



MEETING AGENDA (REVISED)

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

TUESDAY, JUNE 21, 2016

5:00 p.m. – Call to order - early meeting time to review personnel evaluations (possibly in non-public)

6:00 p.m. - Call to order – regular session

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

APPOINTMENTS

1. 6:05 p.m. – Jeffrey M. Cain, Chief of Police
2. 6:30 p.m. – to be in non-public session - 91-A:3, II (a)

NEW BUSINESS

ACTION ITEMS

1. 2016 Dog warrant – 144 out of 1,146 dogs
2. Housing Standards Agency – inspection fee increase request
3. Main Street parking concerns for businesses
4. Heating oil bid response for 2016-2017
5. 42 Chestnut Street demolition project
6. Letter of Agreement – Pittsfield Hazard Mitigation Plan Update 2017
7. Hazard Mitigation Committee

COMMITTEE REPORTS

INFORMATION ITEMS

1. Pittsfield Wellness Coalition Narcan event Friday, June 24, 2016 – 6-8 p.m.
2. Board of Selectmen Public Forum Tuesday, July 19, 2016 - 7:00 p.m.

OLD BUSINESS

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
 - a. Tax Map U5, Lot 41 – 11 Watson Street (5/17/16)
 - b. Five parcel combined offer - (5/24/16)
 - 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

APPLICATIONS and WARRANTS

1. Abatement – 55 Main Street – tax map U3, lot 39
2. Abatement – 11 Marshall Court – tax map U3, lot 50
3. Abatement – 30-32 Main Street – tax map U3, lot 70
4. Abatement – 8 Marshall Court – tax map U5, lot 11
5. Abatement – 46 River Road – tax map U5, lot 33
6. Abatement – 5 Main Street – tax map U6, lot 1
7. Abatement – 28 Crescent Street – tax map U6, lot 51
8. Abatement – 222 Catamount Road – tax map R22, lot 8
9. Abatement – 490 Cough Road – tax map R26, lot 20-2
10. Abatement – Webster Mills Road – tax map R51, lot 1-1
11. Abatement – 424 Webster Mills Road – tax map R51, lot 10
12. Abatement – 278-280 Webster Mills Road – tax map R52, lot 2

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. June 14, 2016 – Public Meeting Minutes
2. June 14, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION

PUBLIC INPUT

Cara Marston

From: Jeff Cain
Sent: Friday, June 17, 2016 4:21 PM
To: Cara Marston
Subject: Meeting

Cara,

I would like to request an appointment with the board of selectmen next Tues June 21st.

Respectfully,

Jeff

Sent from my iPhone



TOWN OF PITTSFIELD

HOUSING STANDARDS AGENCY

P.O. Box 98 ~ 85 Main Street, Pittsfield NH 03263
hsa@pittsfieldnh.gov -telephone (603) 435-6773 ext. 21



June 14,2016

From: Pittsfield Housing Standards Agency

To: Town of Pittsfield Select Board
85 Main St
Pittsfield, NH 03263

Ref: 2016 Budget &HSA Ordinance

In Accordance with the provisions of the HSA Ordinance, (Art. 103.6 & 103.7) the HSA Board requests that the inspection fee structure be changed (increased by \$10.00 for the inspections and \$5.00 for the re-inspections/failure to show) to:

Inspections	\$55.00
Re-inspection & No Show	\$25.00

The purpose of this request is to provide reasonable funds to cover the increased operating costs/expenses.

Excerpt from the HSA Ordinance:

103.6 Fees. The Board shall establish and charge inspection/ re-inspection fees in an amount that will provide for the cost of operating the permit/license and inspection program established hereunder excluding legal fees. Fees shall be due and payable upon presentation and if not paid within 30 days of presentation shall be charged interest at the same rate as is charged for unpaid real estate taxes. A permit or license, (terms shall be interchangeable), for the operation or occupancy,(over and above a Certificate of Occupancy issued by the Building Inspector), of rental units shall not be issued by the Agency except upon the payment of all fees and interest charges due. Failure to pay the permit fee or any interest due shall constitute a violation of this Ordinance.

