



MEETING AGENDA

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

TUESDAY, SEPTEMBER 20, 2016

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

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

PUBLIC HEARING

1. 6:15 p.m. – Waste Water Facility and Industrial Pre-treatment Ordinance proposed revisions

APPOINTMENTS

1. 7:00 p.m. – citizen concern

NEW BUSINESS

ACTION ITEMS

1. Discussion on use of a Board of Selectmen meeting sign in sheet
2. Employee resignation – Selectboard Minutes Clerk, Cyndi Hetu
3. 2016 State Form MS-1, Summary Inventory of Valuation, additional form needed
4. 2015 State Form MS-535, Financial Report of the Town
5. FEMA Grant, 42 Chestnut Street demolition project, additional form needed
6. Contribution Assurance Program FY2017-FY2019 – Workers' Compensation Program
7. Contribution Assurance Program FY2017-FY2019 – Property & Liability Program
8. Part Time Police Officer appointment request – Richard C. Walter, Jr.
9. Vacant position and promotion request
10. Town equipment policy changes
11. Corrections to approved Board of Selectmen August 16, 2016 minutes

COMMITTEE REPORTS

INFORMATION ITEMS

1. Budget & Finance Workshop – Selectmen's Office will be closed on September 20, 2016
2. Economic Development Committee – new Chair appointed, Adam Cote
3. Second Public Hearing on proposed new Disorderly Residence Ordinance & revisions to the Animal Control Ordinance scheduled for Tuesday, September 27, 2016
4. Sale of town owned tax-deeded property – (5/24/16)
 - a. Five parcel combined offer – property SOLD 9/14/2016
 - i. Tax Map U4, Lot 25 – 1 Fayette Street
 - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
 - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
 - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
 - v. Tax Map U3, Lot 117 – Depot/Franklin Street (parking lot)

OLD BUSINESS

1. Town hall basement code issues (4/5/16)
2. Sale of town owned tax-deeded property (7/26/16)
 - a. 81 Main Street – (under agreement 8/23/16)
 - b. 114 Main Street – (under agreement 8/2/16)
 - c. 31 Berry Avenue – (under agreement 8/10/16)
3. Storage Container Permit – 41 Carroll Street – (tabled 8/9/16 for building inspector input)
4. Security System Upgrade Quote – Police Department (8/9/16, another quote)
5. Security System Installation Quote – Town Hall (8/9/16, another quote)
6. Tax Collector's Deed Waivers (8/9/16, twenty-eight of thirty-two tax deed list parcels processed)
7. Joy Street Pump Station concern (8/16/16, building/health to follow up)
8. Sale of town owned & tax-deeded property – two-parcel purchase (8/23/16 offer acceptance)
 - a. 33 Main Street
 - b. 37 Main Street (5 condo units)
9. Pittsfield Bid Policy – proposed revisions (9/6/16)

APPLICATIONS and WARRANTS

1. Abatement – accounting entry, funds collected - tax map R37, lot 2
2. Land Use Change Tax Warrant – housekeeping release – (3 parcels) tax map R14, lot 62, tax map R22, lot 1C, & tax map R22, lot 5

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. September 6, 2016 – Public Meeting Minutes
2. September 6, 2016 – Non-Public Meeting Minutes
3. September 13, 2016 – Public Meeting Minutes

PUBLIC INPUT

PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD
BOARD OF SELECTMEN

PUBLIC HEARING
TUESDAY, September 20, 2016

The Board of Selectmen will hold a public hearing to accept public comment on proposed revisions to the Waste Water Facility and Industrial Pre-treatment Ordinance.

The proposed draft ordinance can be found at the Town Office or online at www.pittsfieldnh.gov.

The public hearing will be held at 6:15 p.m. on Tuesday, September 20, 2016, at the Town Office, 85 Main Street, Pittsfield, NH 03263.

Town of Pittsfield
85 Main Street
Pittsfield, NH 03263



PITTSFIELD
2016 SEWER BILL 2 OF 4

I
Paym

Amount Due. \$ 91.00

12% APR Charged After 09/12/2016

PLEASE NOTE

There will be a public hearing held on Tuesday, September 20, 2016 at 6:15pm at the Town Hall regarding the wastewater facility and industrial pre-treatment ordinance.

Account Details

Billing Details

Biller	Sewer -- 1 Flat Unit(s) @ \$ 8.00/unit	\$ 8.00
Loca	Sewer -- 1,100cu. ft. @ \$ 0.0760/1	\$ 83.60
I		
Acc	000000	

Billing Summary

Billing Period: Apr 01, 2016 to Jun 30, 2016		
Payment Due Date: Sep 12, 2016		
Meter Readings:	Current Reading: 1,100.00	Sewer Bill: \$ 91.60
	Previous Reading: 0.00	
	Usage: 1,100.00	

Amount Due By 09/12/2016: \$ 91.60

2016 SEWER BILL 2 OF 4

Mailed To:

Town of Pittsfield
Monday: 11AM to 7PM
Tuesday-Friday: 8AM to 4PM
603-435-6773
Tax Collector: Erica B. Anthony

Bi
L
A
;

ub: 000000

PAY ONLINE AT: pittsfield.nhtaxkiosk.com

Remit To:
Town of Pittsfield
85 Main Street
Pittsfield, NH 03263

Amount Due By 09/12/2016: \$ 91.60

12% APR Charged After 09/12/2016

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: _____

September 13, 2016

Cara Marston

85 Main Street

Pittsfield, NH 03263

Dear Ms. Marston,

I am formally submitting my resignation as Minutes Clerk with the Town of Pittsfield. My last day will be September 23, 2016. I have accepted a full-time position and will no longer be capable completing minutes in a timely manner.

