding the content of the town website, with appeal to their decisions to the Board of Selectmen.

Availability of Information

Changes are made periodically to many official documents, including municipal ordinances, policies, regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on the town website. Additionally, due to website development, materials and information may be deleted, modified, or moved to a different part of the town website without advance notice. The materials on the town website are provided for information purposes only, and reliance upon such materials may not serve as the basis for a claim or cause of action against the town of Pittsfield, or any of its agencies, departments, employees, or representatives. Town website users are advised to consult the official documents of the town of Pittsfield at the Pittsfield Town Hall, 85 Main Street, Pittsfield NH 03263.

News and Information

The town of Pittsfield may post information other than official meeting notices or reports regarding events of information value that is deemed to be of interest to people within the community. The posting of this information is not considered an endorsement of the event by the town of Pittsfield and is provided solely for the convenience of the visitors of this town website.

MP3 Files

The town of Pittsfield may post recordings of public meetings. Not all meetings are recorded with technology that allows easy uploading. Only digital recordings may be uploaded as they are made available, if their meeting body so chooses. Any recordings may be purged from the town website without notice.

Links

The town website provides links to other websites as a convenience to users of this town website. The town of Pittsfield has no control over these external sites and is not responsible for their content, nor does the inclusion of links to such websites imply any endorsement by the town of Pittsfield of the material on such websites.

In order to avoid the appearance of the town of Pittsfield endorsement of political content, links shall not be made to sites that are associated with, sponsored by, or serving of a candidate for elected office, or any political party or organization.

Electronic Communication with Town Officials and Employees

Persons submitting electronic comments or questions to the town of Pittsfield's officials, representatives, or employees should be aware that the town cannot guarantee, nor does it represent that such communications will remain private and confidential.

Disclaimer of Liability

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Website Policy adopted by the Board of Selectmen on _____.

ORIGINAL WARRANT

TIMBER TAX LEVY

TAX YEAR: April 1, 2016 to March 31, 2017

THE STATE OF NEW HAMPSHIRE

MERRIMACK, SS

TO: ERICA B. ANTHONY, Collector of Taxes for Town of PITTSFIELD, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Timber Yield Taxes set against their name(s), amounting in all to the sum of : **\$585.84** with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.



Given under our hands and seal at Pittsfield

(seal)

Board of Selectmen

DATE WARRANT SIGNED: May 17, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	TIMBER TAX DUE
Frank Merrill 35 Veterans Drive Loudon, NH 03307 0 R23-2-4, 5, 6, 7, 8	R23-2-4, 5, 6, 7, 8	16-371-01-T	\$585.84