103.7 Change in fees. The Board may propose a change in the fees authorized under this Ordinance; such a change in fees shall be forwarded to the Board of Selectmen, in accordance with RSA 41:9-A, and following a posted and advertised public hearing before the Board of Selectmen the proposed fee changes shall become effective immediately if ratified by the Board of Selectmen.

Thank You

William Elkins
Chairman, HSA

Housing Standards Agency

REVISED Budget 2016

Projected Expenses

HSA Administrator	\$2,500.00	
Inspections	\$4,125.00	275 inspections at \$15.00 per inspection
Re-Inspections	\$750.00	50 inspections at \$15.00 per inspection
Citizen's Complaints	\$1,500.00	100 a year
FICA	\$625.00	
Medicare	\$144.00	
Training	\$500.00	
Unemployment Comp.	\$100.00	
Workman's Comp.	\$400.00	
Electronic Communications	\$15.00	to \$1,325.00
Insurance Property/ Liability	\$100.00	
Advertising/Printing	\$200.00	to \$1000.00
Dues and Subscriptions	\$150.00	
Office Supplies	\$600.00	
Postage	\$200.00	to \$300.00
Mileage	\$500.00	to \$750.00
Misc., repair, equipment	\$800.00	
Total Expenses		\$15,699.00

Projected Income

275 Inspections @55.00 per inspection = \$15,125.00

50 Re-Inspections @25.00 per inspection = \$1,250.00

Total \$16,375.00 Income

Prepared by: William Elkins - Chairman

Housing Standards Agency

Proposed Budget 2016

Projected Expenses

HSA Administrator	\$2,500.00	
Inspections	\$4,125.00	275 inspections at \$15.00 per inspection
Re-Inspections	\$750.00	50 inspections at \$15.00 per inspection
Citizen's Complaints	\$1,500.00	100 a year
FICA	\$625.00	
Medicare	\$144.00	
Training	\$500.00	
Unemployment Comp.	\$100.00	
Workman's Comp.	\$400.00	
Electronic Communications	\$15.00	
Insurance Property/ Liability	\$100.00	
Advertising	\$200.00	
Dues and Subscriptions	\$150.00	
Office Supplies	\$600.00	
Postage	\$200.00	
Mileage	\$500.00	
Misc., repair, equipment	\$800.00	
Total Expenses		\$13,209.00

Projected Income

275 Inspections @45.00 per inspection = \$12,375.00

50 Re-Inspections @20.00 per inspection = \$1,000.00

Total \$13,375.00 Income

Prepared by: William Elkins - Chairman

Cara Marston

From: Sheila Dupere <sau51admin@metrocast.net>
Sent: Thursday, June 09, 2016 2:27 PM
To: Cara Marston
Subject: RE: 16-17 Oil

Hi Cara,

Just to keep you in the loop, the bid for oil ended at 2:00 p.m. today, we rec'd one bid from Dead River for \$1.8769/gal. The board is scheduled to act on this at their next meeting, June 16th.

Thanks,
Sheila

From: Cara Marston [mailto:cmarston@pittsfieldnh.gov]
Sent: Tuesday, May 24, 2016 9:50 PM
To: Sheila Dupere
Subject: RE: 16-17 Oil

Yes, please include us. No need to change the gallons.

Thank you,
Cara

From: Sheila Dupere [mailto:sau51admin@metrocast.net]
Sent: Tuesday, May 24, 2016 1:22 PM
To: Cara Marston <cmarston@pittsfieldnh.gov>
Subject: RE: 16-17 Oil

Hi Cara,

John is actually going to try solicit some additional bids before we accept this offer. I guess the question I need answered is does the town want to be included in the oil bid with the school district? If so, did you need to adjust the amount of gallons, or would the estimated usage for the upcoming year stay the same?

Thanks,
Sheila

From: Cara Marston [mailto:cmarston@pittsfieldnh.gov]
Sent: Monday, May 23, 2016 6:01 PM
To: Sheila Dupere
Subject: RE: 16-17 Oil

Can I have the board act on this next Tuesday or do you need an answer sooner?