I am willing to help as much as possible during the next two weeks to complete all of the tasks that need to get done before exiting for a smooth and complete transition.

I wish you continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance.

Sincerely,

Cyndi Hetu



Natalie from DRA has requested that the board also sign this version of the MS-1 certification page.

Once signed, I will submit it to DRA - I've emailed Loren @ Cuitar about her signature as well
(Bonnie)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined this return and all attachments in its entirety and to the best of my belief it is true, correct and complete.

Preparer's First Name

Bonnie

Preparer's Last Name

Therault

2. SAVE AND EMAIL THIS FORM TO THE EQUALIZATION BOARD

Please save and e-mail the completed, fillable PDF form to the Equalization Board at equalization@state.nh.gov.

3. PRINT, SIGN, AND UPLOAD THIS FORM TO THE PROPTAX SETTING PORTAL

This completed PDF form must be PRINTED, SIGNED, and UPLOADED to the Proptax Setting Portal (MTRSP) at <http://proptax.org/nh> by the Bureau Advisor.

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined this return and all attachments in its entirety and to the best of my belief it is true, correct and complete.

Bonnie Therault
Preparer's Signature

Governing Body Member's Signature and Title

FORM
MS - 1

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
SUMMARY INVENTORY OF VALUATION
FORM MS-1 FOR 2016
Municipal Services Division
PO BOX 487, Concord, NH 03302-0487 Phone (603) 230-5950
E-mail Address: equalization@rev.state.nh.us

Original Date: _____
Copy (check box if copy)
Revision Date: _____

2016

CITY/TOWN OF PITTSFIELD IN MERRIMACK COUNTY

CERTIFICATION

This is to certify that the information provided in this report was taken from the official records and is correct to the best of our knowledge and belief.
Rev 1707.03(d)(7)

PRINT NAMES OF CITY/TOWN OFFICIALS	SIGNATURES OF CITY/TOWN OFFICIALS* (Sign in Ink)
Lawrence J. Konopka	<i>Lawrence J. Konopka</i>
Gerard A. LeDuc	<i>Gerard A. LeDuc</i>
James C. Allard	<i>J. C. Allard</i>
Carl E. Anderson	<i>Carl E. Anderson</i>
Carole A. Richardson	<i>Carole A. Richardson</i>

*Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Date Signed 9/6/2016

Check one: Governing Body
Assessors

City/Town Telephone # (603) 435-6773

Due date: September 1, 2016

Complete the above required certification by inserting the name of the city/town officials, the date on which the certificate is signed, and have the majority of the members of the board of selectmen/assessing officials sign in ink.

THIS REPORT FOR PREVIEW ONLY MS-1 TO BE SUBMITTED ELECTRONICALLY TO DRA

THIS FORM MUST BE RECEIVED BY THE DRA NO LATER THAN SEPTEMBER 1ST.

Village Districts - pages 8-9 must be completed for EACH village district within the municipality.

RETURN THIS SIGNED AND COMPLETED INVENTORY FORM TO:

N.H. DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
PO BOX 487
CONCORD, NH 03302-0487

Under penalties of perjury, I declare that I have examined this form and to the best of my belief it is true, correct and complete. (If prepared by a person other than the city/town officials, this declaration is based on all information of which the preparer has knowledge.)

Preparer: Bonnie Theriault (Print/type) E-Mail Address: btheriault@pittsfieldnh.gov

FOR DRA USE ONLY

Regular office hours: Monday 11-7, Tues-Fri 8-4

See instructions on page 10, as needed.



1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Kyle

Preparer's Last Name

Gingras

Date

Sep 13, 2016

Kyle Gingras
Preparer's Signature

Audited Unaudited Compilation Report Attached

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Governing Body Member's Signature and Title



FINANCIAL REPORT OF THE TOWN, CITY, OR VILLAGE DISTRICT BUDGET

Form Due Dates: **April 1, 2016**, if operating on a Calendar Year, reporting from 1/1/15 to 12/31/15,
OR
September 1, 2016, if operating on a Fiscal Year, reporting from 7/1/15 to 6/30/16

Instructions

Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity name from the pull down menu
- Enter the preparer's information

Account Codes

- In the *Expenditures* section, enter the *Other Authorizations*, and *Actual Expenditures* for each applicable account code
- Every instance of an *Other Authorization* requires an explanation on the page preceding the *Revenues* section
- In the *Revenues* section, enter the *Actual Revenues* for each applicable account code

Balance Sheet

- Enter the *End of Year* balance for each applicable account code

Reconciliation Sheets

- Use at will to aid in reconciling discrepancies on the balance sheet

Amortization of Long Term Debt

- Enter all information regarding long term debt

For Assistance Please Contact:

DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: PITTSFIELD

County: MERRIMACK

PREPARER'S INFORMATION ?

First Name
Kyle

Last Name
Gingras

Preparer's Entity
Plodzick & Sanderson, P.A.

