



## **MEETING AGENDA**

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

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### **TUESDAY, AUGUST 2, 2016**

5:30 p.m. - Call to order

### **NON-PUBLIC SESSION**

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

**PUBLIC INPUT** – regarding agenda items only

6:15 p.m. – Public Hearing – sale of town property

### **AGENDA REVIEW**

### **NEW BUSINESS**

#### **ACTION ITEMS**

1. NH DES Administrative Order by Consent – Pittsfield Wastewater Treatment Facility
2. Junk Yard License – Roy Richardson's Auto Salvage
3. Junk Yard License – James L. Snedeker
4. Draft bid proposal for General Assessing Services for 2017
5. Town website pictures
6. Tax payment plan guidelines

#### **COMMITTEE REPORTS**

#### **INFORMATION ITEMS**

1. Public Hearing on proposed ordinances – Tuesday, August 9, 2016 – 6:15 p.m.
2. N.H. State Primary Election – Tuesday, September 13, 2016 – Selectboard information & training

### **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)
    - 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
  - c. 31 Berry Avenue

### **APPLICATIONS and WARRANTS**

1. Timber Tax – Tax map R54, lot 1 – 90 Webster Mills Road - \$1,588.98
2. Abatement – 85 Catamount Road
3. Abatement – 11 Watson Street

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. July 19, 2016 - Public Meeting Minutes (tabled 7/26/2016)
2. July 26, 2016 - Public Meeting Minutes
3. July 26, 2016 - Non-Public Meeting Minutes

**PUBLIC INPUT**

## PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
Tuesday, August 2, 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 2, 2016 at the Town Office, 85 Main Street, Pittsfield, NH 03263. This will be the first of two public hearings to be held on this proposed sale. The second 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.

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))

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 41

#### CHOICE AND DUTIES OF TOWN OFFICERS

##### Selectmen

##### Section 41:14-a

###### **41:14-a Acquisition or Sale of Land, Buildings, or Both. –**

I. If adopted in accordance with RSA 41:14-c, the selectmen shall have the authority to acquire or sell land, buildings, or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies, where a board or commission or both, exist. After the selectmen receive the recommendation of the planning board and the conservation commission, where a board or commission or both exist, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed acquisition or sale; provided, however, upon the written petition of 50 registered voters presented to the selectmen, prior to the selectmen's vote, according to the provisions of RSA 39:3, the proposed acquisition or sale shall be inserted as an article in the warrant for the town meeting. The selectmen's vote shall take place no sooner than 7 days nor later than 14 days after the second public hearing which is held.

II. The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

(a) Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.

(b) Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.

(c) Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d.

**Source.** 1994, 197:3. 1997, 38:1. 2001, 187:2. 2005, 80:1. 2007, 221:2. 2008, 109:1, eff. July 27, 2008.

Planning board's recommendation on the board of selectmen's proposed sale of town-owned property at 33 Main Street:

1. The planning board recommends against selling the property.
2. The planning board recommends that the building at 33 Main Street be demolished and that the lot be made a public parking lot.

Discussion:

The planning board toured 33 Main Street on July 26, 2016, and developed the board's recommendation immediately after the tour.

The board knows of no compelling historical value that this building has in the building's current condition. Development of the property as a business would appear to be costly and difficult because of the building's design and condition. The board concluded that using the land for public parking spaces would be useful to the library and to the businesses on the other side of Main Street and would be more valuable to the town than allowing this building to continue.

A handwritten signature in black ink that reads "Clayton Wood". The signature is written in a cursive style with a large, sweeping underline.

Clayton Wood  
Pittsfield Planning Board Chair

A handwritten signature in black ink that reads "Jim Pritchard". The signature is written in a cursive style with a large, sweeping underline.

Jim Pritchard  
Pittsfield Planning Board Secretary

Planning board's recommendation on the board of selectmen's proposed sale of town-owned property at 37 Main Street:

1. The planning board recommends in favor of selling the property on the conditions stated below.
2. The planning board's recommendation to sell the property assumes that the Josiah Carpenter Library, which abuts 37 Main Street and is on a very small and narrow lot (tax map U-3, lot 43), has no interest in acquiring land or any building from 37 Main Street. The planning board assumes that the library has no interest in acquiring land or any building from 37 Main Street because neither the library nor the board of selectmen has told the planning board that the library has such interest. If the library does have interest in acquiring land or any building from 37 Main Street, then the planning board's recommendation to sell the property is cancelled.
3. Advertise this property with the warning that whoever buys the property will have to sign a statement, as part of the purchase and sale agreement, saying that he claims no rights to dwelling units as nonconforming uses of the property and that any such previously existing rights are abandoned. Rights to existing dimensional nonconformances, if any, such as nonconformance to frontage, area, or minimum setbacks, will continue as long as there is no future abandonment of these rights.

See *Lawlor v. Salem*, 116 N.H. 61, 352 A.2d 721 (1976): The right acquired by a prior owner to maintain a trailer in a residential zone as a prior nonconforming use was valid so long as it was continued, but it could be lost by abandonment.

"Abandonment depends upon the concurrence of two factors: (1) an intention to abandon or relinquish the use, and (2) some overt act or failure to act which carries the implication that the owner neither claims nor retains any interest in the use. [Citation omitted.] The decisive test is whether the circumstances surrounding such cessation of use are indicative of an intention to abandon the use and the vested rights therein."

4. Do not impose covenants restricting the use of the property.
5. Require the buyer to sign the statement that he claims no rights to dwelling units as nonconforming uses of the property and that any such previously existing rights are abandoned. Rights to existing dimensional nonconformances, if any, such as nonconformance to frontage, area, or minimum setbacks, will continue as long as there is no future abandonment of these rights.

Discussion:

The planning board toured 37 Main Street on July 26, 2016, and developed the board's recommendation immediately after the tour.

The board discussed the economic development committee's recommendation to demolish the barn and grant a lot line adjustment to the Josiah Carpenter Library. (See the economic development committee's letter in the *Suncook Valley Sun* on July 20, 2016.) Board members and the public agreed that the structures at 37 Main Street, including the barn, are in good condition; that the barn foundation is an impressive feat of engineering and construction; that a lot line adjustment would not require demolishing the barn; and that satisfying the library's needs would be easier before the town sells the property than it would be after the town sells the property. Nonetheless, the board agreed that the board could not base its recommendation on possible library needs that neither the library nor the board of selectmen has expressed to the planning board. But the economic development committee's recommendation makes clear to the planning board that such library needs may exist.

The town's proposal to buy 37 Main Street in 2014 proposed that the town impose use covenants on future owners. Because of the 2016 amendment to the zoning ordinance limiting dwelling units in the Commercial District to two upstairs apartments, the covenants proposed in 2014 are now both unnecessary and counterproductive. See 2016 town meeting warrant article 3: "The purpose of this amendment is to support businesses on Main Street and elsewhere by allowing apartments in business buildings but requiring the apartments to be on the second or higher story of the building."

A handwritten signature in black ink that reads "Clayton Wood". The signature is written in a cursive style with a large, sweeping underline.

Clayton Wood  
Pittsfield Planning Board Chair

A handwritten signature in black ink that reads "Jim Pritchard". The signature is written in a cursive style with a large, sweeping underline.

Jim Pritchard  
Pittsfield Planning Board Secretary



PITTSFIELD CONSERVATION COMMISSION  
PITTSFIELD N.H. 03263

7/28/16

Subject: Town owned properties request for review

In response to the request by the Pittsfield board of selectman dated 7/5/16 for input on the sale of town property under RSA41:14a lots, U03/044, U03/045, U02/015, U03/032, U01/073, at our monthly meeting on 7/28/16, the majority of the members of the Pittsfield Conservation Commission feel that at this time there is no further information that can be added on this matter from a conservation standpoint.

Pittsfield Conservation Commission

Chris Hill, Chair (2018)

Diana Westgate, Secretary (2018)

Bryan Mika (2017)

Carl Wallman (2016)

Don Hackett, Alternate (2019)

## Cara Marston

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**From:** motrmech@metrocast.net  
**Sent:** Friday, July 29, 2016 2:29 PM  
**To:** Cara Marston  
**Subject:** Re: FW: 41:14-a recommendation request  
**Attachments:** TownProperties Response.docx

Cara, here is what the Conservation Commission came up with.

Chris Hill

Pittsfield Conservation Commission

On 07-20-2016 1:21 PM, Cara Marston wrote:

Hello,

I'm emailing you a friendly reminder to have your 41:14-a recommendations in as close to July 29<sup>th</sup> for the agenda packet for the August 2<sup>nd</sup> public hearing. Also, your attendance at the hearing would be encouraged, too!

Thank you,

Cara

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**From:** Cara Marston  
**Sent:** Wednesday, July 06, 2016 4:49 PM  
**To:** Planning Board <[planning@pittsfieldnh.gov](mailto:planning@pittsfieldnh.gov)>; 'conservation@pittsfieldnh.gov' <[conservation@pittsfieldnh.gov](mailto:conservation@pittsfieldnh.gov)>  
**Cc:** Lawrence J. Konopka ([lkonopka@pittsfieldnh.gov](mailto:lkonopka@pittsfieldnh.gov)) <[lkonopka@pittsfieldnh.gov](mailto:lkonopka@pittsfieldnh.gov)>; Clayton Wood <[cwood911@gmail.com](mailto:cwood911@gmail.com)>; motrmech@metrocast.net; Erica B. Anthony <[eanthony@pittsfieldnh.gov](mailto:eanthony@pittsfieldnh.gov)>; Bonnie Theriault ([btheriault@pittsfieldnh.gov](mailto:btheriault@pittsfieldnh.gov)) <[btheriault@pittsfieldnh.gov](mailto:btheriault@pittsfieldnh.gov)>; 'edc@pittsfieldnh.gov' <[edc@pittsfieldnh.gov](mailto:edc@pittsfieldnh.gov)>  
**Subject:** 41:14-a recommendation request

Hello,

As mentioned at the 7/5/16 selectboard meeting, the board is looking to start the public hearing process for the potential sale of 33 and 37 Main Street parcels for an economic development project. Attached is a file of the information I have compiled on the parcels. Please let me know what other information you may need. Town counsel is working on the dissolution of the condominium association at 37 Main Street.

We are hoping to have the public hearings on August 2<sup>nd</sup> and August 16<sup>th</sup>.

Please confirm that you will be able to provide your board/commission's recommendation before August 2<sup>nd</sup> to the board of selectmen. I will not post the public hearing notice until you confirm that this date is do-able for your meeting schedule.

Thank you,

Cara

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](mailto:cmarston@pittsfieldnh.gov)

[www.pittsfieldnh.gov](http://www.pittsfieldnh.gov)





TOWN OF PITTSFIELD  
85 MAIN ST  
PITTSFIELD NH 03263

Docket Number: 201400016029  
Recorded in Merrimack County, NH  
Kathi L. Guay, CPO, Register  
BK: 3455 PG: 2059, 9/22/2014 10:54 AM  
RECORDING \$10.00  
SURCHARGE \$2.00

MERRIMACK COUNTY RECORDS

*Kathi L. Guay*, CPO, Register

**KNOW ALL MEN BY THESE PRESENTS**

That I, Erica B. Anthony, Tax Collector of the Town of Pittsfield, in the County of Merrimack, and the State of New Hampshire, for the years 2010 and 2011, by the authority in me vested by the laws of the State, and in consideration of nineteen thousand seven hundred eleven and 05/100 to me paid by the Town of Pittsfield, located at 85 Main Street, Pittsfield, NH, do hereby sell and convey to the said Town of Pittsfield successors/heirs and assigns a certain tract or parcel of land situated in the Town of Pittsfield, NH, aforesaid, to have and to hold with appurtenances forever, taxed by the Assessing Officials in 2010 and 2011, to 33 Main Street Realty LLC, located at 33 Main Street, Pittsfield, NH 03263, and described in the Invoice Books as Tax Map U03 Lot 045.

Deeded for 100% common and undivided interest.

Meaning and intending to describe and convey the same premises conveyed to 33 Main Street Realty LLC by deed of BAPP Associates LLC dated April 15, 2008 and recorded in the Merrimack County Registry of Deeds in Book 3059, Pages 599-600.

This deed is the result of the tax lien executions held at the Tax Collector's Office in the Town of Pittsfield, New Hampshire, on the day of June 20, 2011 and June 26, 2012, and I hereby covenant with the said Town of Pittsfield that in making this conveyance, I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the sixteenth day of September, in the year of our Lord Two Thousand and Fourteen.

Erica B. Anthony, Erica B. Anthony, Tax Collector

State of New Hampshire, Merrimack County ss. September 16, 2014

Personally appearing Erica B. Anthony above named, acknowledged the foregoing instrument to be their voluntary act and deed. Before me,

Cara M. Marston, Justice of the Peace / Notary Public



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10<sup>49</sup>  
2<sup>00</sup>

OWNER INFORMATION		SALES HISTORY		PICTURE
<b>PITTSFIELD, TOWN OF</b>				
P.O. BOX 98				
85 MAIN STREET				
PITTSFIELD, NH 03263				

LISTING HISTORY		NOTES	
01/14/14	JBVM	WHT; BUILDING 5 UNITS 1- 2 BEDROOM \$600.00, 4- 1 BEDROOM \$450.00,	
11/20/13	INSP	INCLUDES HEAT AND HOT WATER, RENTAL UNITS, OUTDATED KIT/BATH-	
03/22/10	TNAB	LAYOUT MIXED QUALITY. 2009 ABATEMENT GRANTED; 1/14 NOH; APPRS 1	
01/28/10	DJSV	APT HAS GAS HEAT; 16X46 & 17X17 HAVE SHED ROOF; FIX DEK MEAS;	
05/04/09	JDRM	DNPU OPF OVER STRS, 2FT OH/ENT;	
03/16/06	TNRM		

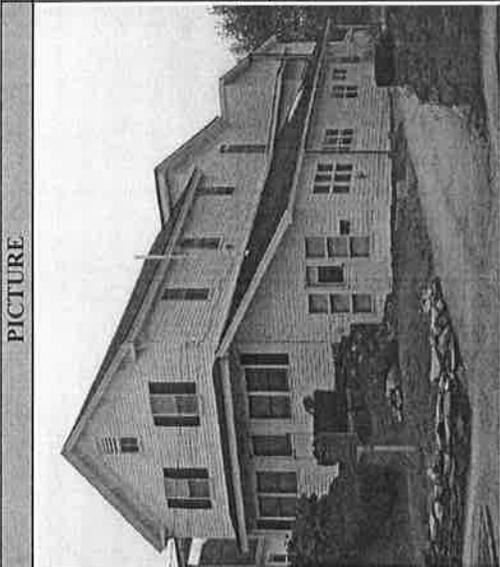
EXTRA FEATURES VALUATION	
Feature Type	Units Length x Width Size Adj Rate Cond Market Value Notes
LEAN-TO	36 4 x 9 400 4.00 60 346 ATT HSE 300

MUNICIPAL SOFTWARE BY AVITAR	
<b>PITTSFIELD ASSESSING OFFICE</b>	

PARCEL TOTAL TAXABLE VALUE	
Year	Building Features Land
2014	\$ 140,100 \$ 300 \$ 39,900
Parcel Total: \$ 180,300	
2015	\$ 194,300 \$ 300 \$ 30,900
Parcel Total: \$ 225,500	
2016	\$ 194,300 \$ 300 \$ 30,900
Parcel Total: \$ 225,500	

LAND VALUATION	
Zone: COMMERCIAL	Minimum Acreage: 0.25 Minimum Frontage: 50
Land Type	Units Base Rate NC Adj Site Road DWay Topography Cond Ad Valorem SPI R Tax Value Notes
EXEMPT-MUNIC	0.170 ac 21,666 E 100 100 100 100 95 -- MILD 150 30,900 0 N 30,900 USE
0.170 ac 30,900	

SITE INFORMATION	
Site: AVERAGE Driveway: PAVED Road: PAVED	



**OWNER**  
**PITTSFIELD, TOWN OF**  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263

TAXABLE DISTRICTS	
District	Percentage

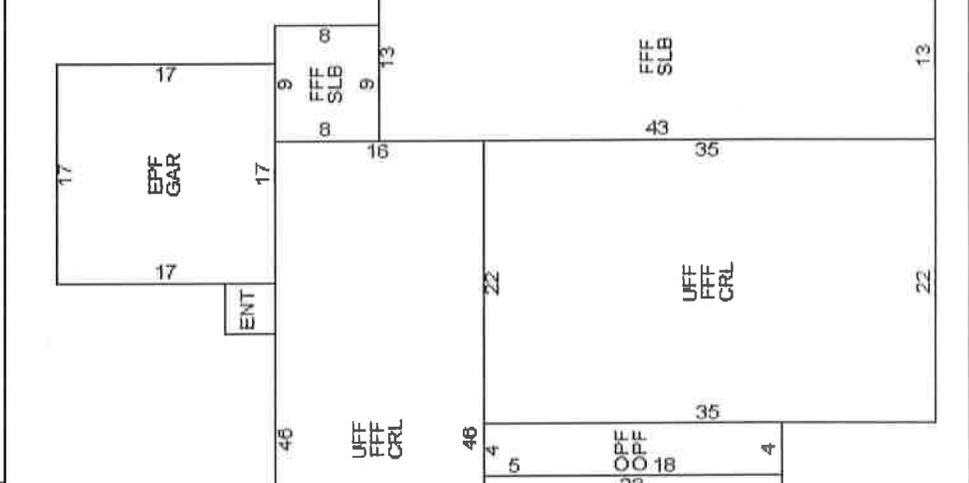
**BUILDING DETAILS**  
 Model: 2.00 STORY MULTIFAM  
 Roof: GABLE OR HIP/ASPHALT  
 Ext: VINYL SIDING  
 Int: DRYWALL  
 Floor: CARPET/LINOLEUM OR SIM  
 Heat: OIL/HOT WATER  
 Bedrooms: 7 Baths: 5.0 Fixtures: 20  
 Extra Kitchens: Fireplaces:  
 Generators:  
 A/C: No  
 Quality: A0 AVG  
 Corn. Wall:  
 Size Adj: 1.0298 Base Rate: EXA 64.00  
 Bldg. Rate: 0.9985  
 Sq. Foot Cost: \$ 63.90

**PERMITS**

Date	Project Type	Notes

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	2137	1.00	2137
SLB	SLAB	631	0.00	0
UFF	UPPER FLR FIN	1506	1.00	1506
CRL	CRAWL SPACE	1506	0.05	75
OPF	OPEN PORCH	184	0.25	46
DEK	DECK/ENTRANCE	122	0.10	12
EPF	ENCLSD PORCH	289	0.70	202
GAR	GARAGE	289	0.45	130
ENT	ENTRY WAY	16	0.10	2
<b>GLA:</b>	<b>3,643</b>	<b>6,680</b>		<b>4,110</b>



**2015 BASE YEAR BUILDING VALUATION**

Market Cost New:	\$ 262,629
Year Built:	1900
Condition For Age:	GOOD
Physical:	26 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	26 %
Building Value:	\$ 194,300

TOWN OF PITTSFIELD  
85 MAIN ST  
PITTSFIELD NH 03263

Docket Number: 201400016025  
Recorded in Merrimack County, NH  
Kathi L. Guay, CPO, Register  
BK: 3455 PG: 2055, 9/22/2014 10:54 AM  
RECORDING \$10.00  
SURCHARGE \$2.00

MERRIMACK COUNTY RECORDS

*Kathi L. Guay*, CPO, Register

**KNOW ALL MEN BY THESE PRESENTS**

That I, Erica B. Anthony, Tax Collector of the Town of Pittsfield, in the County of Merrimack, and the State of New Hampshire, for the year 2011, by the authority in me vested by the laws of the State, and in consideration of two thousand nine hundred ninety-seven and 44/100 to me paid by the Town of Pittsfield, located at 85 Main Street, Pittsfield, NH, do hereby sell and convey to the said Town of Pittsfield successors/heirs and assigns a certain tract or parcel of land situated in the Town of Pittsfield, NH, aforesaid, to have and to hold with appurtenances forever, taxed by the Assessing Officials in 2011, to Jennifer Faust and Lee Faust, located at 37 Main Street, Unit #1, Pittsfield, NH 03263, and described in the Invoice Books as Tax Map U03 Lot 044 Sub Lot 0C1.