TOTAL TAX: \$585.84

TOWN / CITY OF: PITTSFIELD
 COUNTY OF: MERRIMACK, SS
 DATE OF WARRANT: May 17, 2016

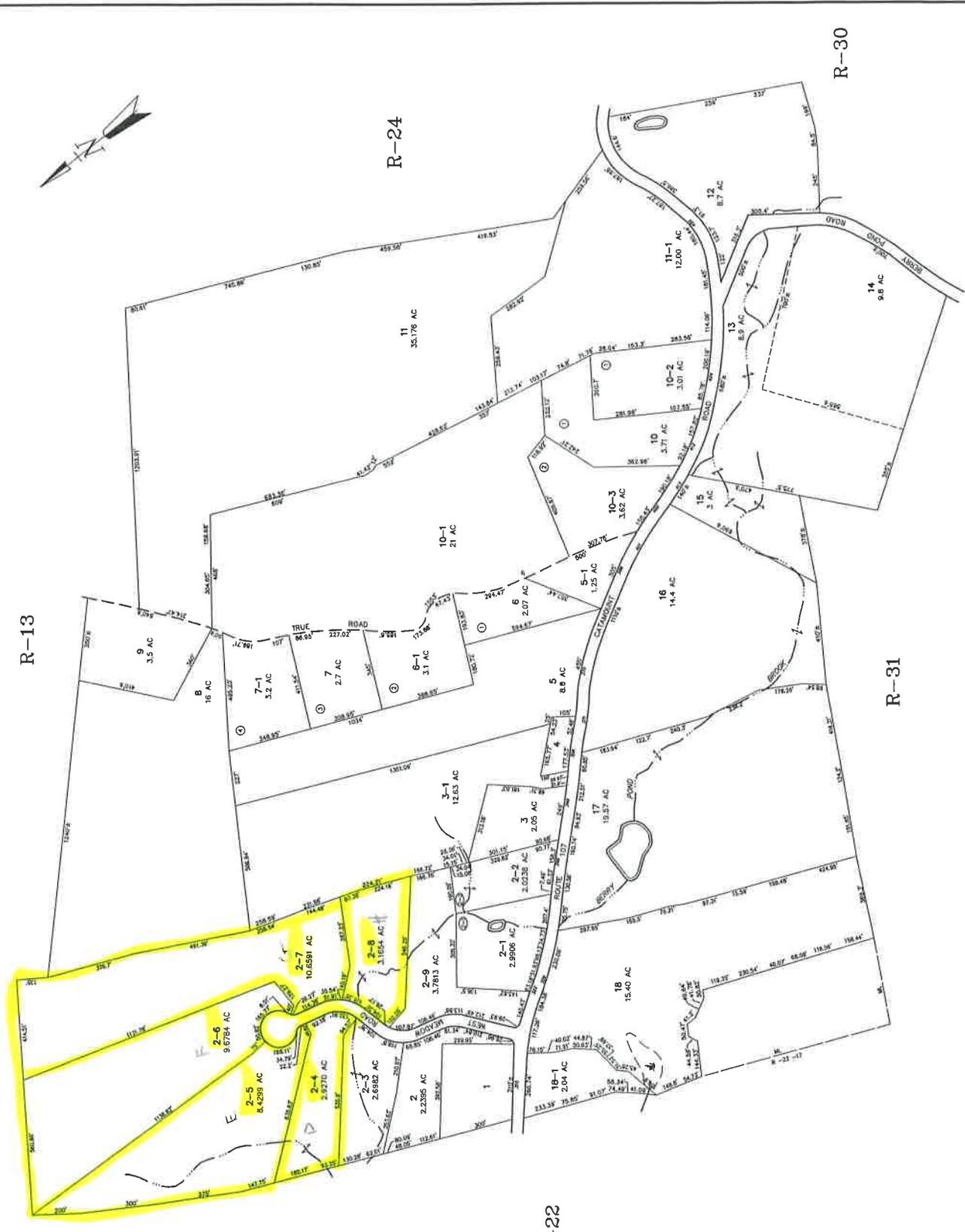
TO: DEPT. OF REVENUE ADMINISTRATION
 MUNICIPAL & PROPERTY DIVISION
 P.O. BOX 487
 CONCORD, NH 03302-0487

CERTIFICATION OF YIELD TAXES ASSESSED
 TAX YEAR: April 1, 2016 to March 31, 2017



(Selectmen/Assessors)

# 1 NAME OF OWNER Frank Merrill 35 Veterans Drive Loudon, NH 03307 0 R23-2-4, 5, 6, 7, 8	# 4 SPECIES	# 5 NUMBER OF BOARD FEET IN THOUSANDS	# 6 NUMBER OF TONS	# 6 NUMBER OF CORDS	# 7 STUMPAGE VALUE	# 8 TOTAL ASSESSED VAL.	# 9 TAX AT 10 %	# 10
	WHITE PINE	11.890			\$ 135.00	\$ 1,605.15	\$ 160.52	
	HEMLOCK	0.000			\$ 42.50	\$ -	\$ -	
	RED PINE	0.000			\$ 45.00	\$ -	\$ -	TOTAL TAX
	SPRUCE & FIR	0.000			\$ 95.00	\$ -	\$ -	DUE ON THIS
	HARD MAPLE	0.000			\$ 230.00	\$ -	\$ -	OPERATION
	WHITE BIRCH	0.000			\$ 65.00	\$ -	\$ -	(TOTAL OF
	YELLOW BIRCH	0.000			\$ 167.50	\$ -	\$ -	COL. # 9)
	OAK	3.440			\$ 305.00	\$ 1,049.20	\$ 104.92	
	ASH	0.000			\$ 125.00	\$ -	\$ -	
	BEECH & S. MAPLE	0.080			\$ 70.00	\$ 5.60	\$ 0.56	
	PALLET / TIE LOGS	7.250			\$ 40.00	\$ 290.00	\$ 29.00	
	OTHERS :	0.000			\$ -	\$ -	\$ -	
	OTHERS : Red Oak	0.000			\$ -	\$ -	\$ -	
	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 3.35	\$ -	\$ 585.84
	HARDWOOD & ASPEN		67.88	0.00	\$ 3.75	\$ 9.75	\$ 254.55	\$ 25.46
	PINE		0.00	0.00	\$ 1.50	\$ 3.00	\$ -	\$ -
	HEMLOCK		0.00	0.00	\$ 2.75	\$ 6.60	\$ -	\$ -
	WHOLE TREE CHIPS		1.195.69	0.00	\$ 2.00	\$ -	\$ 2,391.38	\$ 239.14
	BIRCH BOLTS		0.00	0.00	\$ 25.00	\$ -	\$ -	\$ -
	CORDWOOD		0.00	21.00	\$ -	\$ 12.50	\$ 262.50	\$ 26.25
						\$ 5,858.38	\$ 585.84	