Street No.
193

Street Name
North Main Street

Phone Number
(603) 225-6996

Email (optional)
kgingras@plodzick.com



EXPENDITURES

GENERAL GOVERNMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4130 - 4139	Executive ?	\$146,532		\$140,755
4140 - 4149	Election, Reg. & Vital Statistics ?	\$52,595		\$58,297
4150 - 4151	Financial Administration ?	\$153,260		\$161,339
4152	Property Assessment ?	\$31,932		\$86,402
4153	Legal Expense ?	\$40,000		\$31,309
4155 - 4159	Personnel Administration ?	\$28,379		\$24,710
4191 - 4193	Planning & Zoning ?	\$7,866		\$8,202
4194	General Government Buildings ?	\$84,561		\$78,201
4195	Cemeteries ?	\$19,500		\$19,500
4196	Insurance ?			
4197	Advertising & Regional Association ?	\$7,322		\$7,289
4199	Other General Government Expense ?			
General Government Subtotal		\$571,947		\$616,004

PUBLIC SAFETY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4210 - 4214	Police ?	\$995,517		\$937,223
4215 - 4219	Ambulance ?			
4220 - 4229	Fire ?	\$754,013		\$812,164
4240 - 4249	Building Inspection ?	\$43,426		\$45,624
4290 - 4298	Emergency Management ?	\$11,598		\$2,354
4299	Other (Including Communications) ?			
Public Safety Subtotal		\$1,804,554		\$1,797,365



AIRPORT/AVIATION CENTER ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4301 - 4309	Airport Operations ?			
Airport/Aviation Subtotal				

HIGHWAYS AND STREETS ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4311	Administration ?	\$126,022		\$121,103
4312	Highway & Streets ?	\$767,286		\$731,591
4313	Bridges ?		\$24,416	\$36,400
		Explanation for Authorizations: Grants		
4316	Street Lighting ?	\$20,425		\$22,066
4319	Other ?			
Highways and Streets Subtotal		\$913,733	\$24,416	\$911,160

SANITATION ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4321	Administration ?			
4323	Solid Waste Collection ?			
4324	Solid Waste Disposal ?	\$150,000		\$149,961
4325	Solid Waste Facility Clean-up ?			
4326 - 4329	Sewage Collection, Disposal, and Other ?			
Sanitation Subtotal		\$150,000		\$149,961

WATER DISTRIBUTION AND TREATMENT ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4331	Administration ?			



New Hampshire
Department of
Revenue Administration

2016
MS-535

4332	Water Services ?			
4335	Water Treatment ?			
4338-4339	Water Conservation & Other ?	\$177,411		\$180,682
Water Distribution and Treatment Subtotal		\$177,411		\$180,682

ELECTRIC ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4351 - 4352	Administration & Generation ?			
4353	Purchase Costs ?			
4354	Electric Equipment Maintenance ?			
4359	Other Electric Costs ?			
Electric Subtotal				

HEALTH ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4411	Administration ?			
4414	Pest Control ?	\$12,756		\$13,098
4415 - 4419	Health Agencies & Hospital & Other ?			
Health Subtotal		\$12,756		\$13,098

WELFARE ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4441 - 4442	Administration & Direct Assistance ?	\$82,048		\$43,015
4444	Intergovernmental Welfare Payments ?	\$3,931		\$3,931
4445 - 4449	Vendor Payments & Other ?			
Welfare Subtotal		\$85,979		\$46,946



CULTURE AND RECREATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4520 - 4529	Parks & Recreation ?	\$26,002		\$22,316
4550 - 4559	Library ?	\$80,054		\$80,418
4583	Patriotic Purposes ?	\$3,500		\$3,703
4589	Other Culture & Recreation ?			
Culture and Recreation Subtotal		\$109,556		\$106,437

CONSERVATION AND DEVELOPMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4611 - 4612	Admin. & Purchase of Natural Resources ?	\$650		\$719
4619	Other Conservation ?			
4631 - 4632	Redevelopment and Housing ?			
4651 - 4659	Economic Development ?	\$6,000		\$6,833
Conservation & Development Subtotal		\$6,650		\$7,552

DEBT SERVICE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4711	Principal - Long Term Bonds & Notes ?	\$17,950		\$17,950
4721	Interest - Long Term Bonds & Notes ?	\$12,206		\$12,206
4723	Interest on Tax Anticipation Notes ?	\$10,000		\$6,003
4790 - 4799	Other Debt Service ?			
Debt Service Subtotal		\$40,156		\$36,159

CAPITAL OUTLAY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4901	Land ?	\$25,000		\$31,275
4902	Machinery, Vehicles, & Equipment ?	\$48,010		\$52,465



New Hampshire
Department of
Revenue Administration

2016
MS-535

4903	Buildings ?	\$17,500		\$24,423
4909	Improvements Other Than Buildings ?			
Capital Outlay Subtotal		\$90,510		\$108,163

OPERATING TRANSFERS OUT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4912	To Special Revenue Fund ?			
4913	To Capital Projects Fund ?			
4914	To Enterprise Fund ?	\$342,715		\$609,518
	Sewer	\$342,715		\$609,518
	Water			
	Electric			
	Airport			
	Other			
4915	To Capital Reserve Fund ?	\$115,000		\$115,000
4916	To Expendable Trust Fund - Not #4917 ?			
4917	Health Maintenance Trust Funds ?			
4918	To Nonexpendable Trust Funds ?			
4919	To Fiduciary Funds ?			
Operating Transfers Out Subtotal		\$457,715		\$724,518