Cara

From: Sheila Dupere [mailto:sau51admin@metrocast.net]
Sent: Monday, May 23, 2016 12:17 PM

Dead River Company
 159 Elm St Manchester, NH 03108
 1-800-339-3047 • Fax 603-626-7905
 Program Terms

Account Number	4208150
Confirmation Number	206267
Purchaser Name and Delivery Address(es)	Pittsfield School Admin Various Locations
Authorization Date	03/20/2015
Effective Start Date	9/1/2015
End Date	05/31/2016

Plan	Fixed Price Commercial Heating Oil
Rate Per Gallon	\$2.2081
Gallons Covered	43000 gallons
Downside Protection Fee	N/A
Total Program Cost	\$94,948.30
Total Amount Paid	\$0.00

Additional Accounts Inc: 4291709, 4291783, 4291791, 4291808

Service Plan Chosen: None for \$0.00

Terms & Conditions

Dead River Company ("DRC") agrees to sell, and name as above ("You" or "Customer") agrees to purchase gallons of product as shown above ("Committed Gallons") for the period shown above ("Contract Period"), to be delivered at the following addresses as shown above.

The fixed price per gallon ("Contract Price") is as shown above per gallon (including all taxes except sales or use tax) for the total amount as shown above.

You must return this signed Agreement by 2:00 PM today to guarantee the sale of fuel at the quoted fixed price per gallon mentioned above.

AS THE CUSTOMER, BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO PURCHASE FUEL FROM THE COMPANY SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. Payment Terms:** You agree that all fuel purchases covered by this Agreement will be paid within 30 days of delivery. Customer agrees to pay by cash, check, or EFT (not by credit card).
- 2.** You are agreeing to purchase from DRC ALL of Your requirements of the fuel type indicated for the Heating Season. You are also agreeing that You will purchase and pay for all of the Committed Gallons in the time period set forth above. Fuel will be delivered on an automatic delivery basis at the above stated address(s) only. You are agreeing that You will continue to be on automatic delivery after the number of gallons set forth above have been used by You. Failure by the Company to automatically deliver fuel does not void any other terms of this Agreement.
- 3.** You are agreeing to pay separately all other charges against Your account (for example, charges for equipment servicing work), within 30 days of invoice.
- 4.** You are agreeing that for the delivery of any fuel in excess of the Committed Gallons set forth above, you will pay for such fuel at DRC's standard daily retail price per gallon in Your area as of the delivery date.
- 5.** You are agreeing that in no event will DRC be liable or held responsible for any damages incurred as a result of failure or delay in delivery of fuel to You as a result of circumstances beyond DRC 's control, force majeure, supplier interruptions, or government mandated allocation.
- 6.** You are agreeing that if any new taxes not in effect as of the date of this Agreement are imposed against fuel sales, You agree that the Contract Price set forth above may be increased by an amount equal to the increment of new taxes.
- 7.** This Agreement may be terminated by DRC if You do not abide by your commitments in this Agreement, or if You fail to pay money owed to DRC for goods and services other than the Committed Gallons covered by this Agreement.
- 8. Liquidated Damages.** If You do not take delivery of 100% of the Committed Gallons as of the last day of the Heating Season, You are agreeing that DRC may charge You and that You will pay liquidated damages to DRC in accordance with the following formula: (Committed Gallons, minus gallons delivered to date) times the greater of \$1.00 per gallon, or 50% of the Contract Price per gallon specified above, such amount to be paid within 10 days following the end of the Heating Season. The liquidated damages are due to the fact that DRC expects to incur costs and incurs risk in securing fuel and committing to meet orders for fuel of the type that You have committed to purchase by this Agreement, and reflects the anticipated harm to DRC from a breach of this type. In addition to these liquidated damages, You also agree to pay the contract price for all previously delivered gallons for which payment has not been made.
- 9. Early Buyer Termination and Damages.** If You notify DRC prior to the end of the Heating Season that you will not take delivery of 100% of the Committed Gallons, or if You breach this requirements contract by taking delivery of fuel during

**TOWN OF PITTSFIELD
REQUEST FOR BIDS
42 CHESTNUT STREET DEMOLITION PROJECT**

The Town of Pittsfield is accepting bids for the demolition of a building at 42 Chestnut Street. The project will consist of removing the building, dismantling and burying or removing the foundation, and leveling out the land. Deadline for bid submission is 3:00 p.m. on Thursday, June 16, 2016.

