



## **MEETING AGENDA**

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

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### **TUESDAY, AUGUST 9, 2016**

5:00 p.m. - Call to order – possibly meeting in non-public session

#### **NON-PUBLIC SESSION**

5:40 p.m. - Call to order – regular session

**PUBLIC INPUT** – regarding agenda items only

6:15 p.m. – Public Hearing – two proposed ordinances

1. Disorderly Residence Ordinance – new proposal
2. Animal Control Ordinance – proposed revisions

#### **AGENDA REVIEW**

7:15 p.m. - Tax payment plan – possibly in non-public session

#### **AGENDA REVIEW**

#### **NEW BUSINESS**

##### **ACTION ITEMS**

1. Deed – 626 Suncook Valley Road – tax payment plan complete
2. Storage Container Permit – 41 Carroll Street
3. Appointment of the Inspectors of Elections
4. Town Planning Steering Committee appointment – Louis Houle
5. Town Planning Steering Committee appointment – Roland Carter
6. Town Planning Steering Committee appointment – Cara Marston
7. Town Planning Steering Committee appointment – Ralph O'Dell
8. Town Planning Steering Committee appointment – James Allard
9. Town Planning Steering Committee appointment – Clayton Wood
10. Website Committee Alternate appointment – Kathleen Connors
11. Website Committee Alternate appointment – William Provencal
12. Security System Upgrade Quote – Police Department
13. Security System Installation Quote – Town Hall
14. Safe Routes to School Project – draft temporary easement letter
15. LED conversion cost analysis offer
16. Tax Collector's Deed Notice – draft letter from Selectboard
17. Tax Collector's Deed Waivers

##### **COMMITTEE REPORTS**

##### **INFORMATION ITEMS**

1. Public Hearing on the sale of town property – Tuesday, August 16, 2016 – 6:15 p.m.
2. Pittsfield Community Impact Awards 2016 – Thursday, August 18, 2016 – 6:00 p.m. (Dustin Park)

**OLD BUSINESS**

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
  - a. Five parcel combined offer - (5/24/16) (under agreement)
    - 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)
3. Sale of town owned tax-deeded property - (7/26/16)
  - a. 81 Main Street
  - b. 114 Main Street (under agreement)
  - c. 31 Berry Avenue

**APPLICATIONS and WARRANTS**

1. Sewer User Fee Warrant - 2016 Quarter #2 - \$102,202.49

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. July 26, 2016 - Public Meeting Minutes (tabled 8/02/2016)
2. August 2, 2016 - Public Meeting Minutes
3. August 2, 2016 - Non-Public Meeting Minutes

**PUBLIC INPUT**

## PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
TUESDAY, August 9, 2016

The Board of Selectmen will hold a public hearing to accept public comment on two proposed ordinances.

1. Disorderly Residence Ordinance – a new ordinance, to make property owners more financially responsible if the police are called excessively to a particular location.
2. Animal Control Ordinance – amendments are being proposed to the existing ordinances to consolidate the Animal Control Ordinance, Dog Ordinance, Dog Ordinance Amendments, and the Leash Law, into one Animal Control Ordinance; to add sections addressing noise and livestock to the Animal Control Ordinance; and to update the language throughout the proposed document.

The proposed draft ordinances can be found at the Town Office or online at [www.pittsfieldnh.gov](http://www.pittsfieldnh.gov).

The public hearing will be held at 6:15 p.m. on Tuesday, August 9, 2016 at the Town Office, 85 Main Street, Pittsfield, NH 03263.

**TOWN OF PITTSFIELD  
NEW HAMPSHIRE**

**DISORDERLY RESIDENCE ORDINANCE**

**1. PURPOSE**

This chapter is adopted in accordance with RSA 31:39, RSA 31:39-c, and RSA 644:2, and all other relevant statutory authority. It is hereby declared a valid public purpose of the Town of Pittsfield that in order to promote and protect the health and general welfare of the Town of Pittsfield, its residents and its neighborhoods, a process needs to be in place to properly and adequately control and manage chronic and unlawful nuisance and disorderly activities that might occur in the neighborhoods of the Town. It is the public policy of the Town to utilize this chapter to control and manage the disorderly activities and properties described below, and to appropriately assign financial liability for enforcement actions to the owners of the property where such activities occur in repeated fashion. There is an obligation on the part of the property owners to take all appropriate actions to reduce or eliminate these types of events from occurring. Ongoing disorderly events consume time and energies of the Police Department, thus reducing the amount of time that can be spent on more significant crimes and community affairs. While fines and enforcement actions may be necessary, this chapter is not adopted to create a mechanism to solely impose punitive punishments on the property owners; instead the goal of this chapter is create a dialogue with property owners and engage them in a process of eliminating these disorderly activities to the greatest degree possible.