PAYMENTS TO OTHER GOVERNMENTS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4931	Taxes Assessed for County ?	\$708,552		\$708,552
4932	Taxes Assessed For Village District ?			
4933	Taxes Assessed for Local Education ?	\$4,230,188		\$4,230,188
4934	Taxes Assessed for State Education ?	\$527,769		\$527,769



New Hampshire
Department of
Revenue Administration

2016
MS-535

4939	Payments to Other Governments 			
Payments to Other Governments Subtotal		\$5,466,509		\$5,466,509
	Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds	\$342,715		\$609,518
TOTAL GENERAL FUND EXPENDITURES		Voted Appropriations	Other Authorizations	Actual Expenditures
TOTAL GENERAL FUND EXPENDITURES		\$9,544,761	\$24,416	\$9,555,036



REVENUES

TAXES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3110	Property Taxes ?	\$7,968,461		\$7,957,560
3120	Land Use Change Taxes - General Fund ?	\$160		\$3,368
3121	Land Use Change Taxes - Conservation Fund ?			
3180	Resident Taxes ?			
3185	Yield Taxes ?	\$14,800		\$17,902
3186	Payment in Lieu of Taxes ?	\$10,100		\$10,284
3187	Excavation Tax (\$0.02 cents per cubic yard) ?	\$70		\$74
3189	Other Taxes ?			
3190	Interest & Penalties on Delinquent Taxes ?	\$140,000		\$161,738
	Inventory Penalties			
Taxes Subtotal		\$8,133,591		\$8,150,926

LICENSES, PERMITS, AND FEES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3210	Business Licenses & Permits ?			
3220	Motor Vehicle Permit Fees ?	\$504,000		\$538,698
3230	Building Permits ?	\$39,575		\$37,015
3290	Other Licenses, Permits, & Fees ?	\$13,400		\$12,303
Licenses, Permits, and Fees Subtotal		\$556,975		\$588,016

FROM FEDERAL GOVERNMENT ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3311 - 3319	From Federal Government ?			
From Federal Government Subtotal				



FROM STATE ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3351	Shared Revenues ?			
3352	Meals & Rooms Tax Distribution ?	\$196,395		\$196,395
3353	Highway Block Grant ?	\$107,251		\$108,177
3354	Water Pollution Grant ?			
3355	Housing & Community Development ?			
3356	State & Federal Forest Land Reimbursement ?			
3357	Flood Control Reimbursement ?			
3359	Other (Including Railroad Tax) ?	\$18,106	\$24,416	\$39,703
		Explanation of Unanticipated Revenues: Grants		
3379	From Other Governments ?			
From State Subtotal		\$321,752	\$24,416	\$344,275

CHARGES FOR SERVICES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3401 - 3406	Income from Departments ?	\$29,950		\$45,954
3409	Other Charges ?			
Charges for Services Subtotal		\$29,950		\$45,954

MISCELLANEOUS REVENUES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3501	Sale of Municipal Property ?	\$3,300		\$95,366
3502	Interest on Investments ?			\$29
3503 - 3509	Other ?	\$1,200		\$57,027
Miscellaneous Revenues Subtotal		\$4,500		\$152,422



INTERFUND OPERATING TRANSFERS IN ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3912	From Special Revenue Funds ?	\$123,753		\$123,753
3913	From Capital Projects Funds ?			
3914	From Enterprise Funds ?	\$342,715		\$392,756
	Sewer - (Offset)	\$342,715		\$392,756
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
	Other - (Offset)			
3915	From Capital Reserve Funds ?	\$28,440		\$44,645
3916	From Trust & Fiduciary Funds ?			
3917	Transfers from Conservation Fund ?			
Interfund Operating Transfers Subtotal		\$494,908		\$561,154

OTHER FINANCING SOURCES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3934	Proceeds from Long Term Bonds & Notes ?			
Other Financing Sources Subtotal				

Less Propriety Funds, Spec. Rev. Funds, or Capital Project Funds	\$342,715		\$392,756
--	-----------	--	-----------

	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
TOTAL GENERAL FUND REVENUE	\$9,198,961	\$24,416	\$9,449,991



Taxes/Liens Receivable Worksheet

Line Item	Year of this Report	For Prior Levy	TOTAL
Uncollected at End of Year	\$612,535	\$589,478	\$1,202,013
"Overlay" carried forward as "Allowance for Abatements"		\$100,000	\$100,000
Receivable at End of year (to Balance Sheet accounts 1080, 1100)	\$612,535	\$489,478	\$1,102,013

Reconciliation of Regional School District Liability

Line Item	Amount
Regional School District Liability at Beginning of Year (To Balance Sheet Account 2075, Beginning of Year)	\$971,070
ADD: Regional School District Assessment for Current Year	\$4,757,937
Total Liability Within Current Year (Sum of Lines 1 and 2)	\$5,729,007
SUBTRACT: Payments made to Regional School District	\$4,521,070
Due to School District End of Year (To Balance Sheet Account 2075, End of Year)	\$1,207,937