Letter of Agreement

between the

Town of Pittsfield

and the

Central New Hampshire Regional Planning Commission

Pittsfield Hazard Mitigation Plan Update 2017

Hazard Mitigation Plan Development Partnership

The Central NH Regional Planning Commission (CNHRPC) and the Town of Pittsfield agree to undertake a partnership to update the FEMA-required **Pittsfield Hazard Mitigation Plan 2012**. Work on the Plan's update will be funded by a Pre-Disaster Mitigation (PDM) 2015 grant awarded to CNHRPC, provided by NH Homeland Security and Emergency Management (NH HSEM) on behalf of the Federal Emergency Management Agency (FEMA). The PDM funding is a 75/25 grant with in-kind (non-monetary) Town match share required to meet the program requirements.

FEMA PDM 2015 Grant Award for Pittsfield's Plan Update	\$8,000	100%
Award to CNHRPC for Plan Update Preparation	\$6,000	75%
Town's In-kind Minimum Time Assistance Match	\$2,000	25%

The Town agrees to provide the **minimum \$2,000 in-kind (non-monetary) match** in the form of staff and volunteer meeting attendance and participation, research and provision of Town data and specialty "homework" outside of or advance work prior to meetings; to publicize meetings and furnish CNHRPC with each meeting's publicity notice publications; and to provide meeting organizational and administrative assistance to the CNHRPC, who will provide the professional staffing, development, materials and guidance for the **Pittsfield Hazard Mitigation Plan Update 2017** project. Meeting attendance, research, tasks, and administrative support will be recorded by Town participants on **Match Timesheets** developed by CNHRPC to track the in-kind value of the match time provided and will be submitted quarterly to CNHRPC. The Town acknowledges the actual time value provided by Town staff and volunteers will likely exceed the minimum required match due to the necessary Town meeting time, participation, administrative assistance, and research required to prepare the Plan update for current state NH HSEM and federal FEMA review requirements and approval.

Upon signing this **Letter of Agreement**, the Board of Selectmen will 1) designate a highly-organized, timely and communicative Microsoft Office-familiar **Staff Coordinator** (a paid Town administrative employee) to work under CNHRPC guidance, with assistance from the Emergency Management

Director and/or Town Administrator as needed for the project; and 2) the Board of Selectmen will appoint a Hazard Mitigation Committee comprised of Town Departments, Boards and Commissions with solicited community stakeholders and other public invitees (a recommended listing will be provided by CNHRPC), to provide public transparency of the process and to provide the best available information for contributions into the development of the **Hazard Mitigation Plan Update**. Committee meetings will begin around **July 2016** with CNHRPC staff.

CNHRPC agrees to guide the process and activities for the **Pittsfield Hazard Mitigation Plan Update 2017** project including meeting facilitation; to provide clear and precise direction to the Staff Coordinator; and to develop the meeting Agendas and supporting materials, Plan, Maps, and Appendices according to current approval NH HSEM and FEMA requirements with assistance from and Town data and information from the Staff Coordinator, Emergency Management Director and/or Town Administrator and the Hazard Mitigation Committee members. CNHRPC will communicate with and submit the Plan and its required supporting materials to NH HSEM and FEMA, serving as the Town's liaison. CNHRPC will develop CDs of the final Plan, Maps, Appendices, supporting documents and implementation materials in Word, Excel and PDF formats after FEMA's formal approval is granted and will provide them to the Town as the final product along with a set of 24"x36" paper Maps.