R-13

R-24

R-22

R-31

R-30

LEGEND

ADJACENT SHEET NO. 12

HOUSE NUMBER

COMMON OWNERSHIP

DEVELOPMENT LOT NO.

SCALED DIMENSION

PROPERTY MAP

PITTSFIELD

NEW HAMPSHIRE

CAI Technologies

11 CALAHEE STREET, LITTLETON, MA 01460

978.234.4445 • WWW.CAITECH.COM

FOR ASSESSMENT PURPOSES ONLY
NOT FOR PROPERTY CONVEYANCES

PREPARED BY PHOTOGRAMMETRIC METHODS BY
ANDREW G. ORRILL & ASSOCIATES
1977

SCALE IN FEET

0 200 400

R-23

ORIGINAL WARRANT

TIMBER TAX LEVY

TAX YEAR: April 1, 2015 to March 31, 2016

THE STATE OF NEW HAMPSHIRE

MERRIMACK, SS

TO: ERICA B. ANTHONY, Collector of Taxes for Town of PITTSFIELD, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Timber Yield Taxes set against their name(s) amounting in all to the sum of : **\$376.42** with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.



Given under our hands and seal at Pittsfield

(seal)

Board of Selectmen

DATE WARRANT SIGNED: May 17, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	TIMBER TAX DUE
Samuel & Thomas Marston 372 Webster Mills Road Pittsfield, NH 03263 0 R51-0003-0000	R51-0003-0000	15-371-07-T	\$376.42

TOTAL TAX: \$376.42

TOWN / CITY OF: PITTSFIELD
 COUNTY OF: MERRIMACK, SS
 DATE OF WARRANT: May 17, 2016

TO: DEPT. OF REVENUE ADMINISTRATION
 MUNICIPAL & PROPERTY DIVISION
 P.O. BOX 487
 CONCORD, NH 03302-0487

CERTIFICATION OF YIELD TAXES ASSESSED
 TAX YEAR: April 1, 2015 to March 31, 2016



(Selectmen/Assessors)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMP/PAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Samuel & Thomas Marston 372 Webster Mills Road Pittsfield, NH 03263 0 R51-0003-0000	WHITE PINE	10.820			\$ 135.00	\$ 1,460.70	\$ 146.07	
	HEMLOCK	0.115			\$ 42.50	\$ 4.89	\$ 0.49	
	RED PINE	8.910			\$ 45.00	\$ 400.95	\$ 40.10	TOTAL TAX
	SPRUCE & FIR	0.000			\$ 92.50	\$ -	\$ -	DUE ON THIS OPERATION
	HARD MAPLE	0.000			\$ 242.50	\$ -	\$ -	(TOTAL OF COL. # 9)
	WHITE BIRCH	0.000			\$ 65.00	\$ -	\$ -	
	YELLOW BIRCH	0.000			\$ 155.00	\$ -	\$ -	
	OAK	5.805			\$ 282.50	\$ 1,639.91	\$ 163.99	
	ASH	0.000			\$ 105.00	\$ -	\$ -	
	BEECH & S. MAPLE	0.110			\$ 57.50	\$ 6.33	\$ 0.63	
PALLET / TIE LOGS		1.205			\$ 40.00	\$ 48.20	\$ 4.82	
OTHERS :		0.000			\$ 115.00	\$ -	\$ -	
OTHERS : Red Oak		0.000			\$ 42.50	\$ -	\$ -	
SPRUCE & FIR			0.00	0.00	\$ 1.50	\$ 3.30	\$ -	\$ 376.42
HARDWOOD & ASPEN			0.00	0.00	\$ 4.50	\$ 11.38	\$ -	
PINE			21.80	0.00	\$ 1.25	\$ 2.75	\$ 2.73	
HEMLOCK			0.00	0.00	\$ 3.00	\$ 7.18	\$ -	
WHOLE TREE CHIPS			0.00	0.00	\$ 2.00	\$ -	\$ -	
BIRCH BOLTS			0.00	0.00	\$ 26.50	\$ -	\$ -	
CORDWOOD			0.00	16.00	\$ -	\$ 11.00	\$ 17.60	
						\$ 3,764.23	\$ 376.42	