Deeded for 100% common and undivided interest.

Meaning and intending to describe and convey the same premises conveyed to Jennifer Reed and Lee Faust a/k/a Jennifer Faust and Lee Faust by deed of Land Preservation and Investment, LLC dated October 10, 2006 and recorded in the Merrimack County Registry of Deeds in Book 2934, Pages 1537-1539.

This deed is the result of the tax lien executions held at the Tax Collector's Office in the Town of Pittsfield, New Hampshire, on the day of June 26, 2012, and I hereby covenant with the said Town of Pittsfield that in making this conveyance, I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

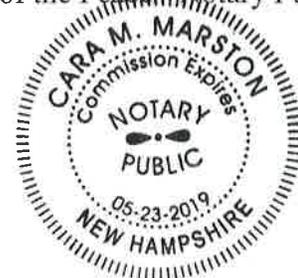
In Witness Whereof, I have hereunto set my hand and seal, the sixteenth day of September, in the year of our Lord Two Thousand and Fourteen.

Erica B. Anthony, Erica B. Anthony, Tax Collector

State of New Hampshire, Merrimack County ss. September 16, 2014

Personally appearing Erica B. Anthony above named, acknowledged the foregoing instrument to be their voluntary act and deed. Before me,

Cara M. Marston, Justice of the Peace / Notary Public



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1049  
2-10-11

MERRIMACK COUNTY RECORDS

*Kathi L. Gray*, CPO, Register

KNOW ALL MEN BY THESE PRESENTS

That I, Erica B. Anthony, Tax Collector of the Town of Pittsfield, in the County of Merrimack, and the State of New Hampshire, for the years 2009 and 2010, by the authority in me vested by the laws of the State, and in consideration of six thousand five hundred two dollars and 79/100 to me paid by the Town of Pittsfield, located at 85 Main Street, Pittsfield, NH, do hereby sell and convey to the said Town of Pittsfield successors/heirs and assigns a condominium situated in the Town of Pittsfield, NH, aforesaid, to have and to hold with appurtenances forever, taxed by the Assessing Officials in 2009 and 2010, to William R. Faust, located at 37 Main Street Unit 2, Pittsfield, NH 03263, and described in the Invoice Books as Tax Map U03 Lot 044 - C2.

Deeded for 100% common and undivided interest.

Meaning and intending to describe and convey the same premises conveyed to William R. Faust by deed of Community Bank & Trust Company dated April 26, 2007 and recorded in the Merrimack County Registry of Deeds in Book 2982, Pages 1828-1834.

This deed is the result of the tax lien executions held at the Tax Collector's Office in the Town of Pittsfield, New Hampshire, on the day of June 21, 2010 and June 20, 2011, and I hereby covenant with the said Town of Pittsfield that in making this conveyance, I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 6<sup>th</sup> day of September, in the year of our Lord Two Thousand and Thirteen.

Erica B. Anthony, Erica B. Anthony, Tax Collector

State of New Hampshire, Merrimack County ss. October 14, 20 13

Personally appearing Erica B. Anthony above named, acknowledged the foregoing instrument to be their voluntary act and deed. Before me,

Cara M. Marston, Justice of the Peace / Notary Public

NOTARY PUBLIC - STATE OF NEW HAMPSHIRE  
CARA M. MARSTON  
MY COMMISSION EXPIRES 6/3/14

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10/16  
8



LT1-2-201300024951-1



LT2-3421-869-1

Docket Number: 201500014932  
Recorded in Merrimack County, NH  
Kathi L. Guay, CPO, Register  
BK: 3489 PG: 1563, 8/26/2015 12:40 PM  
RECORDING \$14.00  
SURCHARGE \$2.00

②  
1449  
2-

Return to:  
Upton & Hatfield, LLP  
P.O. Box 13  
Hillsborough, NH 03244

MERRIMACK COUNTY RECORDS

*Kathi L. Guay*, CPO, Register

### WARRANTY DEED

**Karen M. Avila f/k/a Karen M. Sweeney**, a married person, of 8 Lawrence Road, Unit B, Salem, NH 03079, for consideration paid, grant to the **Town of Pittsfield**, a New Hampshire municipal corporation, having a mailing address of 85 Main Street, P.O. Box 98, Pittsfield, NH 03263, with **WARRANTY COVENANTS**:

A certain condominium unit situate in the **Town of Pittsfield, County of Merrimack** and State of New Hampshire, more particularly described as follows:

**Unit #3**, a certain condominium Unit (hereafter referred to as "the Unit Conveyed"), located on Main Street at a location presently commonly known as 37 Main Street, Pittsfield, Merrimack County, New Hampshire, being a Unit in "37 Main Street Condominium" (hereafter the "Condominium"), a five (5) unit Condominium which Land Preservation and Investments, LLC, as Declarant, established by the "Condominium Declaration for 37 Main Street Condominium" dated July 2006, (hereafter "the Declaration"), recorded together with the "By-Laws of the 37 Main Street Condominium Unit Owners Association" also dated July 2006 (hereafter "the By-Laws") in the Merrimack County Registry of Deeds at Book 2916, Page 712.

The Unit Conveyed is conveyed together with an undivided one-fifth (1/5) interest in the common area of the Condominium, as more particularly set forth in the Declaration and shown in the plans hereafter referenced.

The Unit Conveyed is more particularly shown in the following plans for the 37 Main Street Condominium, prepared by Richer D. Bartlett & Associates, Inc., duly approved by the Pittsfield Planning Board, and recorded in the Merrimack County Registry of Deeds on July 12, 2006 as Plans #17977, #17978, #17979 and #17980.

The Unit Conveyed is also conveyed subject to and together with the following:

1. The terms and provisions of the Declaration, as may be amended from time to time, including, without limitation, the easements and reservations referenced therein and certain rights reserved to and retained by the Declarant;

2. The terms and provisions of the By-Laws, as amended from time to time, including certain rights reserved to and retained by the Declarant;
3. The provisions of the Condominium Act, NH RSA 356-B, as amended from time to time;
4. Easements, notes and other matters shown on or set forth in the above-referenced Plans.
5. The Conveyed Unit, including its undivided one-fifth (1/5) interest in the common area shall be used for residential purposes only.

Meaning and intending to describe and convey the same premises conveyed to Karen M. Sweeney by deed of Helping Hands Realty LLC a/k/a Helping Hands Real Estate LLC, dated October 18, 2010, and recorded in the Merrimack County Registry of Deeds at Book 3222, Page 303.

State of New Hampshire Documentary Stamps are not required pursuant to RSA 78-B:2, I.

This is not homestead property.

Dated and signed this 15<sup>th</sup> day of August, 2015.

Karen M. Avila  
Karen M. Avila f/k/a Karen M. Sweeney

STATE OF NEW HAMPSHIRE  
COUNTY OF Rockingham, SS.:

This instrument was acknowledged before me on August 15<sup>th</sup>, 2015 by Karen M. Avila f/k/a Karen M. Sweeney.

Teri E. Kelly  
Notary Public  
My Commission Expires:

Teri E Kelly  
Notary Public, State of New Hampshire  
My Commission Expires Feb. 11, 2020

CONDOMINIUM ESTOPPEL STATEMENT

**Condominium:** 37 Main Street Condominium, Pittsfield, New Hampshire

**Property Address:** 37 Main Street, Unit 3, Pittsfield, New Hampshire

The undersigned being the owner of the above unit, hereby states to the best of my knowledge and belief:

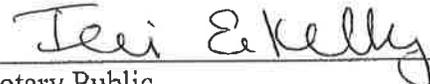
1. There is no active Condominium Association;
2. There is no one to receive condominium fees;
3. No one has requested payment for outstanding fees, assessments or charges due and owing to the Condominium Association for the above-referenced unit; and
4. No one has been performing the services of an association.

Signed this 15<sup>th</sup> day of August, 2015.

  
\_\_\_\_\_  
Karen M. Avila f/k/a Karen M. Sweeney

STATE OF NEW HAMPSHIRE  
COUNTY OF Rochester, SS:

Subscribed and sworn to before me this 15<sup>th</sup> day of August, 2015, by Karen M. Avila f/k/a Karen M. Sweeney.

  
\_\_\_\_\_  
Notary Public  
My Commission Expires:

Teri E Kelly  
Notary Public, State of New Hampshire  
My Commission Expires Feb. 11, 2020



10 Centre Street, P.O. Box 1090  
Concord, NH 03302-1090  
Tel: 603.224.7791 ~ Fax: 603.224.0320

8 School Street, P.O. Box 13  
Hillsborough, NH 03244-0013  
Tel: 603.464.5578 ~ Fax: 603.464.3269

mail@upton-hatfield.com ~ www.upton-hatfield.com

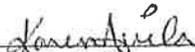
PRIVACY POLICY

Upton & Hatfield, LLP does not disclose any non-public personal information about our clients or former clients to anyone, except as instructed to do so by such clients. We restrict access to non-public personal information to those professionals and persons within our organization necessary to carry out our tasks and we maintain physical and procedural safeguards to guard your non-public personal information.

The undersigned hereby consent(s) to allow Upton & Hatfield, LLP to photocopy my/our personal information (i.e., driver's license, passport), if required.

Dated: 08/17/15

\_\_\_\_\_  
Town of Pittsfield

  
\_\_\_\_\_  
Karen M. Avila

File No: 150559



10 Centre Street, P.O. Box 1090  
Concord, NH 03302-1090  
Tel: 603.224.7791 ~ Fax: 603.224.0320

8 School Street, P.O. Box 13  
Hillsborough, NH 03244-0013  
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The undersigned hereby consent(s) to allow Upton & Hatfield, LLP to photocopy my/our personal information (i.e., driver's license, passport), if required.

Dated: 08/\_\_\_/15

  
Town of Pittsfield

\_\_\_\_\_  
Karen M. Avila

File No: 150559



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Tel: 603.464.5578 ~ Fax: 603.464.3269

mail@upton-hatfield.com ~ www.upton-hatfield.com

### NOTICE OF AVAILABILITY OF OWNER'S TITLE INSURANCE

Date: August 21, 2015

To: Town of Pittsfield

Re: Purchase of property identified as:

37 Main Street, Unit 3  
Pittsfield, New Hampshire 03263

You may obtain an Owner's Policy of Title Insurance which provides title insurance coverage to you. The additional cost to you for an Owner's Policy of Title Insurance in the amount of \$12,814.00 is \$75.00, if you request it at this time.

If you are uncertain as to whether you should obtain an Owner's Policy of Title Insurance, you are urged to seek independent advice.

  
\_\_\_\_\_  
Audrey L. Lawson  
Upton & Hatfield, LLP

- I/We do request an Owner's Policy of Title Insurance.  
 I/We do not request an Owner's Policy of Title Insurance.

  
\_\_\_\_\_  
Erin B. Felt  
Town of Pittsfield  
Date: August 21, 2015



## *PRIVACY POLICY*

### **We Are Committed to Safeguarding Customer Information**

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our parent company, The First American Corporation, we have adopted this Privacy Policy to govern the use and handling of your personal information.

### **Applicability**

This Privacy Policy governs our use of the information which you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its **Fair Information Values**, a copy of which can be found on our website at [www.firstam.com](http://www.firstam.com).

### **Types of Information**

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

### **Use of Information**

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies, and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies, or to other institutions with whom we or our affiliated companies have joint marketing agreements.

### **Former Customers**

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

### **Confidentiality and Security**

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's Fair Information Values. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Docket Number: 201500007315  
Recorded in Merrimack County, NH  
Kathi L. Guay, CPO, Register  
BK: 3477 PG: 1319, 5/13/2015 11:22 AM  
RECORDING \$14.00  
SURCHARGE \$2.00

①

Return to:  
Upton & Hatfield, LLP  
P. O. Box 13  
Hillsborough, NH 03244

MERRIMACK COUNTY RECORDS

*Kathi L. Guay*, CPO, Register

14<sup>49</sup>  
2<sup>00</sup>

QUITCLAIM DEED

**R.H.P. INVESTMENTS, LLC**, a New Hampshire limited liability company, having a mailing address of 68 Riverbend Way, Manchester, New Hampshire 03103, for consideration paid, grants to the **TOWN OF PITTSFIELD**, a municipal corporation, having a mailing address of 85 Main Street, PO Box 98, Pittsfield, NH 03263, with **QUITCLAIM COVENANTS**, the following described premises:

All of R.H.P. Investments, LLC's rights, title and interest in and to two certain condominium units situated in Pittsfield, County of Merrimack, State of New Hampshire, more particularly described as follows:

Units 4 & 5 of the 37 Main Street Condominium, established pursuant to N.H. RSA 365-B by a Declaration of Condominium recorded in the Merrimack County Registry of Deeds at Book 2916, Page 712, and as shown on the site plan recorded in the Merrimack County Registry of Deeds as Plan #17977, and as shown on Floor Plans recorded in the Merrimack County Registry of Deeds as Plan #17978, Plan #17979, and Plan #17980.

Also together with the interest in the common area and in any limited common area as set forth in the Declaration of Condominium.

**MEANING AND INTENDING** to describe and convey all of the rights, title and interest of R.H.P. Investments, LLC, in the premises described in the Deed of Gabriel Bilc, dated March 26, 2009, and recorded in the Merrimack County Registry of Deeds at Book 3118, Page 1193.

WHEREFORE, R.H.P. Investments, LLC, has executed this Deed this 28<sup>th</sup> day of April, 2015, by signature of its Manager, duly authorized.

R.H.P. Investments, LLC

By Kit Howard  
Its Manager

THE STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

Then appeared Kit Howard, Manager of R.H.P. Investments, LLC, duly authorized to execute the foregoing instrument on behalf of R.H.P. Investments, LLC, as aforesaid.

MOREEN J. LOWERY  
Notary Public  
My Commission Expires: 8/9/2017

Seal:

MOREEN J. LOWERY  
Notary Public, State of New York  
No. 01LO6029116  
Qualified in New York County  
Commission Expires 08/09/2017

**THIS TRANSFER IS EXEMPT FROM THE REAL ESTATE TRANSFER TAX  
PURSUANT TO RSA 78-B:2, I.**

## RELEASE AGREEMENT

### Definitions:

**SELLER:** **R.H.P. Investments, LLC**, a New Hampshire limited liability company with mailing address of *68 Riverbend Way, Manchester, NH 03103*, and its legal representatives, principals, agents, members, officers, successors and assigns.

**PURCHASER:** **Town of Pittsfield, NH** with mailing address of 85 Main Street, Pittsfield, NH 03263

Now, therefore, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Purchaser hereby agrees to and is bound by the following terms:

**1. Releases.** Purchaser does hereby release, acquit and forever discharge Seller from all claims, demands, damages, actions or causes of action, in law or in equity, for indemnity or otherwise, debts, contracts, agreements, promises, liabilities, attorneys' fees, losses, costs, or expenses of any nature whatsoever, whether known or unknown, suspected or unsuspected, fixed or contingent, now existing or hereafter arising, by the undersigned and/or its related entities, transferees, administrators, agents, employees, assigns, heirs, insurers, successors, predecessors or legal representatives, based upon, arising out of, or in any way related to its ownership and subsequent sale to Purchaser of the following described two condominium units located in Pittsfield, Merrimack County, New Hampshire (hereinafter, the "Property"):

Two certain condominium units situated in Pittsfield, County of Merrimack, State of New Hampshire, more particularly described as follows:

Units #4 & 5 of the 37 Main Street Condominium, established pursuant to N.H. RSA 356-B by a Declaration of Condominium recorded in the Merrimack County Registry of Deeds at Book 2916, Page 712, and as shown on Site Plan recorded in the Merrimack County Registry of Deeds as Plan #17977, and as shown on Floor Plans recorded in the Merrimack County Registry of Deeds as Plan #17978, Plan #17979, and Plan #17980.

Also together with the interest in the common area and any limited common area as set forth in the Declaration of Condominium.

**2. Severability.** The provisions of this Release are severable and, if any part is found to be unenforceable, the other portion(s) shall remain fully valid and enforceable.

3. **Authority to Sign.** Purchaser represents that it has consulted with an attorney about this Release and that Purchaser is authorized to make this Release.

4. **Governing Law.** This agreement shall be governed by New Hampshire law without reference to conflict of laws principles or considerations.

5. **Signatures.** Purchaser understands and agrees to be bound by the terms of this Release upon its signature below.

Witnessed or Attested by:

TOWN OF PITTSFIELD, NH

Cara M. Marston

Witness

By:

Michael Williams

Name: Michael Williams  
Title: Town Administrator  
Duly authorized

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

I certify that on the 20 day of April, 2015, that Michael Williams, Town Administrator, duly authorized on behalf of the Town of Pittsfield, personally came before me and, known to me, acknowledged under oath, to my satisfaction, that this person (or if more than one, each person), (a) is named in and personally signed this document; and (b) signed, sealed and delivered this document as his or her voluntary act:

Cara M. Marston  
Notary Public/Justice of the Peace

/sca/



REPRESENTATION STATEMENT

**Definitions:**

**AHS:** Atty. Andrew H. Sullivan

**SELLERS:** R.H.P. Investments, LLC

**BUYER:** TOWN OF PITTSFIELD

**PROPERTY:** Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH

It is understood that Andrew H. Sullivan, Esq. (AHS) represent the SELLER only, in the transaction of real estate located at the above-referenced property.