**2. DEFINITIONS**

As used in this chapter the following terms shall have the meanings outlined below:

**A. DISORDERLY ACTIVITIES**

Situations created within or in the immediate vicinity of a building by a building's owner, occupants, or tenants, or the invitees of an owner, tenant or occupant, which would have a tendency to unreasonably disturb the community, the neighborhood or an ordinary individual occupying property in or near the disorderly activity, including but not limited to loud music; boisterous parties; excessively loud or unnecessary noises emanating from within or near the building which are audible outside the building; fights within the building, or in its vicinity, involving occupants of the building or their invitees; occupants of the building or their invitees being intoxicated outdoors in the vicinity of the building; and other similar activities in

the building or in the vicinity of the building.

**B. DISORDERLY EVENT**

An activity to which the Police Department responds on the basis of a complaint and determines to be disorderly. Multiple responses to a single building that occur within a twelve-hour period may be deemed a single disorderly event at the discretion of the Police Department. The Police Department shall be the final arbiter on how events are classified and counted towards the enforcement procedures in this chapter. If the disorderly events occur at a multifamily property (more than two units) and the events are taking place at individual units on different dates and times, the Police Department, in consultation with the Town Administrator, shall determine how these events will be classified in reference to the notice and fine provisions of set below. The type and frequency of the events, and the degree of threat to public safety, will be factors in how the events are classified.

**C. HABITUAL DISORDERLY RESIDENCE**

A residence which has been identified and classified by the Police Chief or a designee as being either the subject of 8 or more police responses for any disorderly events in any twelve-month period; or the subject of 10 or more police responses for any disorderly events in any eighteen-month period.

**D. OWNER**

The person or persons having the right of legal title to, or the beneficial interest in, a building or parcel of land, as their interest is recorded in the tax records of the Town of Pittsfield. For the purpose of all notifications and related communications, the term "owner" shall also be defined as the landlord's agent, as provided to the Town by the owner of the property subject to the provisions of RSA 540.

**E. RESIDENCE**

Any type of residential unit or building, including but not limited to a single- or two-family dwelling, a multifamily dwelling unit, family apartment, boardinghouse, condominium, rooming house or unit, or leased units in a manufactured housing park (hereinafter jointly and severally "building"). The term "residence" also includes any property (yard, driveway or parking area, etc.) associated with the residence.

**3. DOCUMENTATION AND CLASSIFICATION OF COMPLAINTS**

The Police Department shall document all responses to complaints of disorderly activities and classify each complaint as either substantiated or unsubstantiated.

#### 4. NOTICE AND ENFORCEMENT PROCEDURES; FINES, VIOLATIONS AND PENALTIES

- A. When the Police Department determines that the first incident at a property will be subject to the provisions of this chapter, it shall notify the owner of the property and provide a copy of this chapter. The owner may voluntarily contact the Police Chief and/or Town Administrator to schedule a meeting to discuss the violation; if such a meeting is scheduled, the owner may, if he or she so chooses, present the Town with a plan to take proactive steps to prevent future events.
- B. Whenever a residence has been visited by the police two times in any thirty-day period, in relation to incidents involving a disorderly event, the Police Chief, the Town Administrator, or any other agent designated by the Town Administrator (hereinafter referred to as the "Town") shall send a notice to the owner. The owner shall be provided with a copy of this chapter and shall be informed that a fine of \$100.00 shall be imposed for the event. If the owner contacts the Police Chief and/or the Town Administrator and schedules a meeting, within 10 calendar days of the receipt of the notice, to discuss the events, and said owner satisfactorily outlines a mechanism to prevent future disorderly events, then the fine may be waived.
- C. Whenever a residence has been visited by the police for a third event in any sixty-day period, in relation to incidents involving a disorderly event, the Police Chief, the Town Administrator, or any other agent designated by the Town Administrator (hereinafter referred to as the "Town") shall send a notice to the owner. The owner shall be subject to a fine of \$1,000.00. If the owner contacts the Police Chief and/or the Town Administrator and schedules a meeting, within 10 calendar days of the receipt of the notice, to discuss the events, and said owner satisfactorily outlines a plan to prevent future disorderly events, then the fine may be waived. The plan shall demonstrate that the owner agrees to take effective and immediate measures to prevent future disorderly events. The implementation of the plan shall begin within one week of the meeting. The plan shall be in writing and shall be signed and acknowledged by the Town and the owner. The owner shall submit a report to the Police Chief and the Town Administrator, no later than three weeks after the meeting, reporting the steps taken to prevent future events. If the Town determines that the plan is not being implemented in good faith, then the full fine of \$1,000.00 shall be reinstated.
- D. For any fourth disorderly event within any 60 days from the third event, or for any subsequent event within 180 days from the date of the first event, the Police Chief, the Town Administrator, or any other designated agent shall send a notice to the owner. The owner shall be subject to a fine of \$1,000.00 for the fourth event and for

each subsequent event. The fine for the fourth event may be reduced or waived by the Town Administrator if the owner demonstrates a good-faith effort to prevent future disorderly events.