Reconciliation of Tax Anticipation Notes

Line Item	Amount
Short-Term (TANS) Debt at Beginning of Year (To Balance Sheet Account 2230, Beginning of Year)	
New Issues During Current Year	\$500,000
Issues Retired During Current Year	\$500,000
Short-Term (TANS) Debt Outstanding at End of Year (To Balance Sheet Account 2230, End of Year)	



BALANCE SHEET			
Account	Current Assets ?	Beginning of Year	End of Year
1010	Cash and Equivalents ?	\$1,391,719	\$1,444,372
1030	Investments ?	\$36,165	\$43,456
1080	Tax Receivable ?	\$750,125	\$612,535
1110	Tax Liens Receivable ?	\$450,094	\$489,478
1150	Accounts Receivable ?	\$6,478	\$28,734
1260	Due from Other Governments ?	\$517	\$24,416
1310	Due from Other Funds ?	\$168,923	\$33,523
1400	Other Current Assets ?	\$19,503	\$32,705
1670	Tax Deeded Property (Subject to Resale) ?		\$211,674
TOTAL ASSETS		\$2,823,524	\$2,920,893
Account	Current Liabilities ?	Beginning of Year	End of Year
2020	Warrants and Accounts Payable ?	\$113,370	\$222,616
2030	Compensated Absences Payable ?	\$3,745	\$1,753
2050	Contracts Payable ?		
2070	Due to Other Governments ?		\$21
2075	Due to School Districts ?	\$971,070	\$1,207,937
2080	Due to Other Funds ?	\$191,150	\$49,422
2220	Deferred Revenue ?		
2230	Notes Payable - Current ?		
2270	Other Payable ?		
TOTAL LIABILITIES		\$1,279,335	\$1,481,749



Account	Fund Equity ?	Beginning of Year	End of Year
2440	Non-spendable Fund Balance ?	\$19,503	\$244,379
2450	Restricted Fund Balance ?		
2460	Committed Fund Balance ?		
2490	Assigned Fund Balance ?	\$180,404	\$113,820
2530	Unassigned Fund Balance ?	\$1,344,282	\$1,080,945
TOTAL FUND EQUITY		\$1,544,189	\$1,439,144
TOTAL LIABILITIES and FUND EQUITY		\$2,823,524	\$2,920,893

NOTE: NH law requires all municipalities to gross appropriate, but this balance sheet only reflects the general fund. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

General Fund Balance Sheet Reconciliation	
Line Item	Amount
Total Revenues	\$9,449,991
Total Expenditures	\$9,555,036
Change (Increase or Decrease)	(\$105,045)
Ending Fund Equity from Balance Sheet	\$1,439,144
Less Beginning Fund Equity from Balance Sheet	\$1,544,189
Change (Increase or Decrease)	(\$105,045)



AMORTIZATION OF LONG-TERM DEBT (Including Proprietary and Capital Project Funds)

Description	Original Obligation	Purpose	Annual Installment	Interest Rate (%) or Range (% - %)	Year of Final Payment (YYYY)	Bonds o/s at Beginning of Year	Bonds Issued this Year	Bonds Retired this Year	Bonds o/s at End of year
Wastewater Upgrades	\$682,100	Sewer Upgrades	\$35,900	4.25	2030	\$574,400		\$35,900	\$538,500
Total	\$682,100					\$574,400		\$35,900	\$538,500



PITTSFIELD (371)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Kyle

Preparer's Last Name

Gingras

Date

Sep 13, 2016

 Preparer's Signature

Audited Unaudited Compilation Report Attached

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

 Governing Body Member's Signature and Title



INSTRUCTIONS For the MS-535 Financial Report of the Town, City, or Village District Budget

The MS-535 is to be used by every NH town, city, or village district to report the year end financial status of the budget. The report is to be completed at the end of the reporting year and submitted to the NH Department of Revenue Administration (DRA) pursuant to RSA 21-J:34, V.

Cover Sheet

Prior to entering reporting data, please fill out all fields on the cover page.

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those amounts accounted for in proprietary or other funds are later removed from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

Budget Expenditures

- Voted Appropriations** Enter gross appropriations as voted at the prior year's annual and any special meetings and as approved by DRA on the MS-2. For accounts 4931, 4932, 4933, and 4934 the voted appropriations should match the amounts shown on the tax rate calculation paperwork. In the future, DRA will pre-populate this column.
- Other Authorizations** Enter expenditure authorizations in addition to amounts in column 3 and detail in the box at the bottom of the page. Examples: Emergency expenditures under RSA 32:11; grant expenditures under RSA 31:95-b; additional expenditures from capital reserve or trust funds by agents.
- Actual Expenditures** Enter actual expenditures (include amounts in column 4). (Proprietary funds, special revenue, and capital project funds are to be netted out for this report, generally in acct. #4914 or #4912). Expenditures for "Payments to Other Governments" on page 4 are set in tax rates. For accounts 4931, 4932, 4933, and 4934 the actual expenditures should match the amounts shown on the tax rate calculation paperwork.

Revenues

- Estimated Revenues to Set Tax Rate** Enter estimated revenues from reporting year MS-4 used to set the tax rate.
- Actual Revenues** Enter revenues attributable to the reporting year. **Proprietary funds, special revenue, and capital project funds are to be netted out for this report at the bottom of the column.** In the first row, acct. #3110, add property tax amount from tax collector's warrant, plus any excess overlay. Enter general fund revenue in the last row.