**SELLER:** R.H.P. Investments, LLC

By: Kit Howard  
Name: Kit Howard  
Title: Manager  
Duly authorized

Date: 4/28/15

Marilyn A. Garcia  
Witness

**Buyer:** TOWN OF PITTSFIELD

By: \_\_\_\_\_  
Name: Michael Williams  
Title: Town Administrator  
Duly Authorized

Date:

\_\_\_\_\_  
Witness

REPRESENTATION STATEMENT

Definitions:

AHS: Atty. Andrew H. Sullivan

SELLERS: R.H.P. Investments, LLC

BUYER: TOWN OF PITTSFIELD

PROPERTY: Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH

It is understood that Andrew H. Sullivan, Esq. (AHS) represent the SELLER only, in the transaction of real estate located at the above-referenced property.

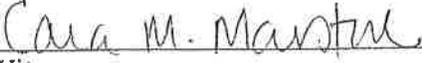
SELLER: R.H.P. Investments, LLC

By: \_\_\_\_\_ Date:  
Name: Kit Howard  
Title: Manager  
Duly authorized

\_\_\_\_\_  
Witness

Buyer: TOWN OF PITTSFIELD

By:  Date: 4/20/2015  
Name: Michael Williams  
Title: Town Administrator  
Duly Authorized

  
Witness

**WATER SUPPLY & SEWAGE DISPOSAL NOTICE PURSUANT TO RSA 477:4-c  
AND WAIVER OF NOTICE**

**RE: Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH**

**CLOSING DATE:**

The Seller herein provides this notice to Purchaser herein, as required by NH RSA 477:4-C, relative to Purchaser's intent to sign a Purchase and Sale Agreement, between Seller and Purchaser (hereinafter, "Agreement"), referencing the Premises, described.

By signing below, Purchaser acknowledges receipt of this notice and waives any rights it may have had or have for failure of Seller to provide this notice prior to the execution of said Agreement.

**TYPE OF WATER SUPPLY:**      private well      city      other

Date of the most recent water test:

Seller has/has not experienced an unsatisfactory water test.

Seller has/has not experienced a water test with notations.

Date of Installation:                      Location:                      Known malfunctions:

**TYPE OF SEWAGE:**      private septic                       city                       other

Size of tank:                      Age:                      Date of most recent service:

Name of contractor who services tank:

Location:                      Type of System:                      Malfunctions:

**SELLER: R.H.P. Investments, LLC**

By: Kit Howard

Name: Kit Howard

Title: Manager

Duly Authorized

Date: 4/28/15

Marilyn S. Barcia  
Witness

**Buyer: Town of Pittsfield**

By: \_\_\_\_\_

Name: Michael Williams

Title: Town Administrator

Duly Authorized

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

WATER SUPPLY & SEWAGE DISPOSAL NOTICE PURSUANT TO RSA 477:4-c  
AND WAIVER OF NOTICE

RE: Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH

**CLOSING DATE:**

The Seller herein provides this notice to Purchaser herein, as required by NH RSA 477:4-C, relative to Purchaser's intent to sign a Purchase and Sale Agreement, between Seller and Purchaser (hereinafter, "Agreement"), referencing the Premises, described.

By signing below, Purchaser acknowledges receipt of this notice and waives any rights it may have had or have for failure of Seller to provide this notice prior to the execution of said Agreement.

**TYPE OF WATER SUPPLY:**      private well      city      other

Date of the most recent water test:

Seller has/has not experienced an unsatisfactory water test.

Seller has/has not experienced a water test with notations.

Date of Installation:                      Location:                      Known malfunctions:

**TYPE OF SEWAGE:**              private septic                       city                       other

Size of tank:                      Age:                      Date of most recent service:

Name of contractor who services tank:

Location:                      Type of System:                      Malfunctions:

**SELLER: R.H.P. Investments, LLC**

By: \_\_\_\_\_  
Name: Kit Howard  
Title: Manager  
Duly Authorized

Date:

\_\_\_\_\_  
Witness

**Buyer: Town of Pittsfield**

By: Michael R. Williams  
Name: Michael Williams  
Title: Town Administrator  
Duly Authorized

Date: 4/20/2015

Cara M. Martine  
Witness

**RADON GAS & LEAD PAINT NOTICE PURSUANT TO RSA 477:4-a**

**RE: Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH**

**CLOSING DATE:**

The Seller herein provides this notice to Purchaser herein, as required by NH RSA 477:4-a, relative to Purchaser's intent to sign a Purchase and Sale Agreement, between Seller and Purchaser (hereinafter, "Agreement"), referencing the Premises, described.

By signing below, Purchaser acknowledges receipt of this notice and waives any rights it may have had or have for failure of Seller to provide this notice prior to the execution of said Agreement.

**RADON GAS:** Radon gas, the product of decay of radioactive materials in rock may be found in some areas of New Hampshire. This gas may pass into a structure through the ground or through water from a deep well. Testing can establish its presence and equipment is available to remove it from the air and water.

**LEAD PAINT:** Before 1977, paint containing lead may have been used in structures. The presence of flaking lead paint can present a serious health hazard, especially to young children and pregnant women. Tests are available to determine whether lead is present.

**SELLER: R.H.P. Investments, LLC**

By: Kit Howard  
Name: Kit Howard  
Title: Manager  
Duly Authorized

Date: 4/28/13

Marilyn S. Corcoran  
Witness

**Buyer: Town of Pittsfield**

By: \_\_\_\_\_  
Name: Michael Williams  
Title: Town Administrator  
Duly Authorized

Date:

\_\_\_\_\_  
Witness

RADON GAS & LEAD PAINT NOTICE PURSUANT TO RSA 477:4-a

RE: Units 4 & 5, 37 Main Street Condominium, 37 Main St., Pittsfield, NH

**CLOSING DATE:**

The Seller herein provides this notice to Purchaser herein, as required by NH RSA 477:4-a, relative to Purchaser's intent to sign a Purchase and Sale Agreement, between Seller and Purchaser (hereinafter, "Agreement"), referencing the Premises, described.

By signing below, Purchaser acknowledges receipt of this notice and waives any rights it may have had or have for failure of Seller to provide this notice prior to the execution of said Agreement.

**RADON GAS:** Radon gas, the product of decay of radioactive materials in rock may be found in some areas of New Hampshire. This gas may pass into a structure through the ground or through water from a deep well. Testing can establish its presence and equipment is available to remove it from the air and water.

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**SELLER: R.H.P. Investments, LLC**

By: \_\_\_\_\_ Date:  
Name: Kit Howard  
Title: Manager  
Duly Authorized

\_\_\_\_\_  
Witness

**Buyer: Town of Pittsfield**

By: Michael R. Williams Date: 4/20/2015  
Name: Michael Williams  
Title: Town Administrator  
Duly Authorized

Cara M. Martin  
Witness

**CONDOMINIUM ESTOPPEL STATEMENT**

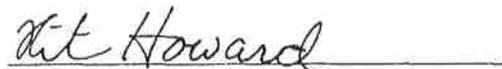
RE Condominium: 37 Main Street Condominium, Pittsfield, NH

**Units 4 and 5 with a street address of 37 Main Street**

The undersigned being former owner of said Units hereby states to the best of our knowledge and belief:

- [1] There is no active Condominium Association;
- [2] There is no one to receive condo fees; and
- [3] No one has requested payment for outstanding fees, assessments or charges due and owing to the Condominium Association for the above-referenced units.

R.H.P. Investments, LLC

  
Name: Kit Howard  
Manager, duly authorized

Date: May 12 2015

PITTSFIELD, TOWN OF  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263

Date	Book	Page	Type	Price	Grantor

Date	Agent	Description
01/14/14	JBVE	MARKED FOR INSPECTION
11/20/13	INSP	
10/30/09	DJRM	
03/16/06	BSL	

NOTES

LAND IS LOCATED IN EACH CONDO UNIT IN THE AMENITY VALUE; 2007 ADJUSTED THE BLDG INTO 5 CONDO UNITS THAT ARE ASSESSED SEPERATELY; 1/14 JOHN BERRY HOUSE; NOH; POSTED=EST; PVD DRVWY; GAR ATT TO HSE & PARTS ASSESSED TO EACH UNIT; 2015 TY ALL TOWN OWNED.

MUNICIPAL SOFTWARE BY AVITAR

PITTSFIELD ASSESSING OFFICE

PARCEL TOTAL TAXABLE VALUE

Year	Building	Features	Land
2014	\$ 0	\$ 0	\$ 48,700
Parcel Total: \$ 48,700			
2015	\$ 0	\$ 0	\$ 0
Parcel Total: \$ 0			
2016	\$ 0	\$ 0	\$ 0
Parcel Total: \$ 0			

EXTRA FEATURES VALUATION

Units Length x Width Size Adj Rate Cond Market Value Notes

LAND VALUATION

Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
IF RES	0.250 ac	27,000	E	100	100	100	100	100 -- LEVEL	0	0	0	N	0	ROW
IF RES	0.300 ac	x 2,500	X	100				95 -- MILD	0	0	0	N	0	
0.550 ac													0	

Zone: COMMERCIAL Minimum Acreage: 0.25 Minimum Frontage: 50 Site: AVERAGE Driveway: PAVED Road: PAVED

BUILDING DETAILS	
Model:	
Roof:	
Ext:	
Int:	
Floor:	
Heat:	
Bedrooms:	Baths:
	Extra Kitchens:
	Fixtures:
	Fireplaces:
	Generators:
A/C:	
Quality:	
Com. Wall:	
Stories:	
Base Type:	

TAXABLE DISTRICTS	
District	Percentage
PERMITS	
Date	Project Type
Notes	

**OWNER**  
**PITTSFIELD, TOWN OF**  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263

BUILDING SUB AREA DETAILS	
2015 BASE YEAR BUILDING VALUATION	
Year Built:	%
Condition For Age:	
Physical:	
Functional:	
Economic:	
Temporary:	%



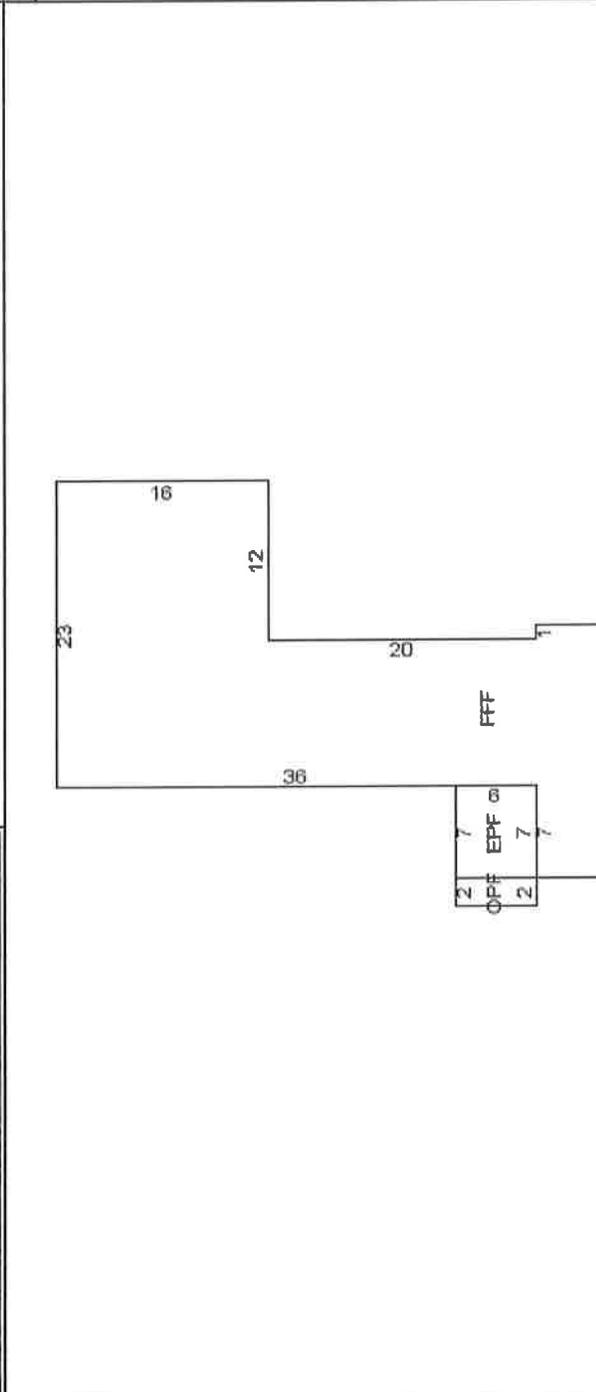
TAXABLE DISTRICTS		BUILDING DETAILS	
District	Percentage		
		Model: 1 STORY CONDO/TOWN Roof: MANSARD/ASPHALT Ext: CLAP BOARD Int: DRYWALL/PLASTERED Floor: HARDWOOD Heat: OIL/HOT WATER Bedrooms: 1 Baths: 1.0 Fixtures: 3 Extra Kitchens: Fireplaces: Generators: A/C: No Quality: A0 AVG Com. Wall: Size Adj: 1.1597 Base Rate: ECC 60.00 Bldg. Rate: 1.1017 Sq. Foot Cost: \$ 66.10	

OWNER		PERMITS	
Date	Project Type	Notes	

**PITTSFIELD, TOWN OF**  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263



BUILDING SUB AREA DETAILS			
ID	Description	Area	Adj. Effect.
OPF	OPEN PORCH	12	0.25 3
FFF	FST FLR FIN	1158	1.00 1158
EPF	ENCLSD PORCH	42	0.70 29
<b>GLA:</b>		<b>1,212</b>	<b>1,190</b>



2015 BASE YEAR BUILDING VALUATION	
Market Cost New:	\$ 78,659
Year Built:	1850
Condition For Age:	GOOD
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	33 %
Building Value:	\$ 52,700

OWNER INFORMATION		SALES HISTORY		PICTURE
<b>PITTSFIELD, TOWN OF</b> P.O. BOX 98 85 MAIN STREET PITTSFIELD, NH 03263				
Date	Book	Page	Type	Price Grantor
11/22/2013	3421	869	U150	6,502 FAUST, WILLIAM R
04/26/2007	2982	1828	U151	36,000 LAND PRESERVATION+ INV

LISTING HISTORY		NOTES	
04/08/16	ERPE	2007- CREATED NEW PARCEL DUE TO U03-0044, INTO CONDO UNITS. 08-	
04/17/15	JDPR	NOBODY HOME APPEARS CONDO HAS BEEN RENOV TO INCLUDE INT,	
02/06/14	JBVL	ELEC + WINDOWS; 1/14 NOH & POSTED=EST; 2/14 SOME INT MEAS EST FIX	
01/14/14	JBVE	SKETCH; UNIT FULL OF TRASH & DEBRIS; PLUMB & HEAT MOSTLY	
11/20/13	INSP	REMOVED; ELEC NEEDS REPLACEMENT; CK15 FOR COND; COMMON AREA	
10/30/09	DJRM	INCL IN UNIT MEAS; 4/15 NOH, "NT" EST NC; 4/16 NOH; POSTED "NT"=EST;	
04/02/08	DJPU	PER TOWN NC; CK17;	

EXTRA FEATURES VALUATION				LAND VALUATION			
Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Market Value	Notes
GARAGE-1 STY	504	18 x 28	92	22.00	65	6,631	
FIREPLACE 1-STAND	1		100	3,000.00	100	3,000	
						<b>9,600</b>	

PARCEL TOTAL TAXABLE VALUE			
Year	Building	Features	Land
2014	\$ 16,700	\$ 19,700	\$ 0
		Parcel Total: \$ 36,400	
2015	\$ 32,200	\$ 9,600	\$ 0
		Parcel Total: \$ 41,800	
2016	\$ 32,200	\$ 9,600	\$ 0
		Parcel Total: \$ 41,800	

MUNICIPAL SOFTWARE BY AVITAR			
<b>PITTSFIELD ASSESSING OFFICE</b>			

Zone: COMMERCIAL			
Minimum Acreage:	0.25	Minimum Frontage:	50
Land Type	EXEMPT-MUNIC	Units	0
		Base Rate	NC
		Adj	Site
		Road	DWay
		Topography	Cond
		Ad Valorem	SPI R
		Tax Value	Notes

Site: AVERAGE Driveway: PAVED Road: PAVED

**BUILDING DETAILS**

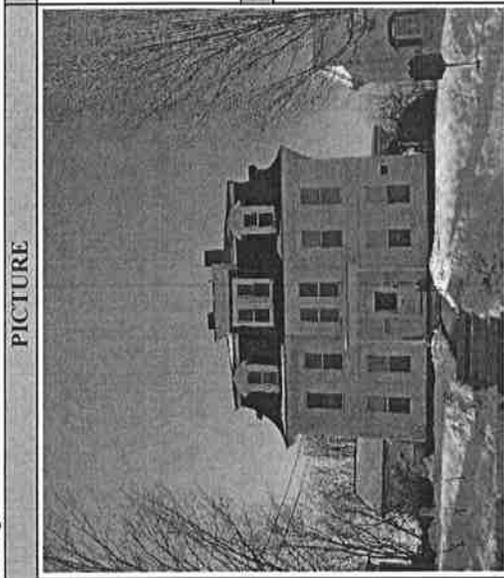
Model: 1 STORY CONDO/TOWN  
 Roof: MANSARD/ASPHALT  
 Ext: CLAP BOARD  
 Int: DRYWALL/PLASTERED  
 Floor: HARDWOOD  
 Heat: OIL/FA DUCTED  
 Bedrooms: 1 Baths: 1.0 Fixtures: 3  
 Extra Kitchens: Fireplaces:  
 Generators:  
 A/C: No  
 Quality: A0 AVG  
 Com. Wall:  
 Size Adj: 1.3594 Base Rate: ECC 60.00  
 Bldg. Rate: 1.2914  
 Sq. Foot Cost: \$ 77.49

**TAXABLE DISTRICTS**

District	Percentage

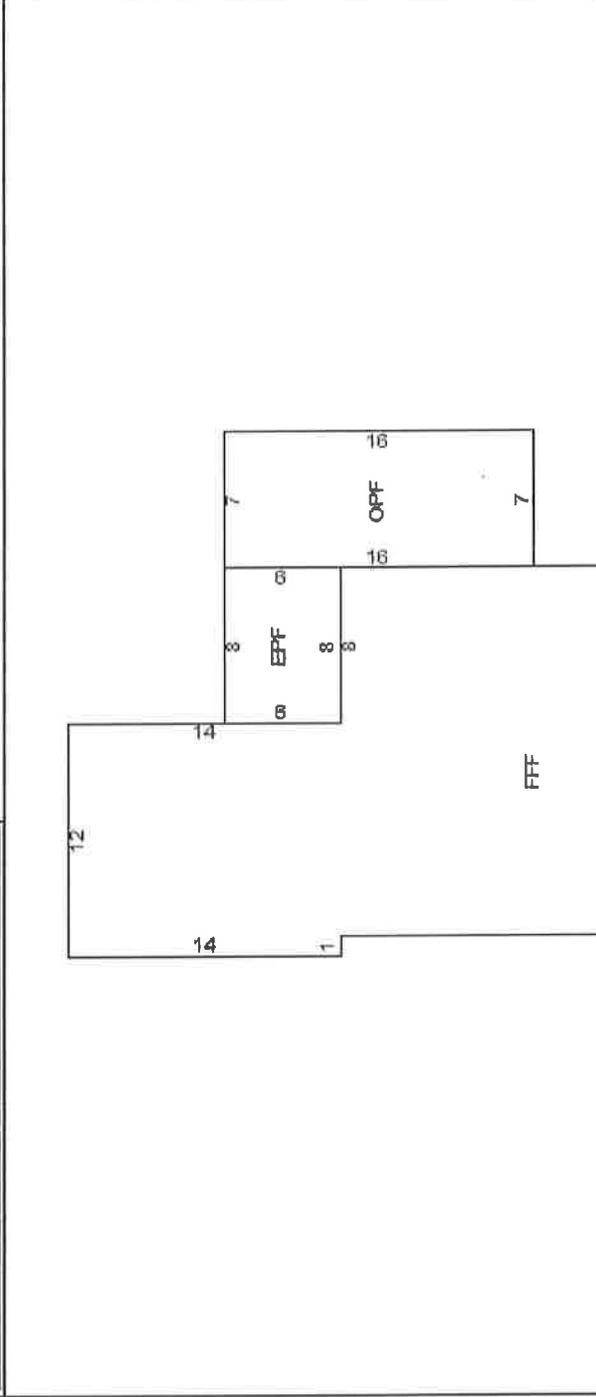
**OWNER**

PITTSFIELD, TOWN OF  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263



**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	738	1.00	738
EPF	ENCLSD PORCH	48	0.70	34
OPF	OPEN PORCH	112	0.25	28
<b>GLA:</b>		<b>738</b>		<b>800</b>