- E. The notices described above shall include a brief narrative outlining the circumstances of the disorderly events [date, time, and nature of the event(s)]. The notice shall be delivered to the owner or the appropriate representative by hand or by first-class mail. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.
- F. At the time of any meeting between the owner and the Town, the Town may request documentation including but not limited to:
  - a. A copy of the names of all tenants or other persons authorized to reside or presently residing in the building and the units they occupy;
  - b. Management contracts with any building supervisor or other person responsible for the orderly operation of the building.
- G. Failure to meet with Town officials or enter into such an agreement at the conclusion of said meeting will be deemed a violation of this chapter, and the Town shall file a complaint in a court of competent jurisdiction seeking all compensatory and equitable relief permitted by law.
- H. If a residence that has been the subject of enforcement action under the provisions outlined above becomes subject to a second round of enforcement under this chapter, then the Town is under no obligation to meet with the owner but may proceed directly with a complaint to a court of competent jurisdiction, seeking all compensatory and equitable relief permitted by law.
- I. The provisions of Subsections B through H above notwithstanding, if a specific residence becomes identified as being a habitual disorderly residence by the Chief of Police or a designee, then the Town is under no obligation to issue any notices or meet with the property owner. The Town may, in these cases, issue a notice of violation and assess fines of \$1,000.00 for each event.

## **5. LEGAL ACTION AGAINST OWNER FOR COST RECOVERY; ALTERNATE ENFORCEMENT ACTIONS**

In addition to any notice or enforcement provision outlined above, the Town may file a legal action against the owner seeking court costs, response charges, and all damages

and remedies to which it is entitled pursuant to state and local laws. The Town of Pittsfield also reserves the right to take any other enforcement action allowed by any other local ordinance or state statute as an alternative to this Disorderly Residence Ordinance.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Larry Konopka, Chairman

\_\_\_\_\_  
Gerard LeDuc, Vice Chairman

\_\_\_\_\_  
Carl Anderson

\_\_\_\_\_  
Carole Richardson

\_\_\_\_\_  
James Allard

Board of Selectmen

DRAFT

**TOWN OF PITTSFIELD  
NEW HAMPSHIRE**

**ANIMAL CONTROL ORDINANCE**

**Section 1: Definitions**

- a) **Compact Area of the Town:** Shall be any area where dwellings are located less than 500 feet apart.
- b) **Dog:** Shall be intended to mean both male and female.
- c) **Owner:** Shall be intended to mean any person, group, association, firm, corporation or organization maintaining, keeping, harboring or owning a dog.
- d) **Running at Large:** Shall be intended to mean off the premises, residence or property of the owner and not under the control of a responsible individual.
- e) **Livestock:** Poultry, cattle, (cows, bulls etc.) pigs, goats or any other animal or fowl which is domestically raised for the purpose of food or a food by product, as a pet or a mode of transportation such as a horse.

**Section 2: Licensing**

All dogs over three (3) months of age within the Town of Pittsfield shall be licensed and collared in accordance with NH RSA 466:1 on or before April 1 of each year.

**Section 3: Dogs running at large**

- a) The Town of Pittsfield hereby adopts a leash law in accordance to NH RSA 466:30.
- b) The Town of Pittsfield hereby enacts an ordinance prohibiting dogs from running at large in accordance to NH RSA 466:30-b.
- c) No dog shall be permitted to run at large within the compact area of the Town of Pittsfield.

**Section 4: Impounded Dogs**

- a) Any properly licensed dog found running at large off the property of its owner and within the compact area of the town shall be impounded by the Pittsfield Police Department. The police department shall promptly attempt to notify the owner of such dog and how the owner may reclaim the dog. Impounded dogs not claimed by the owners within twenty four (24) hours may be taken to the SPCA in Concord.

- b) Any owner claiming an impounded dog shall pay to the town of Pittsfield a fee of \$35.00, plus \$5.00 for each day the dog has been impounded.
- c) Any dog found running at large that is not properly licensed will be impounded as above. The police department will attempt to identify and notify the owner of such dog and how the owner may reclaim the dog. Any dog whose owner cannot be identified or who is not claimed within twenty four (24) hours may be taken to the SPCA in Concord.
- d) An owner reclaiming a dog not properly licensed in accordance with RSA 466:1 shall be issued a summons therefore to appear in Concord District Court; and, further, shall pay to the town the impounding fee of \$35.00, plus \$500 for each day the dog has been impounded.

#### **Section 5: Animal Defecation**

Owners of domestic animals must pick up any defecation deposited by their domestic animals in or on any public way, street, park, common, sidewalk or public property. Owners walking their domestic animals in public areas must have in their possession the means to remove any defecation deposited by their animals in such public areas specified herein. Failure of the owner of a domestic animal to remove any defecation shall be a violation of the provisions of this section.

#### **Section 6: Animals excluded from certain town properties**

No owner of a domestic animal shall allow the same to be on any town owned or public property, unless under the control of the owner by leash.

#### **Section 7: Noise**

The keeping of any animal or bird which, causing frequent or long-continued noise, disturbs the comfort and repose of any person in the vicinity.

#### **Section 8: Livestock**

No person, persons, company or corporation shall knowingly and willingly allow any livestock as defined above to roam unconfined off the property of its owner or keeper.

#### **Section 9: Penalty**

Any person found in violation of this ordinance shall be guilty of a violation and upon conviction shall be fined not less than \$25.00 for the first offense and not more than \$100.00 for each subsequent offense.