With regular Committee meetings and Work Sessions, the final draft Plan is anticipated to be completed and submitted to FEMA for Approval Pending Adoption (APA, or conditional approval) status by or about **March 31, 2017** pending meeting cancellations or unusual circumstances. This first submission date does not include the two NH HSEM and FEMA review periods, each of which could take 2-3 months. Once this APA status is obtained, the Board of Selectmen shall adopt the Plan in accordance with FEMA policy at either a public meeting or public hearing. CNHRPC will then submit the final Plan documents with a signed Certificate of Adoption to NH HSEM/FEMA and we will both await a **Letter of Formal Approval** from FEMA valid for five years.

For these services provided by the Central NH Regional Planning Commission, the Town agrees to fulfill and record its minimum match requirement as previously stated and participate in the update of the **Pittsfield Hazard Mitigation Plan** as needed to complete the project by assisting CNHRPC with developing an accurate product to meet the high standards and current approval guidelines of NH HSEM and FEMA.

This **Letter of Agreement** runs from **June 1, 2016** until CNHRPC provides the CDs and Maps of the FEMA-approved Hazard Mitigation Plan files to the Town, anticipated no later than **September 30, 2017**. This **Agreement** is subject to the PDM 2015 funding award, task fulfillment and FEMA review, and thus may be extended as needed.

Central NH Regional Planning Commission ♦ Pittsfield Hazard Mitigation Plan Update 2017
Hazard Mitigation Plan Update Development Partnership Letter of Agreement

Selectmen, Town of Pittsfield

Larry Konopka, Chair	Date	Gerard LeDuc, Vice Chair	Date
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Carl Anderson, Selectman	Date	Carole Richardson, Selectman	Date
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Jim Allard, Selectman	Date
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Pittsfield Emergency Management Director

Pittsfield Town Administrator

Rob Freese, Emergency Mgt. Director	Date	Cara Marston, Town Administrator	Date
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Central New Hampshire Regional Planning Commission

	5/18/16
Michael Tardiff, Executive Director	Date

Central New Hampshire Regional Planning Commission

28 Commercial Street ♦ Concord, NH 03301

Telephone: (603) 226-6020 ♦ Fax: (603) 226-6023 ♦ www.cnhrpc.org



May 18, 2016

Ms. Cara Marston, Town Administrator
Town of Pittsfield
PO Box 98
85 Main Street
Pittsfield, NH 03263

RE: Pittsfield Hazard Mitigation Plan 2012's Update with CNHRPC

Dear Ms. Marston,

Thank you for selecting the Central New Hampshire Regional Planning Commission (CNHRPC) to assist the Town with updating the Pittsfield Hazard Mitigation Plan 2012. As you know, CNHRPC had also developed Pittsfield's original April 2007 Plan and its first Plan update of April 2012. The NH Homeland Security and Emergency Management (NH HSEM), on behalf of the Federal Emergency Management Agency (FEMA), is awarding CNHRPC a Pre-Disaster Mitigation (PDM) 2015 grant which is currently in the Governor and Council process for approval. We believe our grant agreement with NH HSEM to update Pittsfield's Plan will be finalized in June.

With a new, FEMA- approved Plan Update 2017, the Town of Pittsfield can retain its eligibility to apply for pre- and post-disaster mitigation grants for projects which prepare for and allow recovery from natural and other disaster events. Ideally, Pittsfield's Plan update funding would have been available in the previous grant round to ensure the Town's Plan would not expire. New Hampshire's smaller amount of Pre-Disaster Mitigation funding has been spread thinly throughout the State over the last two grant rounds and NH HSEM was unfortunately unable to obtain Pittsfield funding until this PDM 2015 round.

FEMA requires Plans to be updated and submitted for re-approval every five (5) years, so Pittsfield's 2012 Plan will expire on April 9, 2017. With an expired Plan, the Town cannot receive *project* grant funding from the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), or PDM programs, although *planning* grants are eligible. For an example, if a flooding event resulted in a disaster declaration for Merrimack County next spring and a Town building's basement flooded, the Town of Pittsfield could not receive HMGP *project* funding to dry flood-proof, retrofit or elevate the structure until the updated Hazard Mitigation Plan has been approved by FEMA. However, HMGP *planning* funding is available regardless of Plan status.