**2015 BASE YEAR BUILDING VALUATION**

Market Cost New:	\$ 61,992
Year Built:	1840
Condition For Age:	GOOD
Physical:	33 %
Functional:	
Economic:	
Temporary:	CNOTES
Total Depreciation:	15 %
	48 %
Building Value:	\$ 32,200

OWNER INFORMATION		SALES HISTORY		PICTURE
<b>PITTSFIELD, TOWN OF</b>				
P.O. BOX 98				
85 MAIN STREET				
PITTSFIELD, NH 03263				

Date	Book	Page	Type	Price	Grantor
08/26/2015	3489	1563	U150		1 SWEENEY, KAREN M
10/28/2010	3222	303	Q I		27,000 HELPING HANDS REAL EST
11/13/2009	3164	1548	U189		15,533 DBNR INVESTMENTS LLC
11/03/2009	3163	334	U137		12,793 STONECREST INCOME &
09/30/2009	3157	934	U137		8,000 DEUTSCHE BANK NAT TRUS

LISTING HISTORY		NOTES	
01/14/14	JBVE	2007- CREATED NEW PARCEL DUE TO U03-0044 DIVIDED INTO CONDO	
11/20/13	INSP	UNITS. CHECK FOR RENOV'S AND ADJ. GRADE AND CONDITION OF CONDO.	
03/25/10	TNAB	08'- NOBODY HOME BUT APPEARS CONDO HAS BEEN RENOV TO INCLUDE	
10/30/09	DJRM	INT, ELEC, AND WINDOWS.. 2009 ABATEMENT GRANTED; 1/14	
04/02/08	DJPU	NOH&POSTED=EST; 2ND FLR UNIT;	

EXTRA FEATURES VALUATION	
Feature Type	Units
GARAGE-1 STY	336
	Length x Width
	28 x 12
	Size Adj
	108
	Rate
	22.00
	Cond
	70
	Market Value
	Notes
	5,588
	<b>5,600</b>

MUNICIPAL SOFTWARE BY AVITAR	
<b>PITTSFIELD ASSESSING OFFICE</b>	

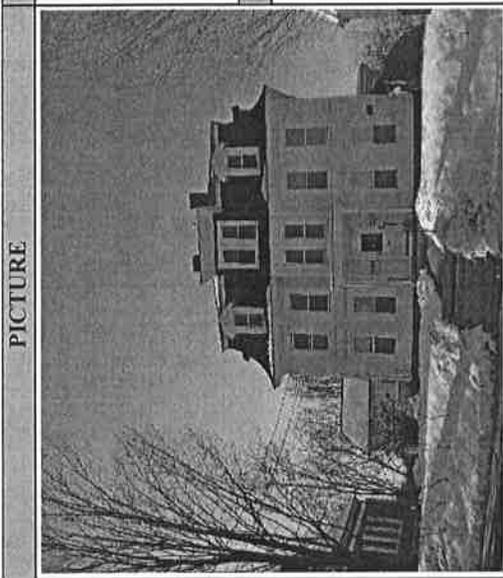
PARCEL TOTAL TAXABLE VALUE			
Year	Building	Features	Land
2014	\$ 27,800	\$ 16,100	\$ 0
		Parcel Total:	\$ 43,900
2015	\$ 47,300	\$ 5,600	\$ 0
		Parcel Total:	\$ 52,900
<b>2016</b>	<b>\$ 47,300</b>	<b>\$ 5,600</b>	<b>\$ 0</b>
		<b>Parcel Total:</b>	<b>\$ 52,900</b>

LAND VALUATION		
Zone: COMMERCIAL	Minimum Acreage: 0.25	Minimum Frontage: 50
Land Type	Units	Base Rate
EXEMPT-MUNIC	0	NC
	0 ac	Adj
		Site
		E
		Road
		DW
		Way
		Topography
		Cond
		Ad Valorem
		SPI
		R
		Tax Value
		Notes
		Site: AVERAGE Driveway: PAVED
		Road: PAVED

BUILDING DETAILS	
Model:	1 STORY CONDO/TOWN
Roof:	MANSARD/ASPHALT
Ext:	CLAP BOARD
Int:	DRYWALL/PLASTERED
Floor:	CARPET/HARDWOOD
Heat:	OIL/HOT WATER
Bedrooms:	1
Baths:	1.0
Fixtures:	3
Extra Kitchens:	
Fireplaces:	
Generators:	
A/C:	No
Quality:	A0 AVG
Com. Wall:	
Size Adj:	1.2365
Base Rate:	ECG 60.00
Bldg. Rate:	1.1747
Sq. Foot Cost:	\$ 70.48

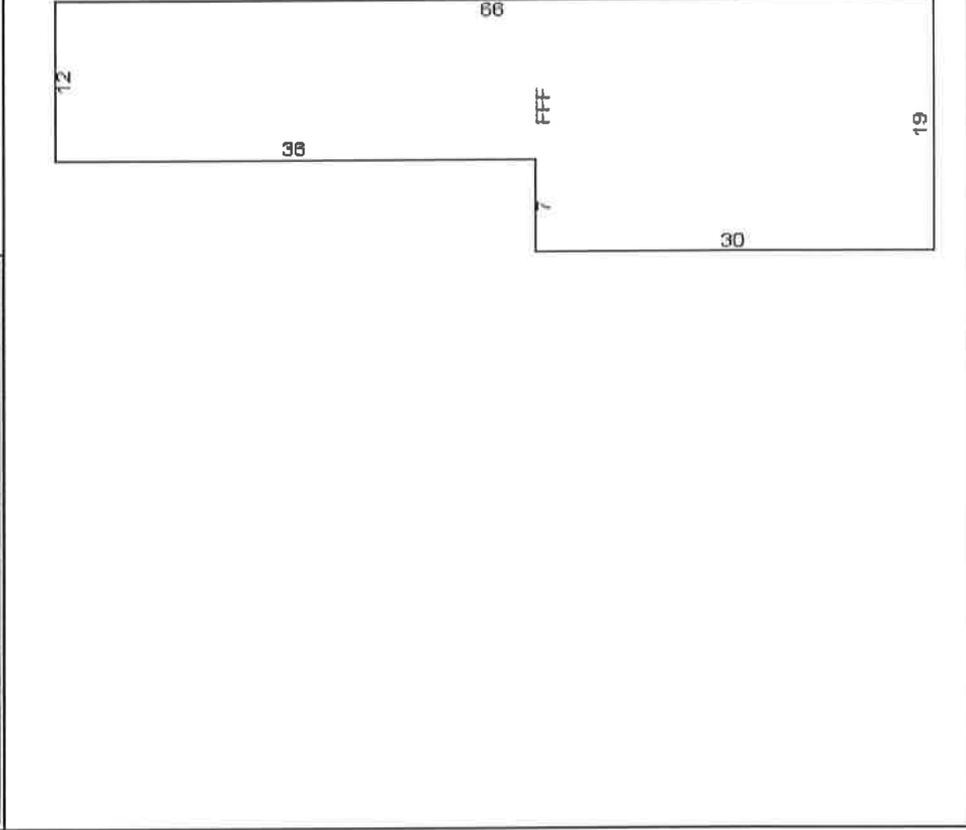
TAXABLE DISTRICTS	
District	Percentage

PERMITS	
Date	Project Type
	Notes



BUILDING SUB AREA DETAILS		
ID	Description	Area
FFF	FST FLR FIN	1002
GLA:		1,002
		1,002
		1,002
		1,002

2015 BASE YEAR BUILDING VALUATION	
Market Cost New:	\$ 70,621
Year Built:	1840
Condition For Age:	GOOD
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	33 %
Building Value:	\$ 47,300



**OWNER INFORMATION**  
**PITTSFIELD, TOWN OF**  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263

**SALES HISTORY**

Date	Book	Page	Type	Price	Grantor
05/13/2015	3477	1319	U135		1 RHP INVESTMENTS LLC
03/27/2009	3118	1193	U121		242,933 BILC, GABRIEL
04/10/2007	2978	1030	U151		21,000 LAND PERSERVATION+ INV

**NOTES**

2007- CREATED NEW PARCEL DUE TO U03-0044 DIVIDED INTO CONDO UNITS, CHECK FOR RENOV'S AND ADJ. GRADE AND CONDITION OF CONDO. 08'- NOBODY HOME, APPEARS CONDO HAS BEEN RENOV TO INCLUDE INT, ELEC AND WINDOWS; 1/14 NOH&POSTED=EST; 2ND FLR UNIT;

**EXTRA FEATURES VALUATION**

Feature Type	Units	Length	Width	Size Adj	Rate	Cond	Market Value	Notes
GARAGE-1 STY	560	20	x 28	89	22.00	70	7,675	
							<b>7,700</b>	

**PARCEL TOTAL TAXABLE VALUE**

Year	Building	Features	Land
2014	\$ 27,200	\$ 18,400	\$ 0
		Parcel Total: \$ 45,600	
2015	\$ 46,300	\$ 7,700	\$ 0
		Parcel Total: \$ 54,000	
<b>2016</b>	<b>\$ 46,300</b>	<b>\$ 7,700</b>	<b>\$ 0</b>
		<b>Parcel Total: \$ 54,000</b>	

**LAND VALUATION**

Zone: COMMERCIAL Minimum Acreage: 0.25 Minimum Frontage: 50  
 Land Type EXEMPT-MUNIC Units 0 Base Rate NC Adj E Site E Road DWay Topography Cond Ad Valorem SPI R Tax Value Notes  
 0 ac

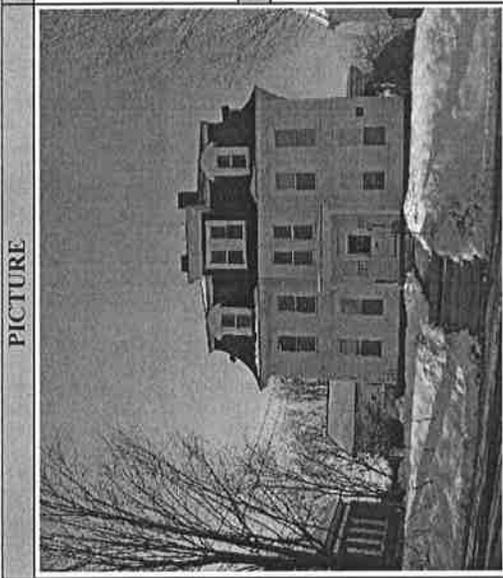
**OWNER**  
**PITTSFIELD, TOWN OF**  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263

**TAXABLE DISTRICTS**

District	Percentage

**PERMITS**

Date	Project Type	Notes



**BUILDING DETAILS**

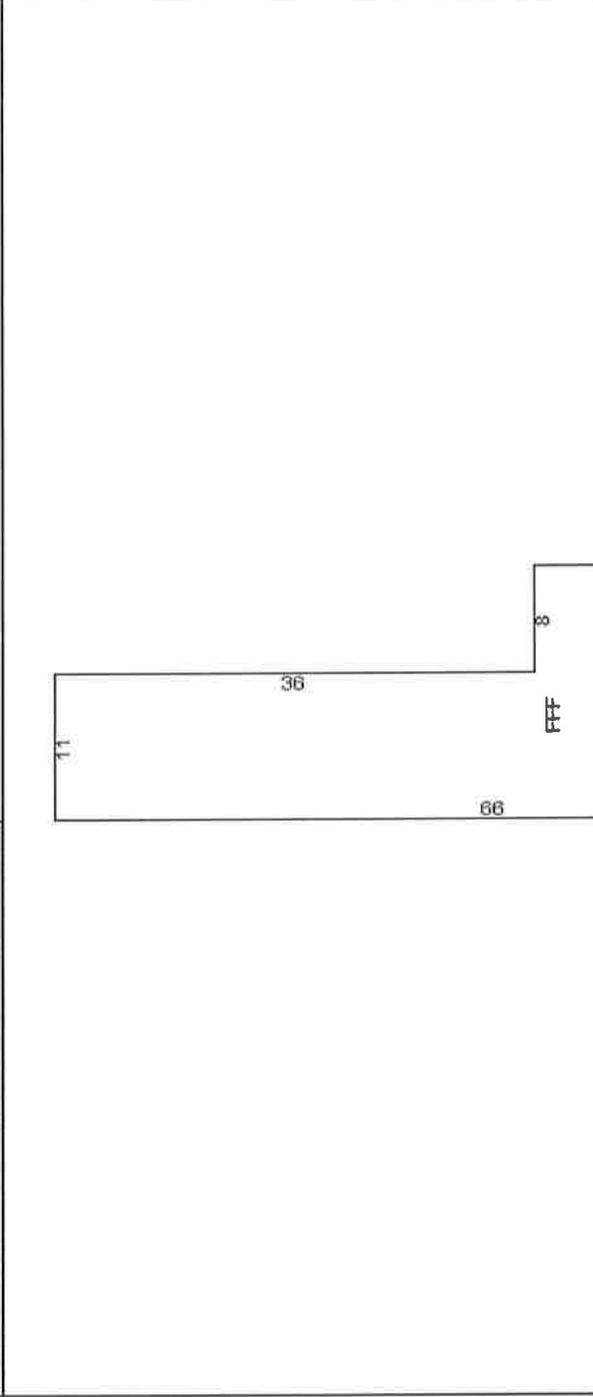
Model: 1 STORY CONDO/TOWN  
 Roof: MANSARD/ASPHALT  
 Ext: CLAP BOARD  
 Int: DRYWALL/PLASTERED  
 Floor: CARPET/HARDWOOD  
 Heat: OIL/FA DUCTED

Bedrooms: 1 Baths: 1.0 Fixtures: 3  
 Extra Kitchens: Fireplaces:  
 A/C: No Generators:  
 Quality: A0 AVG  
 Com. Wall:

Size Adj: 1.2547 Base Rate: ECG 60.00  
 Bldg. Rate: 1.1920  
 Sq. Foot Cost: \$ 71.52

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	966	1.00	966
GLA:	966	966		966



**2015 BASE YEAR BUILDING VALUATION**

Market Cost New:	\$ 69,088
Year Built:	1840
Condition For Age:	GOOD
Physical:	33 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	33 %
Building Value:	\$ 46,300

OWNER INFORMATION		SALES HISTORY		PICTURE																								
<b>PITTSFIELD, TOWN OF</b> P.O. BOX 98 85 MAIN STREET PITTSFIELD, NH 03263		<table border="1"> <thead> <tr> <th>Date</th> <th>Book</th> <th>Page</th> <th>Type</th> <th>Price</th> <th>Grantor</th> </tr> </thead> <tbody> <tr> <td>05/13/2015</td> <td>3477</td> <td>1319</td> <td>U135</td> <td></td> <td>1 RHP INVESTMENTS LLC</td> </tr> <tr> <td>03/27/2009</td> <td>3118</td> <td>1193</td> <td>U121</td> <td></td> <td>242,933 RHP INVESTMENTS LLC</td> </tr> <tr> <td>04/10/2007</td> <td>2978</td> <td>1038</td> <td>U151</td> <td></td> <td>16,000 LAND PRESERVATION</td> </tr> </tbody> </table>	Date	Book	Page	Type	Price	Grantor	05/13/2015	3477	1319	U135		1 RHP INVESTMENTS LLC	03/27/2009	3118	1193	U121		242,933 RHP INVESTMENTS LLC	04/10/2007	2978	1038	U151		16,000 LAND PRESERVATION		
Date	Book	Page	Type	Price	Grantor																							
05/13/2015	3477	1319	U135		1 RHP INVESTMENTS LLC																							
03/27/2009	3118	1193	U121		242,933 RHP INVESTMENTS LLC																							
04/10/2007	2978	1038	U151		16,000 LAND PRESERVATION																							
LISTING HISTORY		NOTES																										
01/14/14 JBVE 11/20/13 INSP MARKED FOR INSPECTION 10/30/09 DJRM 04/02/08 DIPU	2007- CREATED NEW PARCEL DUE TO U03-0044 DIVIDED INTO CONDO UNITS. CHECK FOR RENOV'S AND ADJ. GRADE AND CONDITION OF CONDO. 08'- NOBODY HOME, APPEARS CONDO HAS BEEN RENOV TO INC INT, ELEC AND WINDOWS; 1/14 NOH&POSTED=EST; 23X36 ROOF=GABLE;																											

**MUNICIPAL SOFTWARE BY AVITAR**  
**PITTSFIELD ASSESSING**  
**OFFICE**

EXTRA FEATURES VALUATION							
Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Market Value	Notes
GARAGE-1 STY	1,848	28 x 66	69	22.00	10	2,805	2,800

PARCEL TOTAL TAXABLE VALUE				
Year	Building	Features	Land	
2014	\$ 29,100	\$ 13,100	\$ 0	
Parcel Total: \$ 42,200				
2015	\$ 49,000	\$ 2,800	\$ 0	
Parcel Total: \$ 51,800				
2016	\$ 49,000	\$ 2,800	\$ 0	
Parcel Total: \$ 51,800				

Zone: COMMERCIAL Minimum Acreage: 0.25 Minimum Frontage: 50  
 Land Type EXEMPT-MUNIC Units 0 Base Rate NC Adj Site Road DWay Topography Cond Ad Valorem SPI R Tax Value Notes  
 Site: AVERAGE Driveway: PAVED Road: PAVED  
 0 ac