General Fund Balance Sheet

- Beginning of Year Column** Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
- End of Year Column** Enter the End of Year amounts from your records or as adjusted by your auditors.
See *Reconciliation Worksheets* to help calculate amounts.
To be GASB 54 compliant, the fund balance classifications have changed. See the next sheet for further explanation.

Reconciliation Worksheet

- General Fund Section** This section illustrates how revenues and expenditures flow through to Fund Balance
- School District Section** Enter amounts to determine end of year school district liability, or call your SAU for year end amounts.
- Tax Anticipation Notes Section** Enter amounts to determine end of year TAN liability amount.

Fund Balance Explanation: Changes from Previous Year's as Necessitated by GASB 54

As Previously Classified in Prior Years



a. Assigned (Formerly Reserve for encumbrances)	2440
b. Committed (Formerly Reserve for Continuing Appropriations)	2450
c. Restricted (Formerly Reserve for Appropriations Voted for CRF/ETF)	2460
d. Committed (Formerly Reserve for Appropriations Voted)	2460
e. Assigned (Formerly Reserve for Special Purposes)	2490
f. Unassigned (Formerly Unreserved Fund Balance)	2530

As Required under GASB 54

a. Nonspendable Fund Balance	2440	= Non-cash items such as inventories or prepaid items.
b. Restricted Fund Balance	2450	= Funds legally restricted, such as a grant or library funds.
c. Committed Fund Balance	2460	= Only used for a specific voted purpose, like a special WA.
d. Assigned Fund Balance	2490	= Intended for specific purpose such as an encumbrance.
e. Unassigned Fund balance	2530	= Spendable fund balance (formerly: unreserved or surplus).

EXHIBIT A

SCOPE OF WORK

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Pittsfield (hereinafter referred to as "the Subrecipient") \$30,617.00 within the Hazard Mitigation Grant Program.

"The Subrecipient" proposes to demolish a residential property located at 42 Chestnut Street, in the AE zone of the Suncook River. The property will be demolished and removed. The work will include removal of all structural debris to an approved disposal facility, foundation walls will be collapsed and any concrete floors will be broken up and remain in place. The site will be graded and filled. All utilities will be terminated in accordance with state requirements and all and all paved driveways will be removed, returning the area to open space.

"The Subrecipient" agrees that the period of performance ends March 24, 2019 and that a final performance and expenditure report will be sent to "the State" by April 23, 2019, 30 days after the period of performance ends.

2. **PROJECT REVIEW and CONDITIONS**

"The Subrecipient" shall comply with the project review and conditions as identified by the Federal Emergency Management Agency (FEMA). The FEMA Record of Environmental Consideration is attached to this agreement.

"The "Subrecipient" shall submit quarterly progress reports, drafts, and final updated local hazard mitigation plans for the three communities. Quarterly reporting shall begin in the quarter in which this grant agreement is approved, shall be submitted within 15 days after the end of a quarter, and shall continue until the project is completed.

"The Subrecipient" is responsible for the 25% cost share, which is \$10,206.00.

"The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 25% cost share required by this grant.

Cara Marston

From: Dunkerley, Heather <Heather.Dunkerley@dos.nh.gov>
Sent: Friday, September 02, 2016 1:29 PM
To: Cara Marston
Cc: Morton, ShawnaLeigh
Subject: Exhibit A
Attachments: Pittsfield Exhibits A Only.pdf

Importance: High

Hi Cara,

Please find attached Exhibit A with the corrected amount of grantee match. Please have the Board of Selectmen sign and use the original date the grant agreement was signed of 6/21/16.

Thank you for assisting with this request and we apologize for any inconvenience.

Heather~

*Heather Dunkerley
State Hazard Mitigation Officer
NH Dept. of Safety-Homeland Security & Emergency Management
110 Smokey Bear Blvd, Concord, NH 03301 (Physical)
33 Hazen Drive, Concord NH 03305 (Mailing)*

Direct: 603-223-3614

Cell: 603-731-0790

Fax: 603-223-3609

Website: <http://www.nh.gov/safety/divisions/hsem/>

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

August 11, 2016

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



RE: Contribution Assurance Program (CAP) for CY 2017 - CY 2019 for the Workers' Compensation Program

Dear Cara:

As a new member to our Workers' Compensation Program, Primex³ is pleased to offer the **Town of Pittsfield** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.**

The following years qualify for the Workers' Compensation **Contribution Assurance Program (CAP)**:

CY 2017 January 1, 2017 to December 31, 2017

(maximum 10% increase over January 1, 2016 to December 31, 2016 contribution)

CY 2018 January 1, 2018 to December 31, 2018

(maximum 10% increase over January 1, 2017 to December 31, 2017 contribution)

CY 2019 January 1, 2019 to December 31, 2019

(maximum 10% increase over January 1, 2018 to December 31, 2018 contribution)

Based on your performance, we are pleased to offer you a **CAP Agreement** that provides you the opportunity to participate in **CAP** until December 31, 2019. (See enclosed **CAP Agreement and Resolution.**) **Please return your executed CAP Agreement and Resolution on or before September 15, 2016** to ensure budgetary peace of mind for the next three renewals.