**Section 10: Passage**

- a) Section(s) 2, 3, 4 adopted by a vote of Annual Town Meeting on March 16, 1973
- b) Section(s) 2, 3-c, 4 amended by the board of selectmen on July 6, 1999
- c) Section(s) 5 & 6 adopted by a vote of Annual Town Meeting on March 14, 1998

DRAFT

Prepared by: Matthew R. Serge, Esq.  
Drummond Woodsum & MacMahon  
1001 Elm Street, Suite 303  
Manchester, N.H. 03101-1845

**DEED**

The **TOWN OF PITTSFIELD**, with a mailing address of 85 Main Street, Pittsfield, New Hampshire 03263 (the Grantor), for consideration paid, grants to Dawnmark, LLC, a limited liability company with a mailing address of 626 Suncook Valley Highway, Pittsfield, New Hampshire, 03263 (the Grantee), WITHOUT COVENANTS, all of its rights, title and interest in:

A certain tract or parcel of land situated in the Town of Pittsfield, New Hampshire, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2007 to Dawnmark, LLC, located at 626 Suncook Valley Highway, and described in the invoice books as: R39-0018-000.

MEANING AND INTENDING to describe and convey all of the Town of Pittsfield's rights, title and interest in that portion of the premises described in the Deed of the Town of Pittsfield's Tax Collector, dated May 4, 2011, and recorded in the Merrimack County Registry of Deeds at Book 3256, Page 0081.

The conveyed property is not homestead property.

Pursuant to New Hampshire Administrative Rule Rev. 802.03 (a), this transfer of real property shall be taxable to the transferee, unless the transferee is otherwise exempt by law.

**WHEREFORE**, the Board of Selectmen of the Town of Pittsfield has executed this deed this \_\_\_\_ day of \_\_\_\_\_, 2016.

**TOWN OF PITTSFIELD**

By Its Board of Selectmen

\_\_\_\_\_  
Lawrence J. Konopka, Chairman

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

Then appeared Lawrence J. Konopka, Chairman of the Board of Selectmen of the Town of Pittsfield, duly authorized to execute the foregoing instrument on behalf of the Town as aforesaid.

Seal:

\_\_\_\_\_  
Cara M. Marston  
Notary Public  
My Commission Expires: May 23, 2019

\_\_\_\_\_  
Carl E. Anderson, Selectman

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

Then appeared Carl E. Anderson, member of the Board of Selectmen of the Town of Pittsfield, duly authorized to execute the foregoing instrument on behalf of the Town as aforesaid.

Seal:

\_\_\_\_\_  
Cara M. Marston  
Notary Public  
My Commission Expires: May 23, 2019

\_\_\_\_\_  
Gerard A. LeDuc, Selectman

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

Then appeared Gerard A. LeDuc, member of the Board of Selectmen of the Town of Pittsfield, duly authorized to execute the foregoing instrument on behalf of the Town as aforesaid.

Seal:

\_\_\_\_\_  
Cara M. Marston  
Notary Public  
My Commission Expires: May 23, 2019

\_\_\_\_\_  
Carole A. Richardson

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

Then appeared Carole A. Richardson, member of the Board of Selectmen of the Town of Pittsfield, duly authorized to execute the foregoing instrument on behalf of the Town as aforesaid.

Seal:

\_\_\_\_\_  
Cara M. Marston  
Notary Public  
My Commission Expires: May 23, 2019

\_\_\_\_\_  
James C. Allard

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

Then appeared James C. Allard, member of the Board of Selectmen of the Town of Pittsfield, duly authorized to execute the foregoing instrument on behalf of the Town as aforesaid.

Seal:

\_\_\_\_\_  
Cara M. Marston  
Notary Public  
My Commission Expires: May 23, 2019

TOWN OF PITTSFIELD  
NEW HAMPSHIRE

PERMIT  
FOR STORAGE CONTAINERS

(STORAGE CONTAINERS: Shall mean, any truck trailer, box trailer, school bus, mobile home or other similar facility used for storage or other purposes).

Storage Containers, whether registered or not, whether mobile or stationery, are not allowed on a permanent basis in any zoning district within the Town of Pittsfield. A storage container is permitted for storage purposes only, for a period of one year, with the approval of a parking permit issued by the Board of Selectmen or their designee, provided said storage container meets all setback requirements, and as limited by the following; a) maximum of one storage container per lot in the Urban, Suburban or Rural Districts. b) maximum of two storage containers per lot in the Light Industrial/Commercial Districts.

APPLICANTS NAME: Rite Aid Pharmacy

APPLICANTS ADDRESS: 41 Carrou St.

APPLICANTS TELEPHONE NUMBER: 435-8386

LOCATION OF STORAGE UNIT: TAX MAP & LOT NUMBER: U01 - 8

ZONING DISTRICT: light industrial/commercial

SERIAL NUMBER OF STORAGE CONTAINER: unknown at this time

pending approval

MAKE AND MANUFACTURER OF CONTAINER: unknown at this time

SIGNATURE OF APPLICANT: J Boyle / Jennifer Boyle (store manager)

DATE STORAGE USE IS TO BEGIN: Sept. 26, 2016

APPROVED: DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen

Unit must be removed one year from the approved date above.