**BUILDING DETAILS**  
 Model: 1 STORY CONDO/TOWN  
 Roof: MANSARD/ASPHALT  
 Ext: CLAP BOARD  
 Int: PLASTERED  
 Floor: CARPET/PINE/SOFT WD  
 Heat: OIL/FA DUCTED  
 Bedrooms: 2 Baths: 1.0 Fixtures: 3  
 Extra Kitchens: Fireplaces:  
 Generators:  
 A/C: No  
 Quality: A0 AVG  
 Com. Wall:  
 Size Adj: 1.2090 Base Rate: ECG 60.00  
 Bldg. Rate: 1.1486  
 Sq. Foot Cost: \$ 68.91

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
TQF	3/4 STRY FIN	1140	0.75	855
ATF	ATTIC FINISHED	828	0.25	207
<b>GLA:</b>		<b>1,968</b>		<b>1,062</b>

**2015 BASE YEAR BUILDING VALUATION**  
 Market Cost New: \$ 73,182  
 Year Built: 1840  
 Condition For Age: GOOD  
 Physical: 33 %  
 Functional:  
 Economic:  
 Temporary:  
 Total Depreciation: 33 %  
 Building Value: \$ 49,000

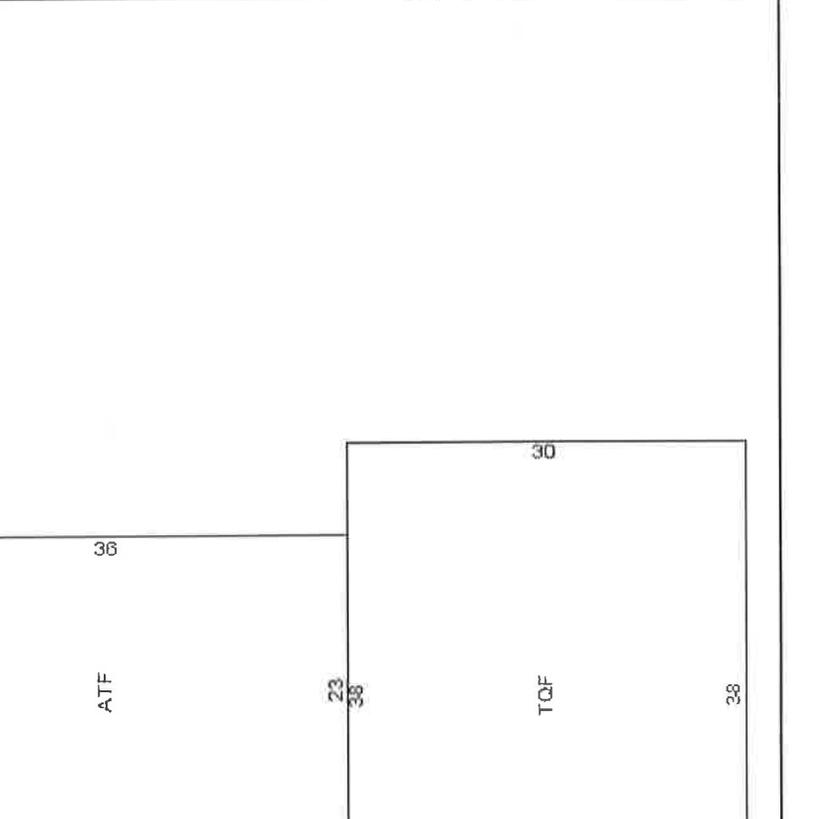
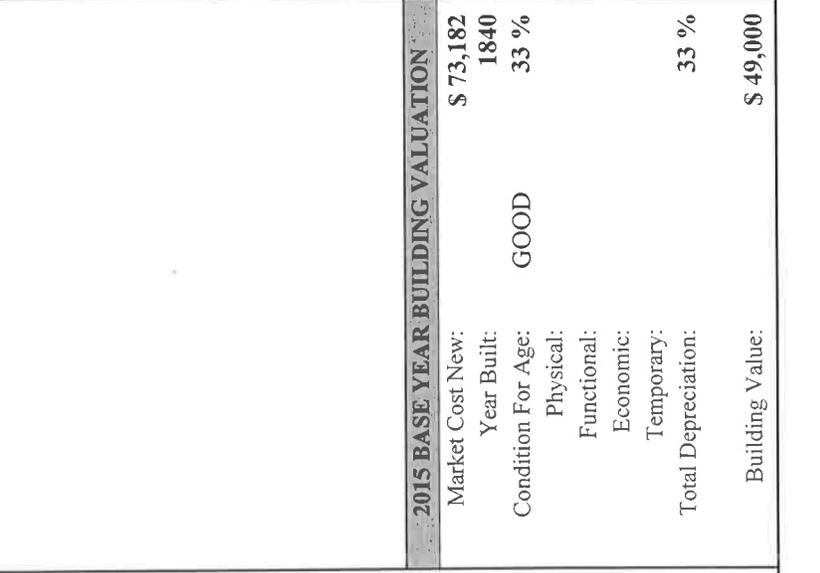
**TAXABLE DISTRICTS**

District	Percentage

**PERMITS**

Date	Project Type	Notes
12/09/10	ELECTRICAL	ADDING 3 LIGHTS IN BACK

**OWNER**  
 PITTSFIELD, TOWN OF  
 P.O. BOX 98  
 85 MAIN STREET  
 PITTSFIELD, NH 03263



**PICTURE**



**Town of Pittsfield  
Planning Board  
85 Main Street  
Pittsfield, NH 03263**

**Notice of Decision**

On March 5, 2015, pursuant to RSA 41:14-a, the Pittsfield Planning Board recommended that the board of selectmen acquire the property at 37 Main Street. For its recommendation, the planning board cited the competitive price to acquire the building—a total out-of-pocket expenditure of \$10,000 plus incidental filing and legal expenses—and the purpose of the Commercial District as stated in the Pittsfield Zoning Ordinance, article 2, Zoning Districts:

**“Commercial:** This area is for major commercial and professional activities. This district is established in recognition of the fact that commerce and business tend to concentrate in a central area. This area is intended primarily for retail, office, civic, financial and cultural uses.”

The board’s vote to recommend the acquisition was yes: 5, no: 0, and abstaining: 0. Board members voting for the approval were Clayton Wood, Pat Heffernan, Jim Pritchard, Larry Konopka, and Roland Carter.

  
Clayton Wood, chair  
Pittsfield Planning Board

March 11, 2015



# TOWN OF PITTSFIELD

**Pittsfield Economic Development Committee**

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

**[edc@pittsfield-nh.com](mailto:edc@pittsfield-nh.com) -- telephone (603) 435-6773 -- fax (603) 435-6573**

March 2, 2015

Mr. Larry Konopka, Chair  
Board of Selectmen  
P. O. Box 85  
Pittsfield, NH 03263

Dear Larry,

The Economic Development Committee (EDC) has unanimously voted to support the Board of Selectmen's purchase of the final condominium at 37 Main Street. Utilizing \$10,000 from the revolving trust fund seems to be the best way to make this happen.

Our hope is that with the proper caveats for the resale of this property Pittsfield's economic vitality will be improved.

The EDC thanks the Board of Selectmen and Town Administrator for working toward this goal.

Sincerely,

*Ted Mitchell*

Ted Mitchell, Chairman

Economic Development Committee



# TOWN OF PITTSFIELD

Office of Selectmen

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

E-Mail: [pittsfieldta@metrocast.net](mailto:pittsfieldta@metrocast.net)

Telephone (603) 435-6773 ~ fax (603) 435-7922

February 25, 2015

To: Chris Hill, Chairman  
Conservation Commission

From: Michael Williams  
Town Administrator  
Board of Selectmen

## Proposal to Acquire Properties at 37 Main Street

### Summary:

The Town of Pittsfield is in a unique position to acquire a quality piece of property on Main Street and set it on a course of rehabilitation that will eventually place it back on the tax rolls. In order to accomplish this goal the Town proposes to purchase parts of the property. The purchase is governed by RSA 41:14-a, the pertinent part therein is the requirement that the Board of Selectmen "shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation."

### Current Status:

The property located at 37 Main Street consists of 5 condominium units operating under a condominium agreement pursuant to RSA 356-B. The building has Units #1 and #2 on the first floor. Units #3 and #4 are on the second floor. And Unit #5 is on the third floor. The entire building is currently vacant.

### Current Ownership:

Units #1 and #2 are owned by the Town were acquired through the tax-deeding process for delinquent taxes. The Town has also negotiated quitclaim deeds which forestalls the statutory repurchase period.

Unit #3 is owned by an out-of-state owner and with approximately \$5,300 in delinquent taxes. If not paid, Unit #3 is scheduled to be tax-deeded to the Town in September 2015.

Units #4 and #5 are owned by an investment company. Each Unit has a tax arrearage of approximately \$1,250 each.

### Proposal:

The Board of Selectmen would like to acquire the fee simple interest of each condominium unit at 37 Main Street, legally dissolve the condominium agreement, and then solicit Requests for Proposal (RFP) from developers. If the Town owns the fee simple interest without any residual equitable interest being held by the former owners, then the Town is not obligated to sell to the highest bid, but can choose a developer based on the best plan for the downtown area.

We plan to issue a RFP with certain parameters. Those parameters will be memorialized by deed covenants when the deed is conveyed to the successful candidate. One of the parameters will be that any development shall allow

the first floor to be used only for a commercial purpose. The second and third floors may remain residential, but with no more than three apartments.

**Purchase:**

The owner of Units #4 and #5 has offered to convey their interest in both units in exchange for an abatement of taxes of about \$2,500 total.

The owner of Unit #3 has offered to sell her condo to the Town for an abatement of taxes of about \$5,300 plus cash payment of \$10,000. However, the cash payment is an initial offer and is subject to further negotiation, so the final purchase price may be less. Regardless, the purchase price for Unit #3 will not exceed \$15,300.

The funds for this project will come from the Economic Development Fund to purchase downtown buildings. Upon sale, the first \$10,000 is proposed to replace the withdrawal of those funds.

The Town has the opportunity to acquire the entire building for a total out-of-pocket expenditure of \$10,000 plus incidental filing and legal expenses, and to set it on a course to enhance the Main Street corridor. The parameters for the RFP will correspond with the principles of the Master Plan

**Schedule:**

The statute prescribes a fairly tight time schedule. Therefore your immediate attention to this matter is requested. The tentative schedule is as follows:

- |                   |  |
|-------------------|--|
| February 26, 2015 | Conservation Commission Recommendation |
| March 5, 2015     | Planning Board Recommendation          |
| March 17, 2015    | First Public Hearing                   |
| March 31, 2015    | Second Public Hearing                  |



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**

**Thomas S. Burack, Commissioner**



July 12, 2016

Cara Marston, Town Administrator  
Town of Pittsfield, NH  
85 Main Street  
Pittsfield, NH 03263

**Re: Administrative Order by Consent, Docket No. 16-014 WD**  
Municipal Wastewater Treatment Facility - NHPEES Permit No. NH0100986

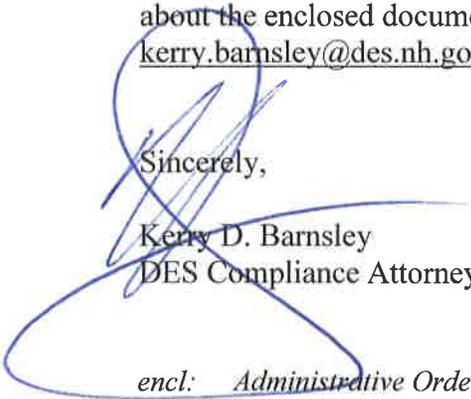
Dear Ms. Marston:

Enclosed please find the Administrative Order by Consent agreement negotiated between the Department of Environmental Services and Pittsfield. If the agreement remains acceptable, please sign, date, and return the entire document [all 4 pages] to me at:

**DES Legal Unit, Attn: Compliance Attorney, P.O. Box 95, Concord, NH 03302-0095**

A fully-executed copy of the agreement will be returned to you for the town's records after it has been signed by the Commissioner. If you have any questions, comments, or concerns about the enclosed document, please contact me directly at 603-271-7509 or via e-mail at [kerry.barnsley@des.nh.gov](mailto:kerry.barnsley@des.nh.gov).

Sincerely,

  
Kerry D. Barnsley  
DES Compliance Attorney

*encl: Administrative Order by Consent for signature*

ec: Water Division distribution list



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

Town of Pittsfield, New Hampshire  
85 Main Street  
Pittsfield, NH 03263

Re: Municipal Wastewater Treatment Facility  
127 South Main Street, Pittsfield, NH  
NPDES Permit No. NH0100986

**ADMINISTRATIVE ORDER  
BY CONSENT**

**No. 16-014 WD**

**A. INTRODUCTION**

This Administrative Order by Consent is issued by the New Hampshire Department of Environmental Services, Water Division to, and with the consent of, the Town of Pittsfield, pursuant to RSA 485-A:22. This Administrative Order by Consent is effective upon signature by both parties.

**B. PARTIES**

1. The Department of Environmental Services, Water Division (“DES”), is a duly-constituted administrative agency of the State of New Hampshire, having its principal office at 29 Hazen Drive in Concord, New Hampshire.
2. The Town of Pittsfield, New Hampshire is a duly-constituted municipality of the State of New Hampshire having a mailing address of 85 Main Street, Pittsfield, NH 03263.

**C. STATEMENTS OF FACTS AND LAW**

1. Pursuant to RSA 485-A:13 and related sections, DES regulates the discharge of pollutants to surface waters under a permit system. As part of this program, the Commissioner of DES has adopted NH CODE ADMIN. RULES Env-Wq 301 relating to permits, and has adopted NH CODE ADMIN. RULES Env-Wq 1700 to establish water quality standards for the state’s waters.
2. The Town of Pittsfield owns and operates a wastewater treatment facility (“WWTF”) located at 127 South Main Street, in Pittsfield, New Hampshire.
3. Pursuant to RSA 485-A:13, I(a) it shall be unlawful for any person or persons to discharge or dispose of any sewage or waste to a surface water or groundwater of the state without first obtaining a written permit from DES.
4. Operation of the WWTF in Pittsfield is permitted under the terms of federal National Pollutant Discharge Elimination System (“NPDES”) permit number NH0100986, issued by the United States Environmental Protection Agency (“EPA”) to Pittsfield on January 21, 2015 (effective April 1, 2015). NPDES permit #NH0100986 was adopted as a State discharge permit under RSA 485-A:13, I(a). The federal and state permits are collectively referred to hereinafter as the “NPDES Permit.”
5. Pursuant to New Hampshire Laws of 1967, Chapter 311:1, the Suncook River and its tributaries are classified as Class B waters.

DES Web site: [www.des.nh.gov](http://www.des.nh.gov)

**P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095**

Telephone: (603) 271-3503 • Fax: (603) 271-2867 • TDD Access: Relay NH 1-800-735-2964

6. Pursuant to RSA 485-A:8, II, there shall be no disposal of sewage or waste in Class B waters except those that have received adequate treatment to prevent the lowering of the biological, physical, chemical or bacteriological characteristics below those stated in RSA 485-A:8, II. Disposal of waste shall not be harmful to aquatic life or to the maintenance of aquatic life in said receiving waters. Further, Class B waters shall be acceptable for swimming, fishing and other recreational purposes; and, after adequate treatment, for use as water supplies.
7. RSA 485-A:12, I, prohibits the discharge of any sewage or wastes to a surface water in such a manner as will lower the quality of the water below the minimum requirements of the adopted classification.
8. The NPDES Permit authorizes Pittsfield to discharge treated wastewater from its WWTF to the Suncook River, subject to specified effluent limitations, monitoring requirements, and other conditions.
9. To maintain water quality standards for the state's waters, the NPDES Permit requires Pittsfield to meet more stringent discharge limits than its WWTF can currently meet.
10. Pursuant to condition Part I.A.1. of the NPDES Permit, Pittsfield may not discharge effluent with total phosphorus ("phosphorous") loading that exceeds 1.5 lbs/day as an average monthly value from April 1<sup>st</sup> through October 31<sup>st</sup> of each year.
11. For the monitoring period from April 2015 through October 2015, and April and May 2016, Pittsfield violated the permitted monthly average effluent limit for phosphorus each month.

**D. DETERMINATION OF VIOLATIONS**

The Town of Pittsfield violated Part I.A.1. of the NPDES Permit by discharging treated wastewater from its WWTF to the Suncook River, from April 2015 through October 2015, and in April and May 2016, that exceeded permitted phosphorus limits during each month.

**E. ORDER**

Based on the above findings, DES hereby orders the Town of Pittsfield, and Pittsfield agrees, to undertake and complete the following actions in accordance with the time schedules specified:

1. **Effective immediately**, and until full compliance with the NPDES Permit is achieved, Pittsfield shall:
  - a. optimize the existing treatment processes in order to improve phosphorus removal capacity and efficiency, consideration shall be given to the addition of chemicals to precipitate phosphorus.
  - b. limit the phosphorus loading in the effluent discharged to the Suncook River, as follows:

<u>EFFLUENT PARAMETER</u>	<u>EFFLUENT LIMIT</u>			<u>MONITORING REQUIREMENTS</u>	
	lbs/day			<u>Frequency</u>	<u>Sample Type</u>
	<u>Average Monthly</u>	<u>Average Weekly</u>	<u>Maximum Daily</u>		
Total Phosphorus (April 1 through October 31)	10	---	Report	1/Week	Grab

c. submit to DES written reports on the status of its work and evaluation of its compliance status for each quarter. The first quarterly report for 2016 is due on October 15, 2016, and the final report is due on 15 days after the close of the quarter during which full compliance with the NPDES Permit is achieved. All quarterly reports shall include, at a minimum:

- i. a brief description of work completed during the previous quarter; and,
- ii. a brief description of work anticipated to be completed during the next quarter.

2. **By December 15, 2016**, Pittsfield shall select a qualified consultant to develop an updated facility plan for the Pittsfield WWTF; and, shall notify DES of its selection including the name, address, and telephone number of the qualified consultant selected.

3. **By April 1, 2017**, Pittsfield shall contract with a qualified consultant to develop an updated facility plan for the Pittsfield WWTF consistent with all of the requirements and deadlines set out in this Administrative Order by Consent, including a comprehensive scope of work, and a schedule to develop the updated facility plan by **March 1, 2018**; and, Pittsfield shall send a copy of the fully-executed contract to DES.

4. **By March 1, 2018**, Pittsfield shall submit to DES, for approval, an updated facility plan to upgrade its WWTF such that the Pittsfield WWTF will be capable of consistently meeting all limits and conditions of its NPDES Permit. Pittsfield shall include a final recommended alternative to upgrade the Pittsfield WWTF in its updated facility plan. Pittsfield shall include an implementation schedule with milestones and a final completion date for the final recommended alternative to upgrade the Pittsfield WWTF in the updated facility plan.

5. Pittsfield shall complete all approved construction, and attain full operation, such that the effluent discharged from its WWTF to the Suncook River meets all limits and conditions of the NPDES Permit in accordance with the implementation schedule in the facility plan submitted by March 1, 2018; as approved, including interim deadlines for milestones, and the final completion date. The approved implementation schedule set forth in this Administrative Order by Consent and in the approved facility plan submitted by March 1, 2018, shall become a part hereof, and enforceable hereunder without further amendment to this Administrative Order by Consent.