The percentage listed is a maximum. Actual increases will not exceed that percentage, but could actually be lower, based on each member's and the pool's risk management performance and exposure changes. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. Now, add the best long-term contribution assurance and you have a commitment like no other. **CAP** provides predictable contributions in the Workers' Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

Carl Weber
Director of Member Services

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2017 January 1, 2017 to December 31, 2017

(maximum 10% increase over January 1, 2016 to December 31, 2016 contribution)

CY 2018 January 1, 2018 to December 31, 2018

(maximum 10% increase over January 1, 2017 to December 31, 2017 contribution)

CY 2019 January 1, 2019 to December 31, 2019

(maximum 10% increase over January 1, 2018 to December 31, 2018 contribution)

By signing this Agreement, the **Town of Pittsfield** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **December 31, 2019**. The Town of Pittsfield agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The Town of Pittsfield agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Pittsfield** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year

term, as there is no right to cancel or terminate during year one (1) and year (2) but shall be reinstated for the end of year three (3).

The **Town of Pittsfield** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the Town of Pittsfield with legal authority to contractually bind the Town of Pittsfield to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Town of Pittsfield
August 11, 2016
WC-2019-10-3



**RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Pittsfield adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____



Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

August 11, 2016

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

RE: Contribution Assurance Program (CAP) for CY 2017 - CY 2019 for the Property & Liability Program

Dear Cara:

As a new member to our Property & Liability Program, Primex³ is pleased to offer **Town of Pittsfield** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

The following years qualify for the Property & Liability **Contribution Assurance Program (CAP)**:

CY 2017 January 1, 2017 to December 31, 2017

(maximum 9% increase over January 1, 2016 to December 31, 2016 contribution)

CY 2018 January 1, 2018 to December 31, 2018

(maximum 9% increase over January 1, 2017 to December 31, 2017 contribution)

CY 2019 January 1, 2019 to December 31, 2019

(maximum 9% increase over January 1, 2018 to December 31, 2018 contribution)

Based on your performance, we are pleased to offer you a **CAP Agreement** that provides you the opportunity to participate in **CAP** until December 31, 2019. (See enclosed **CAP Agreement and Resolution**.) **Please return your executed CAP Agreement and Resolution on or before September 15, 2016** to ensure budgetary peace of mind for the next three renewals.

The percentage listed is a maximum. Actual increases will not exceed that percentage, but could actually be lower, based on each member's and the pool's risk management performance and exposure changes. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. Now, add the best long-term contribution assurance and you have a commitment like no other. **CAP** provides predictable contributions in the Property & Liability Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

Carl Weber
Director of Member Services

**Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2017 January 1, 2017 to December 31, 2017

(maximum 9% increase over January 1, 2016 to December 31, 2016 contribution)

CY 2018 January 1, 2018 to December 31, 2018

(maximum 9% increase over January 1, 2017 to December 31, 2017 contribution)

CY 2019 January 1, 2019 to December 31, 2019

(maximum 9% increase over January 1, 2018 to December 31, 2018 contribution)

By signing this Agreement, the **Town of Pittsfield** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **December 31, 2019**. The Town of Pittsfield agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Town of Pittsfield** agrees that the nine percent (9%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The Town of Pittsfield further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year

term, as there is no right to cancel or terminate during year one (1) and year (2) but shall be reinstated for the end of year three (3).

The Town of Pittsfield agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of CAP which must be separately offered and accepted.

Primex³ acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the CAP increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the Town of Pittsfield with legal authority to contractually bind the Town of Pittsfield to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Pittsfield adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

STATE OF NEW HAMPSHIRE
TOWN OF PITTSFIELD

To **Richard Walter, Jr.** of Chichester, New Hampshire in the County of Merrimack.

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

Given under our hands this _____ day of _____, _____

Board of Selectmen

I, **Richard Walter, Jr.**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Part-Time Police Officer according to the best of my abilities, agreeable to the rules and regulations of the Constitution and laws of the State of New Hampshire.
SO HELP ME GOD

STATE OF NEW HAMPSHIRE
MERRIMACK COUNTY,

Personally appeared the above named **Richard Walter, Jr.**, who took and subscribed the foregoing oath.
Before me,

Date: _____

Received and Recorded: _____

Cara Marston

From: Jeff Cain
Sent: Thursday, September 08, 2016 11:09 AM
To: Cara Marston
Subject: Vacant position and promotion

Cara,

I am respectfully requesting permission to post the upcoming vacant full time position which will be created by Sgt Walter's retirement. This will allow us to start building an eligibility list of candidates for a process. It usually takes 30-45 days to post a position and receive applications/resumes for a process.

I am also asking permission allowing me to promote and fill the upcoming vacant supervisor position which will be created by Sgt Walter's retirement.

Both of these positions are currently budgeted for, there will be an anticipated cost savings for each position as the new employee will be at a lower step on the pay scale which will save money.

Respectfully,

Jeff

Jeffrey M. Cain
Chief of Police
Pittsfield Police Department
Work: (603) 435-7535
Fax: (603) 435-7298
jcain@pittsfieldnh.gov

ACO Taylor submitted corrections/clarifications



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



MEETING MINUTES of Tuesday, August 9, 2016

CALL TO ORDER

The Board of Selectmen meeting for August 9, 2016 was called to order by Chairman Konopka at 5:07 p.m.