As with previous Plan development awards, there is no dollar cost to the Town for the update. The PDM grant award of \$8,000 has a 75/25 split, with \$6,000 funding CNHRPC's Plan update production and \$2,000 (minimum) in-kind match that the Town is responsible for attaining. Like the previous Plan update, this match would be fulfilled by Committee member meeting attendance; Town staff coordination, administrative support and meeting preparation/follow-up; and Town staff and volunteer data collection, etc. This is our typical agreement with communities to update their Hazard Mitigation Plan. All hours spent on the project are tracked by Town participants on **Match Timesheets** which we provide and collect every quarter. The Town's work towards the Plan will exceed the minimum match required because of the amount of work we need to accomplish.

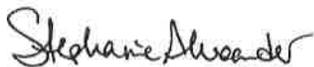
The Board of Selectmen is asked to sign the enclosed color electronic PDF **Hazard Mitigation Plan Update Development Partnership Letter of Agreement** to work together with CNHRPC to update the Plan through a series of meetings and tasks between meetings. Along with signatures, the Board is requested to appoint a Town Staff Coordinator and a Hazard Mitigation Committee so we can begin.

We should coordinate the Committee's Meeting 1 for mid-late **July**. I can send the Staff Coordinator materials to help the organize people for appointment and to distribute the required meeting publicity. By beginning our regular meetings in July, our target date for submission of the Plan and its associated Maps and Appendices for conditional approval (known as APA) is by or before **March 31, 2017**. Several weeks of NH HSEM and FEMA review time will be needed to obtain the APA, after which is the Selectmen's Plan adoption and then its resubmission to request FEMA's formal approval of the updated, Board-approved Plan. We anticipate the entire process will be concluded by September 30, 2017 as indicated on the **Letter of Agreement**, but we can adjust this date later if necessary.

Please print three copies of the **Letter of Agreement** and obtain signatures on all copies at the next Selectmen's meeting. Michael Tardiff, CNHRPC Executive Director, has already signed the **Agreement** enclosed. One original should be mailed to CNHRPC, one should be filed with the Board of Selectmen, and give the last to the Emergency Management Director for his files.

I am looking forward to working with the Town and the Hazard Mitigation Committee again. Please contact me at 226-6020 or at salexander@cnhrpc.org with questions.

Sincerely,



Stephanie Alexander, Senior Planner

Electronic Enclosure: **Hazard Mitigation Plan Update Development Partnership Letter of Agreement**

cc via email: Michael Tardiff, CNHRPC Executive Director
Rob Freese, Pittsfield Emergency Management Director

From: PITTSFIELD
To: hazardmitigationplanning@dos.nh.gov
Subject: Hazmit Plan Contractor Commitment for Town/City of PITTSFIELD
Date: Thursday, April 7, 2016 5:37:51 PM

Section I: Community Information

Community Name

PITTSFIELD

Primary Point of Contact Name:

CARA MARSTON

Title

TOWN ADMINISTRATOR

Address

85 MAIN STREET
PITTSFIELD, New Hampshire 03263
United States
[Map It](#)

Email

cmarston@pittsfieldnh.gov

Phone

(603) 435-6773

Section II: Planning Commission/Contractor Update

Our community chooses to utilize the services of:

Regional Planning Commission

Regional Planning Commission: By choosing a Regional Planning Commission, we (the community) understand that the Commission will enter into a grant agreement, on our behalf, and will be responsible for maintaining all documentation and invoicing of paperwork.

- I Understand and Agree

Please select the Regional Planning Commission

Central NH Regional Planning Commission

Please enter the RPC's DUNS Number

1134035180000

Please enter an additional email to send a notification to.

salexander@cnhrpc.org

Purpose of the Permanent Hazard Mitigation Committee for the Selectmen's Establishment and Committee Appointments

PURPOSE

The purpose of the Hazard Mitigation Committee is to oversee the development, update, and implementation of the Town's Hazard Mitigation Plan which is approved by the Federal Emergency Management Agency (FEMA). This Plan expires within five years of its approval date and must be maintained by the Hazard Mitigation Committee to ensure the Town of _____ remains eligible for federal mitigation grant funding opportunities.