6. Pittsfield shall send **all** correspondence, data, reports, and other submissions made in connection with this Administrative Order by Consent to DES, and EPA, as follows:

Tracy L. Wood, P.E., WWEB  
DES Water Division  
P.O. Box 95  
Concord, NH 03302-0095  
Fax No.: (603) 271-2001  
e-mail: tracy.wood@des.nh.gov

Copy to: Joy Hilton  
USEPA Region 1 – New England  
5 Post Office Square, Suite 100  
Mail Code OES04-3  
Boston, MA 02109-3912  
e-mail: Hilton.Joy@epa.gov

#### F. CONSENT AND WAIVER OF APPEAL

1. By execution of this Administrative Order by Consent, Pittsfield agrees that this Order shall apply to and be binding upon Pittsfield, its officers, directors, successors and assigns, and agrees that this Order may be entered and enforced by a court of competent jurisdiction.

2. By execution of this Administrative Order by Consent, Pittsfield waives any right to appeal this Administrative Order by Consent provided by statute, rule, or common law, including without

limitation the right to appeal to the Water Council, and waives any right to object to the entry and enforcement of this order by a court of competent jurisdiction.

3. The effective date of this Administrative Order by Consent is the date on which it is signed by a duly authorized representative of the Town of Pittsfield, and the Commissioner of DES. After such date, this Administrative Order by Consent may be amended only by written agreement signed by a duly authorized representative of the Town of Pittsfield and the Commissioner. Any such amendment will become effective on the date on which it has been accepted by the Commissioner.

4. The Town of Pittsfield shall continuously and diligently pursue implementation of the actions required in this Administrative Order by Consent. Pittsfield shall immediately notify DES of any delays in meeting the deadlines specified in this Administrative Order by Consent. Approval of reasonable changes to the implementation schedule shall not be unreasonably withheld by DES. Failure to secure funding for the required actions or failure of a consultant to meet deadlines, in and of itself, shall not be construed as beyond the control of the Town of Pittsfield.

**Town of Pittsfield, New Hampshire**

\_\_\_\_\_  
By: Cara Marston, Town Administrator  
Duly Authorized

\_\_\_\_\_  
Date

**NH Department of Environmental Services**

\_\_\_\_\_  
Thomas S. Burack, Commissioner

\_\_\_\_\_  
Date

cc: DES Legal Unit

ec: Public Information Officer, DES PIP Office  
K. Allen Brooks, Chief, AGO-Environmental Protection Bureau  
Pittsfield Select Board, Town Administrator, and Public Works Director  
Tracy Wood, P.E., Administrator, WWEB, NHDES  
Joy Hilton, USEPA Region 1

# TOWN OF PITTSFIELD

Incorporated March 27, 1782

OFFICE OF SELECTMEN

P.O. Box 98

Pittsfield, New Hampshire 03263

603-435-6773

FAX 603-435-7922

*www.pittsfield-nh.com*

Expires 7/1/2017

## JUNK YARD LICENSE (RENEWAL)

By virtue of the Authority vested in us by the Laws of the State of New Hampshire and Ordinances of the Town of Pittsfield, New Hampshire, Roy Richardson and Diane Richardson D/B/A/ Roy Richardson's Auto Salvage is hereby licensed to operate a Junk Yard within said Town at 260 Catamount Road, conforming in all things to the Laws of the State of New Hampshire and the Ordinances of the Town of Pittsfield.

This license renewal is granted based upon the following:

1. The licensees have obtained a certificate of approval from the Pittsfield Zoning Board of Adjustment. (ZBA Granted - May 23, 2013).
2. The licensees have signed a *Compliance Certification Statement* which acknowledges that best management practices as established by the NH Department of Environmental Services for the automobile salvage industry are being employed.

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Board of Selectmen

Date: \_\_\_\_\_

Fee Paid: \$25.00 on 6/28/2016

**TOWN OF PITTSFIELD, NH**  
**APPLICATION FOR JUNK YARD or MOTOR VEHICLE RECYCLING YARD LICENSE**

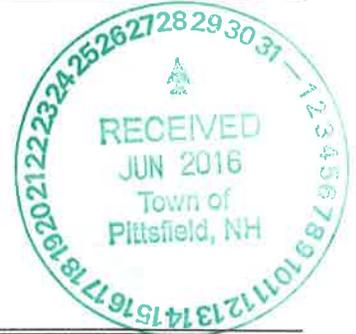
PLEASE REVIEW NH RSA 236:111 - 236:129 CAREFULLY BEFORE SUBMITTING APPLICATION.

Pursuant to NH RSA 236:114, A person shall not operate, establish, or maintain a junk yard or machinery junk yard until he/she (1) has obtained a license to operate a junk yard business and (2) has obtained a certificate of approval for the location of the junk yard.

date received:	<u>6/28/16</u>
received by:	<u>BCT</u>
fee received:	<u>\$ 25.00</u>
cash <input checked="" type="checkbox"/>	check <input type="checkbox"/>

requesting license type:

- renewal (please complete sections 1&2 and the compliance certification statement)  
 new facility (please complete all sections and the compliance certification statement)  
 other (please specify \_\_\_\_\_)  
(complete all applicable sections and the compliance certification statement)



License fee of \$25.00 must be submitted with submission of application.

**SECTION 1 (PLEASE COMPLETE FOR ALL APPLICATIONS)**

**FACILITY INFORMATION**

NAME Roy Richardson Auto Salvage  
ADDRESS 260 Catamount Rd Pittsfield  
TAX MAP & LOT \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

**APPLICANT INFORMATION**

NAME Roy Richardson + Diane Richardson  
ADDRESS 260 Catamount Rd Pittsfield NH 03263  
TELEPHONE # 603-435- [REDACTED]

**PROPERTY OWNER INFORMATION** (If applicant is not the property owner)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_

**SECTION 2 (PLEASE COMPLETE FOR ALL APPLICATIONS)**

ZBA CERTIFICATE OF APPROVAL DATE \_\_\_\_\_

An application for a junk yard must be accompanied by a certificate from the board of adjustment that the proposed location is not within an established district restricted against such uses or contrary to the prohibitions of the zoning ordinance (RSA 236:115)

HAVE YOU EVER BEEN CONVICTED OF LARCENY OR RECEIVING STOLEN GOODS? (RSA 236:121)

IF YES, PLEASE EXPLAIN NO

ARE YOU OR THE FACILITY THE SUBJECT OF AN ADMINISTRATIVE OR JUDICIAL ENFORCEMENT ACTION FOR A VIOLATION OF ENVIRONMENTAL STATUTES AND RULES?

IF YES, PLEASE EXPLAIN NO

IS THE FACILITY SITED ON PROPERTY THAT IS UNDERGOING REMEDIAL ACTION UNDER THE DIRECTION OF THE NHDES TO CLEAN UP CONTAMINATION?

IF YES, PLEASE EXPLAIN NO

I certify that the information included with this application is accurate and complete to the best of my knowledge and that any license issued based on inaccurate information is subject to immediate withdrawal. I also certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we will conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with, any deed restrictions and covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment, or Planning Board as it relates to this property and its proposed use. I understand that the facility will be subject to inspection as required by the Board of Selectmen or their designee.

Signed under penalty of of unsworn falsification:

APPLICANT'S SIGNATURE [Signature] DATE 6-28-16

APPLICANT'S SIGNATURE [Signature] DATE 6-28-16

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECTION 3 (COMPLETE FOR NEW FACILITY OR OTHER LICENSE MODIFICATIONS)

ZONING BOARD APPROVAL DATE (if a variance was required) \_\_\_\_\_

PLANNING BOARD APPROVAL DATE (if a site plan was required) \_\_\_\_\_

A SITE PLAN MUST BE INCLUDED FOR ALL NEW OR MODIFICATIONS TO EXISTING FACILITIES ADDRESSING ALL ITEMS AS REQUIRED BY ALL APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS.

FOR OFFICE USE

date of site inspection 7-14-16

site inspection results (pass/fail) PASS

name of town official performing inspection Jesse Pacheco Peter Pszawansky

signature of town official performing inspection [Signature]

check off town department(s) present at inspection & indicate name of representative

- building inspection [Signature]
- fire [Signature]
- health officer [Signature]
- police J.W. McCormack



**Town of Pittsfield  
Office of Selectmen**

P.O. Box 98 ~ 85 Main Street, Pittsfield NH 03263  
[pittsfieldnh@metrocast.net](mailto:pittsfieldnh@metrocast.net) ~ telephone (603) 435-6773 ~ fax (603) 435-7922

**Compliance Certification Statement**

for obtaining a license to operate an automotive recycling yard or motor vehicle junkyard license pursuant to RSA 236:115, II and RSA 236:121

Facility Name: Roy Richardsons Auto Salvage  
Facility Street Location: 260 Catamount R Town: Pittsfield NH  
Facility Owner / Operator: Roy Richardson

This facility is:  an existing facility (complete statement 1 below)  
 a proposed facility (complete statement 2 below)

**1. For an EXISTING facility, complete this statement and attach to the license application:**

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for the automobile salvage industry\* and to the best of my knowledge and belief based in part on my own inspection and review of facility operations, I certify hereby that the facility is: (check one and sign beneath):

Operated in compliance with the BMPs established by DES

or

NOT operated in compliance with the BMPs. (Attach a full description of all aspects of the facility that are non-compliant, and provide a plan and schedule for achieving compliance. Prepare to present the same information at a hearing, to be scheduled by town officials pursuant to RSA 236:111-129).

Signed under penalty of unsworn falsification:

Roy Richardson  
Facility Owner / Operator Signature Date

**2. For a PROPOSED facility, complete this statement and attach to the license application:**

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for the automobile salvage industry\* and to the best of my knowledge and belief based in part on my personal inspection and review of the plans and specifications for the proposed facility, I certify hereby that the facility is designed and shall be operated in compliance with the BMPs established by DES.

Signed under penalty of unsworn falsification:

\_\_\_\_\_  
Facility Owner / Operator Signature Date

\* For a complete list of the referenced BMPs, see booklet titled "Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist" published by the Department of Environmental Services (DES). Copies are available by contacting the DES Green Yards Program for Auto Recyclers at 29 Hazen Drive, PO Box 95, Concord, NH 03302; email: [nhgreenyards@des.state.nh.us](mailto:nhgreenyards@des.state.nh.us); telephone: (603) 271-2938. Also, the booklet can be downloaded from the DES website at: <http://des.nh.gov/SW/GreenYards/GYComplianceManual.pdf>

# TOWN OF PITTSFIELD

*Incorporated March 27, 1782*

OFFICE OF SELECTMEN

P.O. Box 98

Pittsfield, New Hampshire 03263

603-435-6773

FAX 603-435-7922

*www.pittsfield-nh.com*

Expires 7/1/2017

## JUNK YARD LICENSE (RENEWAL)

By virtue of the Authority vested in us by the Laws of the State of New Hampshire and Ordinances of the Town of Pittsfield, New Hampshire, James L. Snedeker is hereby licensed to operate a Junk Yard within said Town at 629 Tilton Hill Road, subject to the conditions listed below, conforming in all things to the Laws of the State of New Hampshire and the Ordinances of the Town of Pittsfield.

This license renewal is granted based upon the following:

1. The licensees have obtained a certificate of approval from the Pittsfield Zoning Board of Adjustment. (ZBA Granted – August 14, 2008).
2. The licensee has signed a *Compliance Certification Statement* which acknowledges that best management practices as established by the NH Department of Environmental Services for the automobile salvage industry are being employed.
3. There will be a time limit of 72 hours for removal of any junk vehicles stored in the designated Junk Yard.
4. The licensee is governed by the conditions described in the letter dated August 10, 2012 and attached hereto for reference.
5. Failure to maintain compliance may result in daily fines and other enforcement actions prescribed by law.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Board of Selectmen

Date: \_\_\_\_\_

Fee Paid: \$25.00 on 6/1/16

TOWN OF PITTSFIELD, NH  
APPLICATION FOR JUNK YARD or MOTOR VEHICLE RECYCLING YARD LICENSE

PLEASE REVIEW NH RSA 236:111 - 236:129 CAREFULLY BEFORE SUBMITTING APPLICATION.

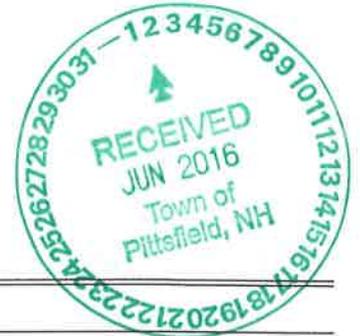
Pursuant to NH RSA 236:114, A person shall not operate, establish, or maintain a junk yard or machinery junk yard until he/she (1) has obtained a license to operate a junk yard business and (2) has obtained a certificate of approval for the location of the junk yard.

date received:	6/11/16
received by:	BCT
fee received:	
cash <input checked="" type="checkbox"/>	check <input type="checkbox"/>

requesting license type:

- renewal (please complete sections 1&2 and the compliance certification statement)
- new facility (please complete all sections and the compliance certification statement)
- other (please specify \_\_\_\_\_)  
(complete all applicable sections and the compliance certification statement)

License fee of \$25.00 must be submitted with submission of application.



SECTION 1 (PLEASE COMPLETE FOR ALL APPLICATIONS)

FACILITY INFORMATION

NAME JAMES SNEDEKER REMOVAL  
ADDRESS 629 TILTON HILL RD PITTSFIELD NH, 03263  
TAX MAP & LOT 000R07-000004 ZONING DISTRICT \_\_\_\_\_

APPLICANT INFORMATION

NAME JAMES SNEDEKER  
ADDRESS 629 TILTON HILL RD PITTS.  
TELEPHONE # (CELL) HOME

PROPER \_\_\_\_\_ complete if applica \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_

SECTION 2 (PLEASE COMPLETE FOR ALL APPLICATIONS)

ZBA CERTIFICATE OF APPROVAL DATE \_\_\_\_\_

An application for a junk yard must be accompanied by a certificate from the board of adjustment that the proposed location is not within an established district restricted against such uses or contrary to the prohibitions of the zoning ordinance (RSA 236:115)

HAVE YOU EVER BEEN CONVICTED OF LARCENY OR RECEIVING STOLEN GOODS? (RSA 236:121)

IF YES, PLEASE EXPLAIN no

ARE YOU OR THE FACILITY THE SUBJECT OF AN ADMINISTRATIVE OR JUDICIAL ENFORCEMENT ACTION FOR A VIOLATION OF ENVIRONMENTAL STATUTES AND RULES?

IF YES, PLEASE EXPLAIN no

IS THE FACILITY SITED ON PROPERTY THAT IS UNDERGOING REMEDIAL ACTION UNDER THE DIRECTION OF THE NHDES TO CLEAN UP CONTAMINATION?

IF YES, PLEASE EXPLAIN no

I certify that the information included with this application is accurate and complete to the best of my knowledge and that any license issued based on inaccurate information is subject to immediate withdrawal. I also certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we will conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with, any deed restrictions and covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment, or Planning Board as it relates to this property and its proposed use. I understand that the facility will be subject to inspection as required by the Board of Selectmen or their designee.

Signed under penalty of of unsworn falsification:

APPLICANT'S SIGNATURE

James Smedley

DATE

6-1-16

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

**SECTION 3 (COMPLETE FOR NEW FACILITY OR OTHER LICENSE MODIFICATIONS)**

ZONING BOARD APPROVAL DATE (if a variance was required) \_\_\_\_\_

PLANNING BOARD APPROVAL DATE (if a site plan was required) \_\_\_\_\_

**A SITE PLAN MUST BE INCLUDED FOR ALL NEW OR MODIFICATIONS TO EXISTING FACILITIES ADDRESSING ALL ITEMS AS REQUIRED BY ALL APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS.**

**FOR OFFICE USE**

date of site inspection 7-21-16

site inspection results (pass/fail) PASS

name of town official performing inspection Jesse Pacheco / Rob Turner

signature of town official performing inspection [Signature]

check off town department(s) present at inspection & indicate name of representative

building inspection

fire

health officer

police

[Signatures]



Town of Pittsfield  
Office of Selectmen

P.O. Box 98 ~ 85 Main Street, Pittsfield NH 03263  
pittsfieldnh@metrocast.net ~ telephone (603) 435-6773 ~ fax (603) 435-7922

Compliance Certification Statement

for obtaining a license to operate an automotive recycling yard or motor vehicle junkyard license pursuant to RSA 236:115, II and RSA 236:121

Facility Name: JAMES SNEDEKER REMOVAL  
Facility Street Location: 629 TILTON HILL RD Town: PITTSFIELD  
Facility Owner / Operator: JAMES SNEDEKER

This facility is:  an existing facility (complete statement 1 below)  
 a proposed facility (complete statement 2 below)

1. For an EXISTING facility, complete this statement and attach to the license application:

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for the automobile salvage industry\* and to the best of my knowledge and belief based in part on my own inspection and review of facility operations, I certify hereby that the facility is: (check one and sign beneath):

Operated in compliance with the BMPs established by DES

or

NOT operated in compliance with the BMPs. (Attach a full description of all aspects of the facility that are non-compliant, and provide a plan and schedule for achieving compliance. Prepare to present the same information at a hearing, to be scheduled by town officials pursuant to RSA 236:111-129).

Signed under penalty of unsworn falsification:

James Snedeker 6-1-14  
Facility Owner / Operator Signature Date

2. For a PROPOSED facility, complete this statement and attach to the license application:

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for the automobile salvage industry\* and to the best of my knowledge and belief based in part on my personal inspection and review of the plans and specifications for the proposed facility, I certify hereby that the facility is designed and shall be operated in compliance with the BMPs established by DES.

Signed under penalty of unsworn falsification:

\_\_\_\_\_  
Facility Owner / Operator Signature Date

\* For a complete list of the referenced BMPs, see booklet titled "Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist" published by the Department of Environmental Services (DES). Copies are available by contacting the DES Green Yards Program for Auto Recyclers at 29 Hazen Drive, PO Box 95, Concord, NH 03302; email: nhgreenyards@des.state.nh.us; telephone: (603) 271-2938. Also, the booklet can be downloaded from the DES website at: <http://des.nh.gov/SW/GreenYards/GYComplianceManual.pdf>

# Town of Pittsfield

## REQUEST FOR PROPOSAL

### RFP 2017-2018 for GENERAL ASSESSING SERVICES

#### Invitation to Bid

#### Acceptance Date: ???

Sealed bid proposals, plainly marked, "General Assessing Services Bid 2017-2018" on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Town of Pittsfield, Attn: Cara Marston, Town Administrator, 85 Main Street, Pittsfield, New Hampshire, 03263, will be accepted until ?????????????? when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town's web site: [www.pittsfieldnh.gov](http://www.pittsfieldnh.gov), by contacting the Town Administrator at the above address, or by calling at 603-435-6773 Ext. ??.