## Bonnie Theriault

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**From:** Bonnie Theriault  
**Sent:** Monday, August 01, 2016 2:10 PM  
**To:** Cara Marston (cmarston@pittsfieldnh.gov)  
**Subject:** FW: Question about the Permit for Storage Containers - Rite Aid  
**Attachments:** 20160801133939.pdf

Hi Cara,

Jesse called me a few minutes ago regarding this email. I thought you might want to have this information, to go with the form, when you present it to the Board.

*Jesse stated that since Rite Aid keeps filing this form, year after year, the Board might want to think about having Rite Aid build a more permanent storage area, for their excess inventory, as this permit just keeps rolling over each year.*

*Jesse said he felt that the form was to allow the container on the property for one year, then it needed to be removed.*

Bonnie

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**From:** Bonnie Theriault  
**Sent:** Monday, August 01, 2016 1:45 PM  
**To:** Jesse Pacheco (jpacheco@pittsfieldnh.gov)  
**Subject:** Question about the Permit for Storage Containers - Rite Aid

Hi Jesse,

We received the attached Permit for Storage Containers from Rite Aid. In asking Cara about the process for this permit, she thought that this is something that you should be aware of, and that you should have the opportunity to give input before the Board made their decision.

So, please let me know if you have any concerns, or information that you want the Board to be aware of, as soon as you are able. Once I receive your go ahead, we will send the form to the Board for their review.

Also, do you have any suggestions on how this form could be changed to make it more efficient? Should there be lines added for your recommendations, etc.?

Thanks!

Bonnie

Bonnie Theriault

**Cara Marston**

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**From:** Erica Anthony  
**Sent:** Thursday, August 4, 2016 2:50 PM  
**To:** Cara Marston  
**Subject:** inspectors of election

Hi Cara,

Can we add appointment of Inspectors of election to the agenda? Per **658:2**:

**658:2 Appointment.** – Each state political committee of the 2 political parties which received the largest number of votes cast for governor at the last previous general election is authorized through their respective chairmen to appoint between May 15 and July 15 of each general election year 2 inspectors of election to act at each polling place. If the number of voters qualified to vote at a polling place shall exceed 2,000, said political committees may each appoint for such polling place one additional inspector for each 1,500 qualified voters or fraction thereof in excess of 2,000. By April 15 of each general election year, the secretary of state shall provide a list to the chairman of each such state political committee of the number of inspectors of election that should be appointed for each town or ward. Each such state political committee may also appoint such equal number of additional inspectors as the moderator considers necessary for the efficient conduct of the election. On or before July 15, the chairmen of said political committees shall notify the appointees and the town or ward clerk concerned as to appointments made under this authority. If any such appointments are not made by said political committees and proper notification thereof given on or before July 15, then the appointments shall be made by the selectmen of the town or ward in equal numbers from said 2 political parties.

**Source.** 1979, 436:1. 1983, 426:7, eff. Aug. 23, 1983. 2014, 27:1, eff. July 22, 2014. 2015, 55:1, eff. Aug. 1, 2015.

Thanks!

Erica

Erica Anthony, NH CTC/TC  
Pittsfield Town Clerk/Tax Collector  
85 Main Street  
Pittsfield NH 03263  
(603)435-6773 ext 15

**\*\*PLEASE NOTE: OUR SNAIL MAIL ADDRESS HAS CHANGED TO 85 MAIN STREET**



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To Louis Houle:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

I, Louis Houle, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member the Town Planning Steering 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.

\_\_\_\_\_  
Louis Houle

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

Personally appeared the above named Louis Houle, who took and subscribed the foregoing oath.

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To Roland Carter:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

I, Roland Carter, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member the Town Planning Steering 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.

\_\_\_\_\_  
Roland Carter

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

Personally appeared the above named Roland Carter, who took and subscribed the foregoing oath.

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To Cara Marston:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

I, Cara Marston, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member the Town Planning Steering 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.

\_\_\_\_\_  
Cara Marston

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

Personally appeared the above named Cara Marston, who took and subscribed the foregoing oath.

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To Ralph O'Dell:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

I, Ralph O'Dell, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member the Town Planning Steering 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.

\_\_\_\_\_  
Ralph O'Dell

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

Personally appeared the above named Ralph O'Dell, who took and subscribed the foregoing oath.

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To James Allard:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

I, James Allard, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member the Town Planning Steering 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.

\_\_\_\_\_  
James Allard

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

Personally appeared the above named James Allard, who took and subscribed the foregoing oath.

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date



STATE OF NEW HAMPSHIRE  
TOWN OF PITTSFIELD  
MERRIMACK COUNTY

To Clayton Wood:

WHEREAS there is a vacancy in the office of Town Planning Steering Committee in the said Town of Pittsfield, NH and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you as the said member of the Town Planning Steering Committee, and upon taking the oath of office and have 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.

Term expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 the Town Planning Steering 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.