OWNER INFORMATION

BEAR BEE, LLC
 425 WASHINGTON STREET
 CLAREMONT, NH 03743

SALES HISTORY

Date	Book	Page	Type	Price	Grantor
04/08/2016	3512	255	U V 90	120,000	RIEL SUCCESSOR TRUSTEE,

LISTING HISTORY

11/20/12 KCVL
 11/02/12 INSP MARKED FOR INSPECTION
 12/12/07 JWRL

NOTES

SHED DEMOLISHED- NV, VACANT LAND HAS REMAINS OF OLD BULIDING NV; ROUGH DRVVY/ACC LOGGING;

EXTRA FEATURES VALUATION

Feature Type	Units	Length	Width	Size	Adj	Rate	Cond	Market Value	Notes
MUNICIPAL SOFTWARE BY AVITAR									
PITTSFIELD ASSESSING OFFICE									

PARCEL TOTAL TAXABLE VALUE

Year	Building	Features	Land
2014	\$ 0	\$ 0	\$ 5,892
			Parcel Total: \$ 5,892
2015	\$ 0	\$ 0	\$ 4,798
			Parcel Total: \$ 4,798
2016	\$ 0	\$ 0	\$ 4,798
			Parcel Total: \$ 4,798

LAND VALUATION

Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes	
UNMNGD HARDWD	2,000 ac	60,000	E	100	45	100	95	100 -- LEVEL	100	100	Y	101			
UNMNGD HARDWD	96,400 ac	x 2,500	X	77				90 -- ROLLING	100	90	Y	4,697			
UNMNGD HARDWD	1,125,000 ff	x 40	E	100				95 -- MILD	100	0	N	0			
													98,400 ac	4,798	

Zone: R RURAL Minimum Acreage: 2.00 Minimum Frontage: 225 Site: UND/CLR Driveway: DIRT/GRAVEL Road: PAVED

**TOWN OF PITTSFIELD,
NEW HAMPSHIRE**

To the Collector of Taxes:

By vote of the Board of Selectmen, upon the application of
Name: Brown Family Trust
Address: 60 South Main Street

We have abated the amount of \$122.00 for the year 2016 Sewer User Billing #1

Cause of abatement/refund: outside meter was broken, which has caused a credit for this property of more than the billed amount.

Charges billed	122.00
Adjusted to	
Difference	
Refund	
Abatement Only	122.00

Per order,

.....
.....
.....
.....
.....

Board of Selectmen

Date: _____



**TOWN OF PITTSFIELD,
NEW HAMPSHIRE**

To the Collector of Taxes:

By vote of the Board of Selectmen, upon the application of
Name: M. Luckern, Jr.
Map & Lot: U02-02

We have abated the amount of \$2,791.00 for the amount of property taxes and sewer taxes, as this property was repurchased after being taken for back taxes and the repurchase price included the \$2,791.00 principal amount.

Billed	
Interest	
Abatement Property Tax	2,791.00
Refund Property Tax	

Per order,

.....