The Town of Pittsfield reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

#### 1. Introduction

The Town seeks to retain a Professional Assessing Service Contractor beginning January 1, 2017, to perform the duties and functions of Municipal Assessor as provided for below.

#### 2. Background

The Town of Pittsfield, New Hampshire (Town) was incorporated in 1782 and operates under a Town Charter form of government with a Board of Selectmen and a Budgetary Town Meeting. It is located in Merrimack County. The Town's area covers 24.1 square miles and has approximately 1,884 parcels. The 2010 Census estimated 4106 residents of Pittsfield.

The Town's last revaluation was 2015. The current ratio is 100.5%, and the 2015 tax rate is \$30.28. The Town currently contracts with an outside assessing firm for all aspects of assessing.

#### 3. Specifications

Vendor will provide the following:

- a) Services including, but not limited to, adequate management and maintenance of exemptions, credits, current use, land use change tax (LUCT), timber and gravel yield taxes, and all other statutory assessing obligations;
- b) Perform field inspections to collect data for all new construction and properties with active building permits;
- c) Perform field inspections on all properties which have transferred during the contract period and investigate and verify the circumstances surrounding all sales;
- d) Perform field inspections and other studies to review all abatement requests;
- e) Meet with taxpayers wishing to discuss their valuations;
- f) Meet with the Town Administrator and/or Board of Selectmen upon request;

- g) Consider all properly filed abatement requests by any taxpayer and after review and research, make a recommendation to the Board of Assessors in writing;
- h) Represent the Town and its best interests in all abatements or appeals;
- i) Meet and work with State Monitors to ensure the Town meets all DRA certification requirements and maintains a good working relationship; and
- j) Perform annual assessment-to-sales ratio studies for the purpose of informing the Board of Assessors of the need for a full revaluation, partial revaluation, or statistical updates to ensure compliance with RSA 75:8-Revised Inventory.

**Hourly Assessing Services:**

Provide professional staffing for one (1) day per week in the Assessor's Office for taxpayers meetings, abatement research and other routine tasks, plus additional time for office and field work as necessary. If it is mutually determined that one day per week is not sufficient, additional time may be added to complete projects.

Hourly assessing services will include the following but can include other duties as agreed upon:

- a. Manage and maintain exemptions, credits, land use change tax (LUCT), timber and gravel yield taxes, applications of current use, lot line adjustments, mergers, and all other statutory assessing obligations, as requested.
- b. Meet with taxpayers wishing to discuss their valuations.
- c. Meet with the Town Administrator and/or Board of Selectmen upon request.
- d. Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- e. Perform annual assessment to sales ratio studies for the DRA for the purpose of informing the Town Administrator or Board of Selectmen of the need for a full revaluation, partial revaluation, or statistical update to be compliant with RSA 75:8.
- h. Complete and process all State required forms relative to assessing.

**4. Vendor Qualifications**

Vendor must be a CNHA and an Assessing Supervisor by NH Department of Revenue Services. Vendor must also be current with continuing education requirements for certifications.

The awarded vendor at their cost will be required to provide certificate of liability insurance before work can commence naming the Town of Pittsfield as additional insured. The following standard insurance shall be required:

General Liability:	\$1,000,000	Per Occurrence
	\$2,000,000	Aggregate
Automobile Liability:	\$ 100,000	Bodily Injury per Person
	\$ 300,000	Per Occurrence
Professional Liability:	\$ 500,000	Per Occurrence
	\$1,000,000	Aggregate
Errors and Omissions Insurance	\$1,000,000	Per Occurrence
Workers Compensation:	\$1,000,000	Per Occurrence (Coverage B – Employer's Liability)
	\$1,000,000	Per Employee (Coverage A – Statutory)

## 5. Instructions

- a) **Submission**

Pricing must be inclusive, clear, and concise; including such other information as requested or required. Be sure the proposal container is completely and properly identified. The face of the container shall indicate the title of the RFP (General Assessing Services Bid 2017-2018) and the acceptance date and time. Proposals must be received by the Town of Pittsfield ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Cara Marston, Town Administrator, 85 Main Street, Pittsfield, NH 03263, or hand delivered to the Pittsfield Town Hall, 85 Main Street, Pittsfield, NH, Attention: Cara Marston, Town Administrator.

Facsimile or email proposals will not be accepted.
- b) **Inquiries**

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Bonnie Theriault by telephone: (603) 435-6773 or by email: [btheriault@pittsfieldnh.gov](mailto:btheriault@pittsfieldnh.gov)
- c) **Competition**

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.
- d) **Reservation of Rights**

The Town of Pittsfield reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.
- e) **Basis for Award**

In reviewing proposals, the Town will carefully weigh:

  - (1) Capability of assigned personnel, professional qualifications, and adequate resources to provide the services requested in a timely manner;
  - (2) Demonstrated experience with New Hampshire municipalities and this type of work;
  - (3) Cost of services; and
  - (4) Any other qualifications/criteria as deemed appropriate by the Town Administrator.

## 6. Submission Requirements

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number, and e-mail address of the company.
- b) Name of contact person and telephone number for follow-up purposes.
- c) Narrative including the profession qualifications for assigned personal and list municipal experience during the last five (5) years.

- d) Provide the name, title and telephone number for a contact or reference person for each of the above agencies. By submission of these items, the vendor is thereby agreeing to fully release the Town to speak to each of these references about the performance of the vendor.
- e) Proposed pricing and length of contract.
- f) Has the company been disqualified or terminated by any public agency or Town? If so please explain under what circumstances this disqualification or termination occurred.

#### **7. Items Addressed**

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number and e-mail address of the company.
- b) Name of contact person and telephone number for purposes of following up on proposal.
- c) Narrative including the qualifications of the company and municipal experience.
- d) Has the company been in bankruptcy, reorganization or receivership in the last five years? If so please explain current status.
- e) Has the company been disqualified or terminated by any public agency or Town? If so please explain under what circumstances this disqualification or termination occurred.
- f) Proposal must include five (5) complete copies.

#### **8. Firm Pricing**

Proposed fees must be firm for Town acceptance for 365 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

#### **9. Process**

Following review of proposals, at least three bids will be selected for further consideration. Selection will be based upon a combination of experience, qualifications, references and fee. These firms will be contacted for an interview at mutually agreeable times.

**END OF REQUEST FOR PROPOSAL Town of Pittsfield**

## Cara Marston

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**From:** Fallon Reed [photography.fallon@gmail.com]  
**Sent:** Tuesday, July 26, 2016 11:16 AM  
**To:** Cara Marston  
**Subject:** Town pictures

Hi Cara,

One of my photographer friends is going to help me do some pics around town of buildings and parks and such. I was wondering if we could potentially kill two birds with one stone and do headshots of employees the same day? I know we likely won't be able to get everyone the same day- but if we could try that would be awesome. Was the board ok with doing professional headshots?

Looks like the evening of Tuesday August 9th works best for both our schedules. Would that work for folks for headshots?

Fallon Reed

[603.731.6862](tel:603.731.6862) | [photography.fallon@gmail.com](mailto:photography.fallon@gmail.com)

Town of Pittsfield  
Tax Payment Plan Guidelines

The Board of Selectmen has established these guidelines for reviewing requests by property owners be allowed to make payments to stay the tax deeding process. The Board's objective is to consider each request in a fair and consistent manner that takes into consideration unusual hardships as balanced against the obligation of the Town to collect the taxes.

The Board of Selectmen will consider each request with the following guidelines:

- Unexpected financial hardship
- Property status
  - Primary residence
  - Rental property
  - Land only parcel
  - Parcel for sale/pending sale

Granting of a payment plan may take into account the review of financial records to ensure the taxpayer's ability to pay the outstanding taxes within a reasonable timeframe while keeping current with all future billings.

# State Election Law Training July-August, 2016 (2.5 hours)



## Invited: Moderators, Clerks, Supervisors of the Checklist, Ballot Clerks, & Selectmen

The entire training is applicable to moderators and clerks, because they take part in so many steps of the election process. Those who wish to attend the entire training may do so. There will be no breaks between segments. Please be courteous when you come and go.

Morning Workshops 2 ½ hours	Agenda Topics	Evening Workshops 2 ½ Hours
9:00 – 11:30 AM	Moderators	6:00 – 8:30 PM
9:00 AM	Supervisors of the Checklist	6:00 PM
9:30 AM	City and Town Clerks	6:30 PM
10:45 AM	Ballot Clerks	7:45 PM
11:15 AM	Selectmen	8:15 PM

**Colebrook Times:** 12:30-3:00 PM – Moderators; 12:30 PM - Supervisors of the Checklist;  
1:00 PM - City and Town Clerks; 2:15 PM - Ballot Clerks; 2:45 PM - Selectmen

There is no pre-registration. Please register at the sign-in table (at each location). Water will be provided.

As preparation, please take a look at the sample forms, which, on or about July 25, 2016, can be found on NHVotes On-line Training at <http://nhvotes.sos.nh.gov/login/index.php> under the heading “2016 Training.” If you do not have a password, click on “Login” under “Voters/Guests: Login Here.” On the left sidebar, click on “NHVotes Glossary and Election Forms,” and enter “2016 Training” in the “Search” space. To print handouts, click PNG or PDF on right side of screen. Bring your handouts to the training.

<b>Day</b>	<b>Time</b>	<b>City/Town</b>	<b>Facility</b>
<b>Tuesday July 26, 2016</b>	<b>12:30 - 3:00 PM</b> *See front page for schedule details	<b>Colebrook</b>	<b>Colebrook Elementary School 27 Dumont Street Colebrook, NH 03576</b>
<b>Tuesday July 26, 2016</b>	<b>6:00 - 8:30 PM</b>	<b>Gorham</b>	<b>Gorham Town Hall 20 Park Street Gorham, NH 03581</b>
<b>Thursday July 28, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Wolfboro</b>	<b>Great Hall Wolfboro Town Hall 84 S Main Street Wolfboro, NH 03894</b>
<b>Tuesday August 2, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Grantham</b>	<b>Grantham Town Hall 300 Route 10 South Grantham, NH 03753</b>
<b>Thursday August 4, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Rochester</b>	<b>Rochester Community Center 150 Wakefield Street Rochester, NH 03867</b>
<b>Tuesday August 9, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Brentwood</b>	<b>Brentwood Community Center 190 Route 125 Brentwood, NH 03833</b>
<b>Thursday August 11, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Walpole</b>	<b>Walpole Town Hall 34 Elm Street Walpole, NH 03608</b>
<b>Saturday August 13, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Plymouth</b>	<b>Prospect Dining Hall Plymouth State University 8 High St, Plymouth 03264 (Parking off High St.: look for signs.)</b>
<b>Tuesday August 16, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Franklin</b>	<b>Bessie Rowell Community Center 12 Rowell Drive, Franklin, NH 03235</b>
<b>Tuesday August 23, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Fitzwilliam</b>	<b>Fitzwilliam Town Hall 13 Templeton Turnpike Fitzwilliam, NH 03447</b>
<b>Thursday August 25, 2016</b>	<b>6:00 - 8:30 PM</b>	<b>Derry</b>	<b>Academy Building Cafeteria Pinkerton Academy 5 Pinkerton Street Derry, NH 03838</b>
<b>Saturday August 27, 2016</b>	<b>9:00 - 11:30 AM</b>	<b>Goffstown</b>	<b>Goffstown High School Cafeteria 27 Wallace Road Goffstown, NH 03045</b>

## **XI. DUTIES OF SELECTMEN**

### **RESPONSIBILITIES**

Selectmen are responsible for budgeting for elections, planning for emergencies, establishing polling hours, setting up the polls before the opening of the polls, participating in ballot counting under the supervision of the moderator, and signing the ballot box seal after counting is completed at the end of the day. (See seal on page 152.)

### **PRE-ELECTION DAY - APPOINTING INSPECTORS OF ELECTION**

If the two major political parties fail to make appointments before July 15, the selectmen shall appoint 2 inspectors of election from the two political parties. If the number of voters qualified to vote at a polling place exceeds 2000, one additional inspector from each political party may be made for each 1500 qualified voters. An inspector of election shall be registered to vote at the polling place where he or she serves and shall be affiliated with one of the two major political parties. Each inspector shall be sworn to the faithful performance of his or her duties and shall hold office for 2 years from November 1 in the year in which he or she is appointed or until a successor is appointed and qualified. RSA 658:2; RSA 658:4.

### **ALTERNATES**

In making appointments of inspectors of elections, the selectmen may designate a list of alternates, who shall meet the same qualifications as inspectors of elections, to be called in numerical order to serve in case one or more of the principal appointees fails to accept the appointment or is otherwise unavailable to perform his or her duties. RSA 658:5.

### **ABSENCE OF AN INSPECTOR OF ELECTION**

If an inspector of election is absent from any election, the selectmen shall appoint replacement inspectors using the list of alternate inspectors. RSA 658:22.

### **WARRANT ARTICLES**

Upon petition of 25 or more voters or 2 percent of the registered voters, whichever is less, but in no event less than 10 voters, presented to at least one selectman no later than the fifth Tuesday before town meeting, the selectmen shall insert onto the warrant for that meeting the petitioned article. RSA 39:3.

### **POLLING PLACE**

Selectmen are responsible for selecting a proper site for the polling place, ensuring it is accessible, providing a proper number of voting booths, establishing a rail and providing the necessary supplies. RSA 658:9. The polling place must be:

- Warmed;
- Lighted – It is strongly recommended that where room lighting does not provide sufficient illumination inside the voting booth for comfortable reading, that supplemental lighting be provided. Towns and cities are encouraged to equip voting booths with inexpensive lamps equipped with a magnifying lens. New Hampshire law requires that booths be “well lighted;”
- Furnished with proper supplies (see list starting at page 146);
- Easily accessible to the elderly and to persons with disabilities;
- Equipped with a United States flag inside the building and weather permitting flown outside the building during election day;
- Equipped with a guardrail constructed and placed so that only

persons inside the rail can approach within 6 feet of the ballot box and any voting booth (This requirement for a rail can be satisfied with a rope or ribbon, but it is important to the proper layout of a polling place.);

- Organized with the guardrail positioned so that the voting booths can be reached only by passing within the guardrail. The guardrail should be positioned in relation to the check-in and check-out tables such that once a voter has checked in and received a ballot it will be awkward to leave the railed in area with a ballot. Ballots should be marked only within the voting booth. (The Attorney General's Office reports a common complaint, particularly in Senate Bill 2 Towns, is that ballots are marked in public or carried outside the rail by voters when the voting booths are all in use. Proper positioning of the rail can be used by the selectmen and the moderator to discourage these improper voting practices.);
- Arranged so that the voting booths are in plain view of the election officers;
- Arranged so that the ballot box is in plain view of the election officers and to the public area outside the guardrail;
- Equipped with no less than one voting booth for every 100 voters qualified to vote at the polling place at a presidential election, one for every 125 voters at state general elections, and one for every 150 voters at other elections. Table top voting screens may be used to accommodate up to 50% of the total requirements for voting booths. RSA 658:9, V. Jurisdictions that have adopted Senate Bill 2 should analyze the length of their warrant/ballot for warrant articles and voting trends and consider adding additional voting

booths to avoid excessive delays to voters seeking to cast their ballots. (The Attorney General's Office reports that a common complaint, especially in Senate Bill 2 towns, is an excessive delay resulting from an insufficient number of voting booths to accommodate the turnout of voters and the extended time required to mark ballots with a large number of questions. RSA 658:9 provides that "the number of booths erected at the polling place shall be the number estimated by the selectmen to be necessary for the efficient conduct of the election plus any additional number requested by the moderator." Therefore, the Selectmen should consult the moderator when determining the number of booths that will be provided);

- RSA 658:9, V also provides specifically that each polling place shall have no less than two standard voting booths, one specialized voting booth easily accessible to the elderly and to persons with disabilities, and two table-top voting screens.
- Portable booths set up in pods of up to 4 voting stations may be used in lieu of booths described in RSA 658:9, II and screens described in RSA 658:9, IV. Each voting station in the pod shall have 2 sides enclosed that are at least 32 inches long and meet at a right angle. A table top shall fit into the corner of the enclosed sides with the edges of the table top that contact the sides being at least 14 inches deep and the edge of the table facing the voter no less than 25 inches in width. The third open side of the voting station shall be enclosed by a curtain large enough, and designed in a way to give the voter privacy. RSA 658:9, VI

- Equipped with at least one voting booth specially designed in conformance with RSA 658:9, III, to be easily accessible to persons with disabilities and the elderly. The Secretary of State has provided every polling place in the state with a large voting booth that satisfies this requirement. This booth must be used at all elections. Each polling place must also have at least two table-top voting screens for use at an election. The formula for determining the number of specialized voting booths and table top screens necessary for an election is set forth in RSA 658:9, V.
- The Selectmen should be prepared, or have town employees prepared, to deal with any facility-related problems, including emergencies such as fires and power outages, and also including minor problems such as burn-outs of light bulbs illuminating the polling booths, that might develop during voting.

### **BALLOT COUNTING DEVICES**

Selectmen (or the governing body of a city) may elect to use electronic ballot counting devices. If a decision is made to do so, the town or city must notify the Secretary of State. RSA 656:40.

Only manufacturers and models of ballot counting devices approved by the Ballot Law Commission may be used. RSA 656:41.

Each ballot counting device must be tested prior to each election. RSA 656:42, II. See page 148 for security measures and testing procedures. Any person who knowingly violates the testing procedures established for ballot counting devices shall be guilty of a misdemeanor if a natural person, or a felony if a corporation. RSA 656:42, VI.

The statute making it a felony crime to tamper with a vote casting or ballot counting device also makes it a felony to tamper with software used in the casting or counting of ballots or to design such software so as to cause incorrect tabulation of the ballots. RSA 659:42.

### **POSTING OF WARRANT**

Selectmen are responsible for posting the warrant at least 14 days before the election. The warrant states the date of the election or town meeting, the location of the polling place, offices to be elected, the questions that will be on the ballot and the polling hours. RSA 658:1; RSA 669:2.

**ADDITIONAL SITES.** Selectmen are responsible for equipping any additional polling place.

### **SPECIAL ELECTIONS**

If a vacancy exists in the office of State Representative, the Selectmen must determine whether a special election will be requested from the governor and executive council. If the representative district encompasses two or more towns, the selectmen from the towns should consult and seek to reach consensus regarding whether a special election shall be requested. If there is a regularly scheduled election between 80 to 180 days from the date from the date when the governor and council declare that there shall be a special election and all of the municipal officials agree and request that the election be held with the regularly scheduled election, then the Governor and Council shall set the special election to occur with that regularly scheduled election. Otherwise, the special election shall be held no less than 110 days nor more than 124 days following the declaration by governor and council. RSA 655:81, I.