\_\_\_\_\_  
Clayton Wood

STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY

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

Before me, \_\_\_\_\_  
Erica Anthony, Town Clerk

\_\_\_\_\_  
Date

State Of New Hampshire Town Of Pittsfield

To Kathleen Connors of Center Barnstead in the County of Belknap:

**WHEREAS**, there is a vacancy within the **Website Committee Alternate**, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said position, we do hereby appoint you, the said **Kathleen Connors** 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. Term Expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_\_

\_\_\_\_\_  
Lawrence Konopka, Chairman

\_\_\_\_\_  
Gerard LeDuc

\_\_\_\_\_  
Carl Anderson

\_\_\_\_\_  
Carole Richardson

\_\_\_\_\_  
James Allard

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

\_\_\_\_\_  
**Kathleen Connors**

**STATE OF NEW HAMPSHIRE:**

**MERRIMACK COUNTY:**

Personally appeared the above named Kathleen Connors, who took and subscribed the foregoing oath before me.

Date \_\_\_\_\_

\_\_\_\_\_  
Erica Anthony

Received and Recorded:

\_\_\_\_\_

State Of New Hampshire Town Of Pittsfield

To Willam Provencal of Pittsfield In the County of Merrimack:

**WHEREAS**, there is a vacancy within the **Website Committee Alternate**, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said position, we do hereby appoint you, the said **Willam Provencal** 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. Term Expires: March \_\_\_\_\_

Given under our hands this \_\_\_\_\_

\_\_\_\_\_  
Lawrence Konopka, Chairman

\_\_\_\_\_  
Gerard LeDuc

\_\_\_\_\_  
Carl Anderson

\_\_\_\_\_  
Carole Richardson

\_\_\_\_\_  
James Allard

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

\_\_\_\_\_  
**William Provencal**

**STATE OF NEW HAMPSHIRE:**

**MERRIMACK COUNTY:**

Personally appeared the above named William Provencal, who took and subscribed the foregoing oath before me.

Date \_\_\_\_\_

\_\_\_\_\_  
Erica Anthony

Received and Recorded:

**Cara Marston**

---

**From:** Clayton Wood [cwood911@gmail.com]  
**Sent:** Thursday, August 4, 2016 2:20 PM  
**To:** Cara Marston  
**Subject:** New Website Alternates  
**Attachments:** Bill Provencal 2016 Website Application.pdf; Kathi Connors 2016 Website Volunteer Application.pdf

Hi Cara,

Both Bill Provencal and Kathi Connors were unanimously approved for recommendation to the board of selectmen as alternate members to the website committee. I have attached their applications. Please have the board of selectmen approve as soon as it is convenient for the board. Please let me know if there are any questions.

Sincerely,

Clayton

The Professional Protection People\*



# Northeast Security Agency

SECURITY OFFICERS & ALARM SYSTEMS  
 Craig Stevenson - Owner  
 P.O. Box 907 Alton, NH 03809-0907  
 1-855-482-7364 fax (603) 855-2051

## QUOTE

**PITTSFIELD POLICE DEPT**  
**PO BOX 98**  
**PITTSFIELD NH 03263**

Date: 5/3/2016  
 Quote #: 13898

| Customer Fax                      |  | Customer Phone |  | P.O. No.<br>UPGRADES | SYSTEM TYPE |
|-----------------------------------|--|----------------|--|----------------------|-------------|
|                                   |  | 435-7535       |  |                      | CCTV        |
| Item                              | Description  |                |  | Qty                  |             |
| NOTE                              | QUOTE TO RUN NEW WIRING AND CHANGE OUT EXISTING CAMERAS TO IP.   |                |  |                      |             |
| TRENDNET-TPE-TG160G               | TRENDnet's 16-Port Gigabit PoE+ Switch, model TPE-TG160g, offers 16 x Gigabit PoE+ ports, a 32 Gbps switching capacity, and a PoE power budget of 246 Watts. This rugged metal switch comes with a rack mount kit.<br><br>PoE Camera Flexibility<br>The switch recognizes non-PoE, PoE (15.4 W), and PoE+ (30 W) cameras (or other PoE devices) and supplies the required amount of power automatically.<br><br>Full PoE Power<br>The large 246 Watt PoE power budget supplies full PoE power to every port, thereby maximizing the number of allowable connected PoE devices.<br><br>Gigabit Networking<br>All Gigabit ports produce a 32 Gbps switching capacity and support Jumbo Frames up to 10 KB. |                |  | 1                    |             |
| CYBERPOWER1000<br>LTS-CMIP7243W-S | CYBERPOWER 1000 VA BATTERY BACKUP AND SURGE SUPPRESSOR.<br>LTS 4.1MP High Definition, 120dB Wide Dynamic Range, 2.8-12mm Lens, 3D DNR, BLC, Support H.264 Zip+, Audio I/O, Alarm I/O, IP66, Vandal Proof, DC 12V, PoE (3 replacements downstairs, 1 lobby upstairs and add 1 upstairs interview room.)   |                |  | 1                    |             |
| LTSCMIP9743-SZ                    | LTS 4.1MP High Definition, 2688x1520P@20fps, 2.8-12mm Varifocal Lens, 3D DNR, BLC, Intelligent H.264 Zip+, Audio I/O, Alarm I/O, Motorized Lens, IP66, DC 12V, PoE (1 rear replace, 1 rear add on, 1 front replace)  |                |  | 3                    |             |
| INSTALL                           | INSTALLATION SERVICE WIRE AND CONNECTORS WITH MISC HARDWARE  |                |  |                      |             |

Thank you for allowing us the opportunity to serve you.