Board of Selectmen

Date: _____





**TOWN OF PITTSFIELD
BOARD OF SELECTMEN
TOWN HALL, 85 MAIN STREET
PITTSFIELD, NH 03263**

MEETING MINUTES OF TUESDAY, May 3, 2016

CALL TO ORDER

Call to order at 6:00 P.M. by Larry Konopka, Chairman

MEMBERS PRESENT

Larry Konopka, Chairman
Carole Richardson
Carl Anderson
James Allard

MEMBERS ABSENT

Gerard LeDuc, Vice-Chairman

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

PUBLIC INPUT

None

AGENDA REVIEW

APPOINTMENTS

1.6:05 P.M. - Jesse Pacheco, Building Inspector

Jesse: I have a concern that I would like to bring the board and would like to see if we can clear up some of these issues.

Larry: Usually we have a letter regarding a concern and we don't have one. Is there a reason.

Jesse: Because I am not sure where it should go from here, and the situation is complex. My concern is with a property that has been brought to my attention that is a single family home but was converted to a 2 family and never approved. So it became an apartment on its own. HSA had given them a license. And there are a few instances like this in town.

Larry: This is a Zoning Board matter.

Jesse: Yes and they told me to bring it to you.

Larry: I think it is a HSA matter, we can ask them to come in to discuss this or we can go to one of their meetings.

Jesse: I think it's also an assessing matter. I flag the property for the assessor and they go out and write down if there is a shed and so forth and it becomes an issue like this.

Larry: The contract for the assessor runs out in December. I am not sure what the board will decide to do at that time. But this is something that we bring to their attention.

Jesse: I would like to see the process of communication open up between the different boards and departments. So we can work together and eliminate these issues.

Larry: Any questions from the board?

Carole: So are you looking for any action tonight?

Jesse: I do need some type of action at some point.

Larry: Can you go to HSA and speak with them?

Jesse: Yes.

Bill Elkins: We have a public hearing at our regular meeting on May 9, 2016 at 7:00 p.m.

Larry: We do have another matter we would like to present. (A letter was presented to Jesse.) We are short on time but would like to discuss this, maybe we can bring you in for our next meeting to discuss these concerns with you.

Carole: I would like to address this tonight, we did not do this last week and we don't have a meeting next week.

Jesse: I apologize for missing last week's meeting I was sick and couldn't talk.

Carole read some of the items on the letter presented to Jesse. These were items the board would like to see the Building Inspector perform. Some of the items included 12-hour work week, set office hours, monthly reports, and application response time. Other terms were also presented.

Jesse: And you would like this all to be done in 12 hours.

Carole: Yes

Jesse: When I was given this position I was given the keys to the office and had little to no direction. I was not trained on the software to generate the reports. I receive calls on weekends and at job sites.

Cara: I can show Jesse the software.

Jesse: I am going to have to look through this letter and see how this is going to work.

Larry: Let's try this for 30 days and see how it works.

Larry: Would you like an appointment for the next meeting?

Jesse: Yes.

Larry: We can put you on the agenda for the next meeting at 7:00 p.m. Thank you

NEW BUSINESS

ACTION ITEMS

1. Letter, Paul Rogers, sale of town property concern

Cara: I received an email from Paul late this afternoon. He rescinded his request and this does not need to be addressed.

Carole: I think it's a good idea to rescind the request.

The board then began to discuss the sale of tax deeded vacant property.

Carl: I make a motion to offer the Upper City Road property to the abutters.

Carole: Second.

Motion carries. 4-0

Carl: I make a motion we send a letter to the abutters for the Warren Street property.

Carole: Second.

Motion carries. 4-0

2. Tax Anticipation Note, \$500,000, 2.29%

Cara: We have the paperwork to execute to borrow \$500,000 at 2.29%

Carl: I make a motion to borrow the \$500,000.

James: Second.

Motion carries. 4-0

3. Request to waive building permit extension fee – 34 Jenness Pond Road

Larry: We have a waiver for \$392.65 for the permit renewal fee.

Carl: I make a motion to approve the waiver for \$392.65 renewal fee.

James: Second.

Motion carries. 4-0

4. Memorandum from Josiah Carpenter Library Trustees – 37 Main Street

James: I will recuse myself as a selectman and speak as a Library Trustee. (James was seated at the table in front of the board). As the author of the memorandum, we wanted to get that letter to the board to bring to your attention the Library Trustees would like to be included in

the discussions concerning the property next to the Library. As an abutter we are interested, as it could present many opportunities to the town.