SUGGESTED APPOINTEES

Suggested Appointees to Hazard Mitigation Committee (HMC)

Choose individuals who are *interested and invested* in this important project for maximum effectiveness:

- Emergency Management Director
- Staff Coordinator who coordinates the Agendas, schedules the meetings, organizes paperwork, etc.
- Town Administration (Administrator/Administrative Assistant)
- Fire Department (Chief or Deputy)
- Police Department (Chief or Sergeant)
- Rescue Chief
- Public Works/Highway Department Director/Road Agent
- Building Inspector/Code Enforcement Officer
- Town Planner/Planning Coordinator equivalent
- Transfer Station Chief
- 1 Board of Selectman member
- 1 Planning Board member if needed (a Town Planner can usually represent the PB)
- 1 Conservation Commission member
- 1 Water / Sewer Commission member

Suggested Town /School Stakeholder Groups to Appoint as Alternates to the Hazard Mitigation Committee

Or at a minimum, to invite these Stakeholders to attend and participate in Committee activities.

- **School District** representative* * an essential partner to include in Committee meetings
- **Town Library** staff (Librarian)
- **Historical Society** member

Project Manager: Stephanie Alexander (CNHRPC) email: salexander@cnhrpc.org



NH HOMELAND SECURITY and
EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEMA

FEDERAL EMERGENCY
MANAGEMENT AGENCY
www.fema.gov

**Central New Hampshire Regional
Planning Commission (CNHRPC)**
28 Commercial Street, Suite 3, Concord,
NH 03301 ❖ www.cnhrpc.org
Phone 226-6020 ❖ Fax 226-6023



05-16

CENTRAL NH REGIONAL
PLANNING COMMISSION
www.cnhrpc.org

Purpose of the Permanent Hazard Mitigation Committee for the Selectmen's Establishment and Committee Appointments

Suggested Stakeholder Groups to Invite to the Hazard Mitigation Committee meetings

Purpose is for participation in Committee activities, discussions, information sharing and Plan development.

- **Abutting communities' Emergency Management Directors**
 - **Business Community** members (such as the largest or most influential employers)
 - **Residential Community** members (such as homeowner's associations, manufactured housing park owners/boards, neighborhood groups)
 - **Non-profits Groups** in Town (such as natural resource protection organizations, social organizations, Veteran's groups, etc)
 - **Engaged Citizens** who would have an interest
 - **Populations at Risk** (such as resident groups or businesses within the floodplain or other hazard area)
 - **Private Utility Companies** (such as Eversource, Unitil, NH Co-op, Liberty Gas, etc.)
 - **State or Federal Agencies** (such as those having a specific interest to represent in the Town)
- Other stakeholders** (others who represent a party that could be affected by a disaster or could assist when a disaster strikes)

The Town's Hazard Mitigation Plan update and development is a transparent public process where different perspectives are valued and encouraged. All attendees sign Attendance Sheets and Meeting Match Timesheets to capture the in-kind match dollar value of their time spent at HMC meetings.

THE REQUIRED 5-YEAR UPDATE IS OF NO COST TO THE COMMUNITY

When under a Letter of Agreement for a five-year update, the Central NH Regional Planning Commission (CNHRPC) leads the Town's Plan development process under a federal Pre-Disaster Mitigation (PDM) grant. This 75%/25% program is of no dollar cost to the community with the in-kind match provided through attendee meeting attendance, Town staff coordination of administrative tasks and organizing meetings, staff and volunteer data collection, and staff and volunteer activities in between meetings. CNHRPC facilitates the meetings, prepares the documents, and is the Town's liaison to state and federal Plan reviewers.