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$4,914.00</b> |
|--------------|-------------------|

"The Professional Protection People"



# Northeast Security Agency

SECURITY OFFICERS & ALARM SYSTEMS  
 Craig Stevenson - Owner  
 P.O. Box 907 Alton, NH 03809-0907  
 1-855-482-7364 fax (603) 855-2051

## QUOTE

**PITTSFIELD POLICE DEPT  
 PO BOX 98  
 PITTSFIELD NH 03263**

Date

Quote #

8/3/2016

13933

|              |
|--------------|
| Customer Fax |
|              |

|                |
|----------------|
| Customer Phone |
| 435-7535       |

P.O. No.  
 TOWN HALL CAMS

|             |
|-------------|
| SYSTEM TYPE |
| CCTV        |

| Item                    | Description   | Qty |
|-------------------------|---|-----|
| NOTE                    | ADD NETWORK CAMERAS TO TOWN HALL LINKED BY FIBER TO POLICE DEPT NVR<br>THIS ASSUMES FIBER WILL HANDLE BANDWIDTH.  |     |
| APC-350VA               | APC UPS 350VA BATTERY BACKUP  | 1   |
| HX-DS-2CD2122FWD-IS     | HIK Vision, 2mp, vandal dome, ir 100', WDR, IP66, POE Network Dome Camera (Main lobby cross shot.)  | 2   |
| HX-DS-2CD2T42WD-IS 4... | HIK Vision, 4MP, 50m IR IP66 IP POE Bullet Camera (Front outside cross shot of parking and entry.)  | 2   |
| POESWITCH8CH<br>INSTALL | 8 CHANNEL POE SWITCH WITH POWER SUPPLY<br>INSTALLATION SERVICE WIRE AND CONNECTORS WITH MISC HARDWARE   | 1   |
| OPTION CAMERA           | Add 2 interior cameras as above item #1 to meeting room and Town Administrators office. Add \$965.00 to below quoted price.                             |     |
| OPTION CAMERA           | Add camera to side of building with driveway as above Item #2. Add \$750.00 to below quoted price.  |     |
| ACCEPTANCE              | PLEASE SIGN AND FAX BACK OR EMAIL APPROVAL TO ACCEPT QUOTE AND VERIFY TO PROCEED. PLEASE INITIAL ANY WANTED OPTIONS OR INDICATE OPTION WANTED IN EMAIL. |     |

Thank you for allowing us the opportunity to serve you.

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$3,442.00</b> |
|--------------|-------------------|

Date

Name

Address

**Re: Pittsfield SRTS Project – Tilton Hill Road, Berry Avenue, Oncida Street and Catamount Road - State Project No. 21188**

Dear,

Town of Pittsfield is completing a Safe Routes to School Sidewalk Project near your property. The project includes new or reconstructed sidewalks and the Town requires temporary access to a portion of your property to facilitate the proposed construction. This project is funded through the Safe Routes to School program (Federal Funds) and requires compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Act) and as amended in 1987. The "Uniform Act" provides you with specific rights including the following:

- To receive Just Compensation for the temporary use of your property
- To have the property evaluated by an appraiser
- To have a written statement of the established Just Compensation
- Allows you to be present during the appraisal process
- Allows you to challenge the Just Compensation offer
- To receive payment before allowing access to your property for construction
- To receive reimbursement for incidentals

The Town is now completing the process to determine the Just Compensation value of the temporary easement required on your property. Once that process is completed we will notify you of the amount determined and to provide you with final documents for signature.

Please review the attached plan that depicts the proposed construction and required temporary easement and let me know if you have any questions or concerns. I can be reached at 435-6773 (x20) or by email at [cmarston@pittsfieldnh.gov](mailto:cmarston@pittsfieldnh.gov). Thank you for your cooperation on this important pedestrian safety project.

Sincerely,

Cara Marston  
Town Administrator

Enclosures

**PITTSFIELD SAFE ROUTES TO SCHOOL**  
**SUMMARY OF JUST COMPENSATION VALUES**

**Map U-1, Lot 79**

Marsha Dumont

9 Berry Avenue

**Temporary Easement Area = 293 sf**

**Easement Value**

**Map U-1, Lot 80**

Randolph A. and Michelyn E. Vien

7 Berry Avenue

**Temporary Easement Area = 426 sf**

**Map U-1, Lot 81**

Donald W. and Douglas N. Stevens

3 Berry Avenue

**Temporary Easement Area = 448 sf**

**Map U-1, Lot 82**

Mohammed S. Ahmed

1 Berry Avenue

**Temporary Easement Area = 644 sf**

**Map U-2, Lot 19**

Patricia A. Payne

71 Catamount Road

**Temporary Easement Area = 2,164 sf**

**Map U-2, Lot 20**

Nationstar Mortgage, LLC

65 Catamount Road

**Temporary Easement Area = 1,867 sf**

**TOTAL:**

## Cara Marston

---

**From:** Ed LaGraize [elagraize@myfairpoint.net]  
**Sent:** Sunday, July 31, 2016 9:15 AM  
**To:** Cara Marston  
**Subject:** LED estimates