Larry: What are the board member's thoughts on this? We do have some discussion going on about 37 Main St. and I understand your thoughts and concerns. It's going to be a tough one for me.

Carl: I agree it's going to be a tough one. My thought is that we do the best we can. You will know what's going on being a part of the selectboard.

Carole: I agree with that.

James was seated back on the board.

5. Deed for redemption of tax deeded property, 24 Broadway

Cara: We received the funds and this transfers the property back to the previous (tax deeded) owner of the property.

The paperwork was presented and signed by the board.

6. Deed for transfer of tax deeded mobile home to park owner, 175 Leavitt Road, Unit #18

Cara: This deed is being issued for the agreement of the park owner doing the labor on the demolition of four tax deeded mobile homes at the other two locations of their mobile home parks (62 & 65 Leavitt Road). This transfers this mobile home to the park owner.

Carl: I make a motion to execute the deed.

Carole: Second.

Motion carries. 4-0

7. Sale of town property

Larry: The board has held the public meeting as required.

a. Tax map R44, lots 7&8

Larry: The Board of Selectmen has held two public hearings in accordance with RSA 41:14-a, on April 5, 2016 and April 19, 2016.

Larry: I make the motion to uphold the previously executed purchase and sale agreement between the town of Pittsfield and Mary H. Pritchard Trust for the town property displayed on the town of Pittsfield's tax maps as Tax Map R44 Lots 7 & 8, dated January 5, 2016.

James: Second.

Motion carries. 3-1 Carl: opposed.

b. Tax map R48, lot 6

Larry: The Board of Selectmen has held two public hearings in accordance with RSA 41:14-a, on April 5, 2016 and April 19, 2016.

Larry: I make a motion to uphold the previously executed purchase and sale agreement between the town of Pittsfield and Alton Rollinsford, LLC, dated November 7, 2015, the rights of which have been purchased by the Mary H. Pritchard Trust as confirmed by David Alden Moore on April 2, 2016, for the town property displayed on the town of Pittsfield's tax maps as Tax Map R48 Lot 6.

Carole: Second.

Motion carries. 4-0

COMMITTEE REPORTS

None

INFORMATION ITEMS

1. Most recent sewer hookup fee of \$3,500.00 for 26 Broadway, collected 8/28/14, deposited in sewer reserve on 9/19/14 (M. Wells 4/26/16)

Cara: This is in response to Maurice's inquiry. I did not find a sewer hook-up in 2015, the most recent one I found was in 2014. It came into the office on August 28th and transferred to the sewer reserve account on September 18th. So I am not sure about 2015 I looked through all of 2015 and did not any hook-ups.

2. Legal costs to date \$5,813.29 (A. Gauthier 4/19/16)

PUBLIC INPUT

OLD BUSINESS

1.WWTP – personnel issues (update)

Cara: Nothing to update.

2.Sale of town property

a. Tax map R12, lot 10 – (pending)

Cara: This is pending waiting for collection of the purchase price.

3.Town hall basement (4/5/16)

Cara: Who would you like to facilitate this project? Would you like to have the facilities maintenance person (Glenn) to oversee this project or the building inspector?

Larry: I think Glenn.

Carl: I agree.

Cara: George would you like to add anything to that with the work schedule?

George: I would like to know what is involved and how quick you would like it done.

Larry described some of the work that would be needed.

Larry: Chief Pszonowsky and I can go through it with you.

Cara: Any coordination needed for the work and permits can be done between the departments.

4. Town owned tax-deeded properties (4/5/16)

a. Franklin Street parking lot – (Ward to list for town)

Cara: I contacted Donna Ward for the Franklin Street parking lot and she is interested. However, she has an offer for the Fayette St. property which includes the parking lot so she may not have to list it. If you would like to have her come in perhaps with the perspective buyer on the 17th meeting I could line that up.

Larry: I think it would be a good idea to line that up.

b. 11 Watson Street

Cara: We still need to designate a seller's agent for the town. We do have an offer from John Pacheco, and Paul Rogers is his representative.

Carl: I think we should have someone to represent us.

Larry: We started the counter offer last time. With a few clarifications we can have legal review and move forward. If that's what the board wants.

Cara: We need to clarify who will be representing the town first.