Project Manager: Stephanie Alexander (CNHRPC) email: salexander@cnhrpc.org



NH HOMELAND SECURITY and
EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEDERAL EMERGENCY
MANAGEMENT AGENCY
www.fema.gov

**Central New Hampshire Regional
Planning Commission (CNHRPC)**
28 Commercial Street, Suite 3, Concord,
NH 03301 ❖ www.cnhrpc.org
Phone 226-6020 ❖ Fax 226-6023



05-16

CENTRAL NH REGIONAL
PLANNING COMMISSION
www.cnhrpc.org

Appointed Hazard Mitigation Committee

6/17/2016

Suggested Selectmen Appointees to the Hazard Mitigation Committee:

Email this completed or revised Excel file to Stephanie Alexander, CNHRPC, for Plan recordkeeping:

salexander@cnhrpc.org

Position/Title	Name	Daytime Phone	E-Mail Address
Emergency Management Director			
Assistant Emergency Management Director			
Staff Coordinator to Haz Mit Committee			
Town Administrator/Administrative Assistant			
Fire Chief			
Fire Department Deputy Chief (alternate)			
Police Chief			
Police Sergeant (alternate)			
Emergency Medical Services Chief or Officer			
Public Works Director/Road Agent			
Building Inspector/Code Enforcement			
Town Planner (or equivalent)			
Wastewater Department Supervisor			
Water Treatment Department Supervisor			
Board of Selectmen member			
Conservation Commission member			
Planning Board member			
Other Town Board/Dept/Commission reps?			
Other Town Board/Dept/Commission reps?			

Your Town's goal is to appoint a solid, long-term committee of 10-12 (attending) individuals interested in weather hazards (or human/technological hazards) and disaster events in the community or interested emergency preparedness and management from the available municipal Departments, Boards, and Commissions.

Appointed by the Board of Selectmen on: _____

Stakeholder and Public Invitees to Join HMC Meetings

6/17/2016

The Hazard Mitigation Plan development is a transparent public process. FEMA needs to see a good faith effort by the community to involve stakeholders and general members of the public. Multiple attempts to invite specific members of the public will be needed and will be documented in a Plan Appendix.

- Consider the questions:
- What local/area stakeholders have been or could be particularly affected by natural disasters and hazard events in Town?
 - What stakeholder has information about or an inherent interest in the disasters or hazard events that occurred or could occur in Town?
 - Are there any citizens who are interested in emergency preparedness and mitigation or who are specifically affected by a particular hazard event?
 - What stakeholders have helped/could participate in helping the Town manage disasters or hazard events?

Suggested invitations to attend Haz Mit Meetings to be sent to the following individuals:

Email this completed or revised Excel file to Stephanie Alexander, CNHRPC, for Plan recordkeeping: salexander@cnhrpc.org

Affiliation/Position	Name	Daytime Phone	E-Mail Address
Town Recreation Committee Representative			
Town Library Representative			
Town Historical Society Representative			
Water/ Sewer Commission Representative			
Senior Center Representative			
School Board/District Representative(s)			
School Board/District Representative(s)			
Neighborhood Representative			
Engaged Citizen(s)			
Engaged Citizen(s)			
Major or Employer Representative(s)			
Major Employer Representative(s)			
Major Employer Representative(s)			
Local & Regional Non-profit/Associations Rep(s)			
Local & Regional Non-profit/Associations Rep(s)			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Neighboring Town Emergency Management Director			
Utility Representative(s)			
Utility Representative(s)			
Other Stakeholders			
Other Stakeholders			
Other Stakeholders			

Individuals specifically invited by the Staff Coordinator on: _____ and on: _____
 Individuals specifically invited by the Staff Coordinator on: _____ and on: _____

These individuals, representatives, or stakeholders would not be appointed to the Committee but invited to the meetings to join in discussions, to share information, and to participate in Plan update and development.

TOWN OF PITTSFIELD
BOARD OF SELECTMEN
PUBLIC FORUM
TUESDAY, JULY 19, 2016

The Pittsfield Board of Selectmen will be holding a forum to have the public come and share their ideas for lowering the tax burden. Light refreshments will be provided.

This forum will be held on Tuesday, July 19, 2016, from 7:00 p.m to 8:30 p.m., following a brief Board of Selectmen meeting, at the Pittsfield Town Office, 85 Main Street, Pittsfield NH 03263.