## ACCESSIBILITY OF THE POLLING PLACE AND THE VOTING PROCESS

The New Hampshire Constitution, Part 1, Article 11, provides in pertinent part:

*“Voting registration and polling places shall be easily accessible to all persons including disabled and elderly persons who are otherwise qualified to vote in the choice of any officer or officer to be elected or upon any question submitted at such election.”*

The New Hampshire Constitution, State, and federal statutes further establish that for every election the polling place and the voting process must be easily accessible. In order for a polling place to be considered easily accessible, the following conditions must be met:

- 1) Where parking is provided for the polling place, there shall be at least one van-accessible parking place designated with the international symbol of accessibility. The dimensions and requirements of the parking space are outlined in RSA 658:9-a, I. The provisions of this paragraph may be adopted by each municipality on an optional basis.
- 2) The paths to and from the polling place shall comply with accessible route requirements set forth in RSA 658:9-a.
- 3) If there is a curb in a path of travel to the accessible entrance, there shall be a curb ramp that complies with the NH building code, RSA 155-A, and the ADA.
- 4) Where a ramp is provided it shall comply with the NH building code, RSA 155-A, and the ADA.
- 5) Entrances, doors, and doorways must comply with the NH building code, RSA 155-A, and the ADA. There must be at least one primary

entrance to the polling place that is accessible to elderly persons and persons with disabilities that is clearly marked with the international symbol of accessibility. If there are entrances that are not accessible, they must have signs posted directing voters to the accessible entrance.

- 6) The path of travel inside the polling place must comply with the accessible route requirements of the NH building code, RSA 155-A, and the ADA.

See RSA 658:9-a.

The Help America Vote Act of 2002 places great emphasis on ensuring the accessibility of the voting process. HAVA funds the purchase of devices that assist persons with disabilities and the elderly to vote privately and independently. The Secretary of State can provide more information and has staff available to consult with local election officials. See further discussion of accessibility starting at page 115.

Information on polling place accessibility is also available from the United States Department of Justice at:  
<http://www.usdoj.gov/crt/ada/votingck.htm>

## ELECTION DAY DUTIES - SELECTMEN

### POLLING HOURS

The selectmen or the governing body of a town or the governing body of a city sets the polling hours.

At all state elections in towns and cities the polls shall open not later than 11:00 AM and shall close not earlier than 7:00 PM. In cities, the city council shall determine the polling hours no later than 30 days prior to a state election.

An exception to the 11:00 AM to 7:00 PM time frame is found in those communities which voted to open the polls at 8:00 AM. The polling hours in those communities would be 8:00 AM to 7:00 PM. Once these hours have been set by a vote of town meeting, however, they may be altered only by a vote of town meeting. RSA 659:4-a

As an alternative to the procedures established in RSA 659:4-a, I-III and described above, the governing body of a town may extend the hours of polling in the town. Any extension of hours adopted by a town may not take effect sooner than 60 days after its adoption.

Municipalities are encouraged to establish a uniform polling place and polling hours for all elections. It helps a voter to know when and where to vote if the polling location and times are kept constant.

The Attorney General's Office reports that the failure to open the polls at the advertised time is a common problem. In some cases voters assert that the effect of failing to open on time is to deny them the opportunity to vote as work or travel commitments preclude their waiting extended periods of time or returning later in the day. Every effort should be made to ensure the polls open at the pre-determined and advertised time. RSA 659:3; RSA 659:4; RSA 659:4-a; RSA 659:6; RSA 659:8; RSA 669:25; RSA 669:45.

### **ATTENDANCE**

For state primaries and general elections, the New Hampshire Constitution requires the attendance of the selectmen. N. H. Constitution, Part 2, Article 32.

### **ELECTION OFFICIALS**

Selectmen are election officers. The moderator may suggest work stations

within the polling place for selectmen. RSA 658:23; RSA 658:24; RSA 659:9.

Appropriate duties include greeting and directing voters to the correct intake lines, staffing the "No Photo ID" table to assure proper voter throughput, and checking the voting booths regularly to ensure that a writing instrument and the instructions to voters signs are present and that any electioneering materials or trash left by voters is removed. Selectmen are authorized to accept the oaths for those who must complete Challenged Voter Affidavits, Qualified Voter Affidavits, Domicile Affidavits, or Page 2 of the Voter Registration Form. Selectmen may be assigned to assist the supervisors should a logjam of voters needing to give oaths occur.

### **COUNTING OF BALLOTS**

Selectmen shall participate in the counting process as directed by the moderator, unless a selectman is a candidate for a non-election official office. RSA 659:60; RSA 658:24; NH Constitution, Part 2, Article 32.

### **SECURING THE BALLOTS**

Selectmen or their designee(s) shall sign the label for resealing the ballots on the container indicating the number of cast, canceled, and unused ballots in the container. If selectmen have questions about such figures, they should ask the moderator or clerk before signing the label. RSA 659:95; RSA 659:97. Selectmen should ensure that election night tally sheets are not sealed in the ballot box.

### **DELIVERY OF BALLOTS**

The selectmen or their designees and the moderator or his or her designee shall deliver the sealed containers to the town or city clerk who shall in their presence enter in the time of day and shall sign his or her name on the sealer. RSA 659:98.

**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 : **\$1,588.98** 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)

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Board of Selectmen

DATE WARRANT SIGNED: August 2, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	TIMBER TAX DUE
Leone J. Kern Phillip E. Kern, Trustee 90 Webster Mills Road Pittsfield, NH 03263 R0054-0001-0000	R0054-0001-0000	16-371-02-T	\$1,588.98

**TOTAL TAX: \$1,588.98**

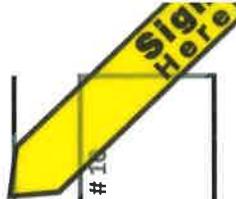
**CERTIFICATION OF YIELD TAXES ASSESSED**  
**TAX YEAR: April 1, 2016 to March 31, 2017**

**TOWN / CITY OF:** PITTSFIELD  
**COUNTY OF:** MERRIMACK, SS  
**DATE OF WARRANT:** August 2, 2016

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

(Selectmen/Assessors)

# 1 NAME OF OWNER Leone J. Kern	# 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
Phillip E. Kern, Trustee 90 Webster Mills Road Pittsfield, NH 03263 R0054-0001-0000	WHITE PINE	61.500			\$ 135.00	\$ 8,302.50	\$ 830.25	
	HEMLOCK	9.200			\$ 42.50	\$ 391.00	\$ 39.10	
	RED PINE	5.000			\$ 45.00	\$ 225.00	\$ 22.50	
	SPRUCE & FIR	0.000			\$ 95.00	-	-	
	HARD MAPLE	0.000			\$ 230.00	-	-	
	WHITE BIRCH	0.000			\$ 65.00	-	-	
	YELLOW BIRCH	0.000			\$ 167.50	-	-	
	OAK	5.710			\$ 305.00	\$ 1,741.55	\$ 174.16	
	ASH	0.000			\$ 125.00	-	-	
	BEECH & S. MAPLE	44.500			\$ 70.00	\$ 3,115.00	\$ 311.50	
BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT	PALLET / TIE LOGS	0.000			\$ 40.00	-	-	
	OTHERS :	0.000			\$ -	-	-	
	OTHERS : Red Oak	0.000			\$ -	-	-	
					<b>TONS</b>			
MAP & LOT NUMBER R0054-0001-0000					<b>CORDS</b>			\$ 1,588.98
	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 3.35	\$ -	
	HARDWOOD & ASPEN		175.00	0.00	\$ 3.75	\$ 9.75	\$ 656.25	\$ 65.63
	PINE		22.00	0.00	\$ 1.50	\$ 3.00	\$ 33.00	\$ 3.30
	HEMLOCK		0.00	0.00	\$ 2.75	\$ 6.60	\$ -	
	WHOLE TREE CHIPS		669.00	0.00	\$ 2.00	\$ -	\$ 1,338.00	\$ 133.80
OPERATION NUMBER 16-371-02-T	BIRCH BOLTS		0.00	0.00	\$ 25.00	\$ -	\$ -	
	CORDWOOD		0.00	7.00	\$ -	\$ 12.50	\$ 87.50	\$ 8.75
						\$ 15,889.80	\$ 1,588.98	





## TOWN OF PITTSFIELD

85 MAIN STREET  
PITTSFIELD NH, 03263  
(603) 435-6773

Leone J. Kern  
Phillip E. Kern, Trustee  
90 Webster Mills Road  
Pittsfield, NH 03263  
R0054-0001-0000

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### TIMBER YIELD TAX

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TAX MAP & LOT NUMBER: R0054-0001-0000

TIMBER OPERATION NUMBER: 16-371-02-T

DATE OF YIELD TAX BILL: \_\_\_\_\_

AMOUNT COMMITTED TO ME  
FOR COLLECTION PER RSA 79: **\$1,588.98**

**\*\*\* 18% APR INTEREST WILL BE CHARGED AFTER \_\_\_\_\_ ON UNPAID TAXES \*\*\***

APPEAL: an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX OFFICE HOURS: MONDAY 11am-7pm ~ TUESDAY - FRIDAY 8am-4pm

Sincerely,

ERICA B. ANTHONY  
Tax Collector

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
REPORT OF WOOD OR TIMBER CUT  
RSA 79:11

See instructions on back of form



OPERATION # 16-371-02 - T

For Tax Year April 1, 2016 to March 31, 2017

Mailing Address:

**CANTERBURY TIMBER COMPANY LLC  
BRETT BARTON  
57 OLD GILMANTON ROAD  
CANTERBURY NH 03224**

- City/Town of: PITTSFIELD
- Tax Map/Lot # or USFS sale name/unit #: MAP R54 L 1
- Exact Acreage of Cut: 20
- Is the cutting complete? Yes  No
- If yes, date cutting was completed? 5/31/16
- Name of sawmill or pulpmill logs or pulpwood was sold to:

NAME DIPRIZIO  
NAME Colby  
NAME Rossins  
NAME NC Hunt

7. I hereby report the wood or timber cut under penalty of perjury.  
(If a corporation, an officer must sign)  
Leone Kern 6-29-16  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE  
[Signature] 6-29-16  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

CORPORATE OFFICER NAME AND TITLE DATE  
Leone Kern  
PRINT OWNER(S) NAME

MAILING 87 Webster Rd.  
Pittsfield N.H. 03263  
CITY / TOWN STATE ZIP CODE

TELE NO.:

PENALTY: Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of  
with RSA 79:11, shall be guilty of a misdemeanor.  
DOOMAGE: If fully falsifies a report, the assessing officials shall assess doamage which is two times what the  
properly filed. Refer to RSA 79:12 for the complete statute on doamage.

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT	
	USE INTERNATIONAL 1/4	RULE LOG SCALE
White Pine	<u>61.5</u>	MBF
Hemlock	<u>9.2</u>	MBF
Red Pine	<u>5</u>	MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	<u>5.71</u>	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	<u>44.5</u>	MBF
Others (Specify)		MBF
PULPWOOD		TONS OR CORDS
Spruce & Fir		
Hardwood & Aspen	<u>175</u>	
Pine	<u>22</u>	
Hemlock		
Whole Tree Chips	<u>669</u>	
MISCELLANEOUS:		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	<u>7</u>	Cords

9. Species and Amount of Wood or Timber for Personal Use or Exempt. See exemptions on back of form.

Species:	Amount
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10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that I have verified that the above figures are true and correct.

[Signature]  
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 6/28/16

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO CUT WOOD OR TIMBER

(Assigned by Municipality)

YR TOWN OP#

14 - 371 - 02 - T

Print Form  
(Use Mouse to Click)

For Tax Year April 1, 2016 to March 31, 2017

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

1. Town/City of: PITTSFIELD

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.  
MAP R54 LOT 1

3. Intent Type: Original  Supplemental   
(Original Intent Number)

4. Name of Access Road: WEBSTER MILLS RD

5a. Acreage of Lot: 27 Acreage of Cut: 20

5b. Anticipated Start Date: 4/18/2016

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants)
  - b. Owner of Land and Stumpage (Tenants in Common)
  - c. Previous owner retaining deeded timber rights
  - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER  OR LOGGER / FORESTER   
BY MAIL  OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Timber Tax Information is Available at [www.revenue.nh.gov](http://www.revenue.nh.gov)  
Questions?? Call (603) 230-5950

*Philip E. Kern*  
*Phillip E. Kern*

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

*Gyntha D Kern*

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

*Leon J Kern*

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

MAILING ADDRESS

87 Webster Mills Rd NH 03263  
CITY OR TOWN Pittsfield STATE ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut		
White Pine	50	MBF	
Hemlock	15	MBF	
Red Pine	10	MBF	
Spruce & Fir		MBF	
Hard Maple		MBF	
White Birch		MBF	
Yellow Birch		MBF	
Oak	10	MBF	
Ash		MBF	
Beech & Soft Maple		MBF	
Pallet or Tie Logs	20	MBF	
Other (Specify)		MBF	
	<b>Pulpwood</b>	<b>Tons</b>	<b>Cords</b>
Spruce & Fir			
Hardwood & Aspen	300		
Pine			
Hemlock	30		
Whole Tree Chips	700		
	<b>Miscellaneous</b>		
High Grade Spruce/Fir			<b>Tons</b>
Cordwood & Fuelwood			<b>Cords</b>

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

*Brett Barton* 4/13/16

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

**BRETT BARTON, CANTERBURY TIMBER COMPANY LLC**

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

57 OLD GILMANTON RD

MAILING ADDRESS

CANTERBURY NH 03224  
CITY STATE ZIPCODE

60 number.com  
PHONE NUMBER

4127116  
Logger plus copy  
mailed to owner  
copy to TC  
email DRA

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber \$ N

5. The tax collection pursuant to receipt

6. This form to

*James Kern* 4/26/16 *Cheryl Robinson* 4/26/16

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

*Harold A. Reda* 4/26/16

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

**TOWN OF PITTSFIELD,  
NEW HAMPSHIRE**

To the Collector of Taxes:

By vote of the Board of Selectmen, upon the application of  
Name: Michael T. Smith, II  
Map & Lot: U02-036

We have abated the amount of \$36.82, for the amount of property taxes and sewer taxes as this parcel was Town owned property, and should have been exempt from taxes when the tax bill was generated.

Billed	
Interest	
Abatement Property Tax	36.82
Refund Property Tax	

Per order,

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

Board of Selectmen

Date: \_\_\_\_\_



**TOWN OF PITTSFIELD**

85 Main Street  
Pittsfield, NH 03263  
**Office Hours**  
Monday: 11AM to 7PM  
Tuesday-Friday: 8AM to 4PM  
603-435-6773

**SMITH II, MICHAEL T**  
**10 FERRY STREET**  
**ALLENSTOWN, NH 03275**

**OFFICE OF THE TAX COLLECTOR**  
**SUMMARY OF ACTIVITY BY OWNER**  
Printed Monday, July 25, 2016  
Interest Calculated As Of 08/02/2016

**\*\*Please note: Interest accrues daily\*\***

**Map Lot Sub: 000U02 000036 000000**

<b>Invoice: 2015L02000081</b>		<b>Acres:</b> 0.00	<b>Location: 85 CATAMOUNT ROAD</b>		
		<b>Bill Amount:</b> \$ 18.32	<b>Due Date: 06/24/2016</b>		
<b>Date</b>	<b>Activity</b>	<b>Amount</b>	<b>Int. Paid</b>	<b>Penalty</b>	<b>Int./Pen. Due</b>
06/24/2016	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 10.00	\$ 0.00
08/02/2016	Int/Pen From 06/24/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.35
<b>Per Diem:</b>	0.0090	<b>Total Due For Invoice 2015L02000081:</b>			<b>\$ 28.67</b>

<b>Invoice: 2016S01000393</b>		<b>Acres:</b> 0.00	<b>Location: 85 CATAMOUNT ROAD</b>		
		<b>Bill Amount:</b> \$ 8.00	<b>Due Date: 06/06/2016</b>		
<b>Date</b>	<b>Activity</b>	<b>Amount</b>	<b>Int. Paid</b>	<b>Penalty</b>	<b>Int./Pen. Due</b>
08/02/2016	Int/Pen From 06/06/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.15
<b>Per Diem:</b>	0.0026	<b>Total Due For Invoice 2016S01000393:</b>			<b>\$ 8.15</b>

**Total Due For Parcel 000U02 000036 000000: \$ 36.82**

**Per Diem: 0.0116 Total Due For All Parcels: \$ 36.82**

<b>LEVY YEAR TAX TYPE INFORMATION</b>		
B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

**TOWN OF PITTSFIELD,  
NEW HAMPSHIRE**

To the Collector of Taxes:

By vote of the Board of Selectmen, upon the application of  
Name: Town of Pittsfield  
Map & Lot: U05-041

We have abated the amount of \$5,058.15 for the amount of property taxes and sewer taxes as this parcel is Town owned property, and should have been exempt from taxes when the tax bill was generated.

Billed	
Interest	
Abatement Property Tax	5,058.15
Refund Property Tax	

Per order,

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

Board of Selectmen

Date: \_\_\_\_\_



**TOWN OF PITTSFIELD**

85 Main Street  
 Pittsfield, NH 03263  
**Office Hours**  
 Monday: 11AM to 7PM  
 Tuesday-Friday: 8AM to 4PM  
 603-435-6773

**PITTSFIELD, TOWN OF**  
**P.O. BOX 98**  
**85 MAIN STREET**  
**PITTSFIELD, NH 03263**

**OFFICE OF THE TAX COLLECTOR**  
**SUMMARY OF ACTIVITY FOR 000U05 000041 000000**  
 Printed Monday, July 25, 2016  
 Interest Calculated As Of 08/02/2016

**\*\*Please note: Interest accrues daily\*\***

Map Lot Sub: 000U05 000041 000000

<b>Invoice: 2015L02000087</b>		<b>Acres:</b> 0.21	<b>Location: 11 WATSON STREET</b>		
		<b>Bill Amount:</b> \$ 4,822.56	<b>Due Date: 06/24/2016</b>		
<b>Date</b>	<b>Activity</b>	<b>Amount</b>	<b>Int. Paid</b>	<b>Penalty</b>	<b>Int./Pen. Due</b>
06/24/2016	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 10.00	\$ 0.00
08/02/2016	Int/Pen From 06/24/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 102.75
<b>Per Diem: 2.3782</b>		<b>Total Due For Invoice 2015L02000087:</b>			<b>\$ 4,925.31</b>

<b>Invoice: 2016S01000396</b>		<b>Acres:</b> 0.00	<b>Location: 11 WATSON STREET</b>		
		<b>Bill Amount:</b> \$ 130.40	<b>Due Date: 06/06/2016</b>		
<b>Date</b>	<b>Activity</b>	<b>Amount</b>	<b>Int. Paid</b>	<b>Penalty</b>	<b>Int./Pen. Due</b>
08/02/2016	Int/Pen From 06/06/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.44
<b>Per Diem: 0.0429</b>		<b>Total Due For Invoice 2016S01000396:</b>			<b>\$ 132.84</b>

<b>Total Due For Parcel 000U05 000041 000000:</b>				<b>\$ 5,058.15</b>	
<b>Per Diem: 2.4211</b>		<b>Total Due For All Parcels:</b>			<b>\$ 5,058.15</b>

<u>LEVY YEAR TAX TYPE INFORMATION</u>		
B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water