There was some discussion on the representatives and terms on the fees.

The board decided on Donna Ward to be the town's agent.

Cara: The board voted on the counter offer to be \$55,000 but the offer presented was \$56,000.

Carole: Made a motion to amend the amount from \$55,000 to \$56,000.

Carl: Second.

Motion carries. 4-0

Cara: A request to waive the inspection was presented.

Carl: I make a motion to waive the inspection.

Carole: Second.

Motion carries. 4-0

Cara: We need to provide a disclosure for lead paint.

Carl: Donna should have one and be able to put that in.

Cara: Was it this board's intention to have this property remain a 2 family unit?

Larry: Yes

Carole: Yes

Cara also went through some of the wording amendments in the contract to confirm with the board that those were what the board wanted.

c. Warren Avenue vacant land (U3-55-1) – selective bid to abutters (tabled 4/19/16)

Letters will now be sent to abutters.

5. Sale of town owned property policy (4/5/16) - to be discussed with Planning Board 5/24/16

6. Central N.H. Regional Planning Commission representative appointment – James Pritchard (voted then tabled 4/19/16) – Planning Board

Cara: We are waiting for a Planning Board response.

7. Website Policy (4/19/16) (audio files on website will be incorporated in the policy)

Cara: I am working with Clayton.

APPLICATIONS and WARRANTS

1. Timber Yield Tax Warrant – Tax map R37, Lot 13, \$684.62

Carl: I make a motion to approve the Timber Yield Tax Warrant for Tax Map R37, Lot 13 for \$684.62.

Carole: Second.

Motion Carries. 4-0

2. Sewer User Fee Warrant – First Quarter 2016 \$98,655.65

Larry: The warrant for the collector of sewer user fees was presented in the amount of \$98,655.65.

Larry: I make a motion to accept the warrant for the collector of sewer user fees in the amount of \$98,655.65.

Carole: Second.

Motion carries. 4-0

CHECK MANIFESTS

1. Accounts Payable

Carl: I make a motion to accept accounts payable.

Carole: Second.

Motion carries. 4-0

2. Payroll

Carl: I make a motion to accept payroll.

Carole: Second.

Motion carries. 4-0

MINUTES

1. April 26, 2016 – Public Meeting Minutes

Carl: I make a motion to accept the April 26, 2016 minutes, with correction on pg. 6., deleting the words “He would” after the sentence in the #3 6:50 p.m. appointment with Adam Gauthier.

Carole: Second.

Motion carries. 3-1 James abstain (not a member for that meeting).

PUBLIC INPUT

Adam: I noticed online about the selectman’s budget and the amount of \$2,600, and wanted to know if the architect has been paid yet.

Larry: The bill has not been received yet.

Fred: I noticed an ad in the paper for a minute taker. What is the difference between a recording secretary and a minute taker?

Cara: The recording secretary had included other office duties and the minute taker just takes minutes.

NON-PUBLIC SESSION

Carole: Motion to go into Non-Public Session per **RSA 91-A:3 II (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. **RSA 91-A:3 II (e)** – Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the Town or any subdivision thereof, or against any member thereof because of his membership in such body, until the claim or litigation has been fully adjudicated or otherwise settled. **RSA 91-A:3 II (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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Carl: Second. Carried: 4-0. Individual members of the Board were polled and all agreed.

Board went into Non-Public Session at 6:46 P.M.

Board returned to Public Session at 7:13 P.M.

NOTE: RSA 91-A (III) – Minutes of proceeding in non-public 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 and decision reached in non-public session shall be publicly disclosed within seventy-two (72) hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would render the proposed action ineffective. 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.

Shall the Minutes be publicly disclosed? No.

Motion made by Carole and Seconded by James to not publicly disclose the minutes because it is determined that divulgence of the information likely would render the proposed action ineffective. Carried 4-0. Individual members of the Board were polled and all agreed.

RESUME PUBLIC SESSION

Carl: I make a motion to pull all badges from all town personnel except police and fire.

James: Second.

Motion carries. 4-0

Carole: I make a motion to adjourn the meeting. Carl: Second.

Motion carries. 4-0

Meeting adjourned at 7:14 P.M.

Approved:

Lawrence Konopka, Chairman

Date