Hi Cara,

I noticed that one of the cost savings ideas suggested to the BOS was LED conversion. I can provide the BOS with a cost analysis of such a conversion to be used to evaluate the options:

- Best technical solution – there are currently 3 approaches
- Total cost including installation by licensed electrician
- State rebate expected
- Return on investment

I am not suggesting an official quote, but just a tool for evaluating the project.

I would just need to walk through each building to look at the type and number of fixtures. Analysis would be by building.

Don't know if this would be helpful, or considered interference. Please let me know if it would be helpful.

Ed LaGraize

## PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
Tuesday, August 16, 2016

The Board of Selectmen will hold a public hearing to accept comment on the proposed sale of town land, in accordance with RSA 41:14-a, a statute which gives the Board of Selectmen the authority to acquire and sell land and buildings through a public hearing process, that was adopted by Town Meeting on March 17, 2007.

The public hearing will be held at 6:15 p.m. on Tuesday, August 16, 2016 at the Town Office, 85 Main Street, Pittsfield, NH 03263. This will be the second of two public hearings to be held on this proposed sale.

The parcels being considered for sale are displayed on the tax maps as:

1. Map U3, Lot 44
2. Map U3, Lot 45

More information is available on these parcels, including the recommendations from the Planning Board and Conservation Commission, at the Town Office (85 Main Street, Pittsfield, NH) and on the town website ([www.pittsfieldnh.gov](http://www.pittsfieldnh.gov))

AUGUST  
**18**



# YOU'RE INVITED! PITTSFIELD COMMUNITY IMPACT AWARDS 2016

**Thursday August 18th  
at Dustin Park.  
6 pm Awards Ceremony,  
followed by a BBQ & Potluck.**

*Celebrating individuals and groups who help make  
Pittsfield a great for everyone to live, learn, work, & play.*

HOSTED BY **PITTSFIELD**  
*Listens*

RSVP 603-312-6980 [INFO@PITTSFIELDLISTENS.ORG](mailto:INFO@PITTSFIELDLISTENS.ORG)



**TAX COLLECTOR'S WARRANT  
STATE OF NEW HAMPSHIRE**

**Merrimack ss.**

**TO: Erica Anthony, Collector of Taxes for TOWN OF PITTSFIELD, New Hampshire in said county.**

In the name of the State you are hereby directed to collect the charges in the list herewith committed to you, amounting to the sum of One Hundred Two Thousand Two Hundred Two Dollars and Forty Nine Cents (\$102,202.49) and with interest at twelve (12%) percent per annum from September 12, 2016 thereafter, on all sums not paid on or before that day.

And we further order you to remit all monies collected to the Town Treasurer, or to the Town Treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total One Thousand Five Hundred Dollars (\$1,500.00) or more.

Given under our hands at TOWN OF PITTSFIELD, New Hampshire, this Ninth day of August in 2016.

\_\_\_\_\_  
Lawrence J. Konopka

\_\_\_\_\_  
Gerard A. LeDuc

\_\_\_\_\_  
James C. Allard

\_\_\_\_\_  
Carl A. Anderson

\_\_\_\_\_  
Carole A. Richardson

Board Of Selectmen  
TOWN OF PITTSFIELD, New Hampshire

## COMMITMENT SUMMARY

Water/Sewer Commitment -- FY2016, Bill #2 -- August 3, 2016

| Water Billing Information |       |       |           |
|---------------------------|-------|-------|-----------|
|                           | Bills | Units | Committed |
| Flat:                     | 0     | 0     | \$ 0.00   |
| Seasonal:                 | 0     | 0     | \$ 0.00   |
| Metered:                  | 0     | 0     | \$ 0.00   |
| Unconnected/No Charge:    | 546   | 926   | \$ 0.00   |

| Sewer Billing Information |       |       |               |
|---------------------------|-------|-------|---------------|
|                           | Bills | Units | Committed     |
| Flat:                     | 0     | 0     | \$ 0.00       |
| Seasonal:                 | 0     | 0     | \$ 0.00       |
| Metered:                  | 546   | 926   | \$ 102,202.49 |
| Unconnected/No Charge:    | 0     | 0     | \$ 0.00       |

|                  |               |
|------------------|---------------|
| Bills Issued:    | 546           |
| Water Committed: | \$ 0.00       |
| Sewer Committed: | \$ 102,202.49 |
| Total Committed: | \$ 102,202.49 |
| Usage            |               |
| Water Only:      | 0             |
| Sewer Only:      | 1,247,296     |
| Water & Sewer:   | 0             |
| Total Usage:     | 1,247,296     |