MEMBERS PRESENT

- Larry Konopka, Chairman
- Gerald LeDuc, Vice-Chairman
- Carole Richardson
- Carl Anderson
- J.C. Allard

→ PUBLIC OFFICIALS

Cara Marston, Town Administrator

- Cain Taylor - Anthony

NON-PUBLIC SESSION I

Motion. Mr. LeDuc made a motion to go into non-public session. Mr. Anderson seconded the Motion. There was no additional discussion. A Roll Call Vote was taken: Mr. Konopka - Yes; Mr. LeDuc - Yes; Mr. Anderson - Yes; Mr. Allard - Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Motion. Mr. LeDuc made a motion to come out of non-public session. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka - Yes; Mr. LeDuc - Yes; Mr. Anderson - Yes; Mr. Allard - Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

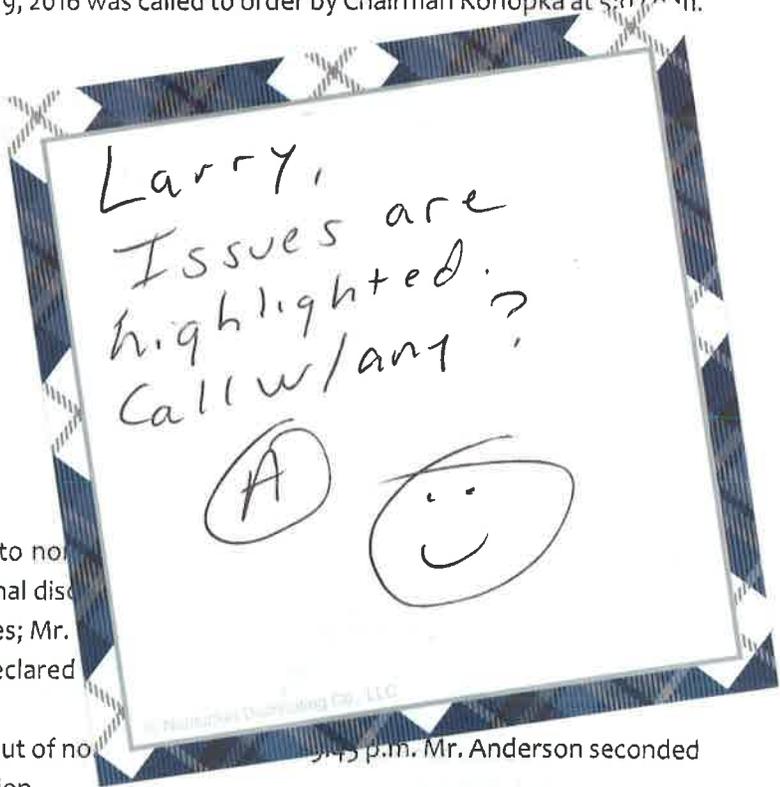
Motion. Mr. LeDuc made a motion to seal the non-public minutes. Mr. Allard seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka - Yes; Mr. LeDuc - Yes; Mr. Anderson - Yes; Mr. Allard - Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

NON-PUBLIC SESSION II

Motion. Mr. LeDuc made a motion to go into non-public session under RSA 91-A:3, II(d) at 5:45 p.m. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka - Yes; Mr. LeDuc - Yes; Mr. Anderson - Yes; Mr. Allard - Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.



the streets were the busiest each year over the ten years. He also used his personal experience working in the town and knowing where the problem areas are. Mr. Rogers thinks in order for others to see the whole picture, a study for the last three years would be a better overall picture.

Chairman Konopka commented the call volumes for the town have not gone down. Chief Cain thinks this year could be the busiest year in his nineteen years in town. Mr. Anderson doesn't think anyone in the town should have to put up with these issues and it doesn't matter where in the town the problems are.

Mr. Galvin would like to speak to someone who lives in a rural part of town. He knows there are certain neighbors who go to any other extreme and will make a call with any type of noise. He would like the officers to have discretion when it comes to enforcement. Chief Cain responded the word discretion is built into the ordinance. There is some times where they do take heat because residents don't see any action being taken.

Chairman Konopka informed the residents they will be holding another public hearing on this if there are any further questions. He told Mr. Young if there is anything they can do to let them know. Chief Cain asked Mr. Young to keep calling as they are familiar with the property. Mr. Young responded they had sent a letter to the Planning Board and the Board put them on notice of one more incident and they will be evicted. Chief Cain said this ordinance may help expedite things.

Animal Control Ordinance – proposed revisions

Chief Cain explained there were a couple of amendments to the existing ordinance. Some of the changes were administrative and some were adding some language to help Animal Control address issues they don't current have the ability to address. He gave an example of a resident calling because the neighbor's chickens are on her property eating flowers. There is currently no ordinance in place to deal with the chickens on someone's property.

Mr. Ramsey asked about the definition of a compact area of the town and if this has always been an ordinance or is it something new, what is considered town, and are they considering this in all parts of the town. Chief Cain said it is pre-existing. Mr. Ramsey asked if anything within 500 feet of another house is a compact area. Ms. Marston responded it is the way the current ordinance reads. Mr. Ramsey has an issue with it as it means all of Tilton Hill is a compact area. Chief Cain believes there are three houses which have to be five hundred feet of each other. Mr. Anderson believes it should be stricken from the ordinance.

Mr. Houle commented dogs need to be licensed and dog owners are responsible for the actions of their dogs. He has a problem with the large number of cats who are allowed to run free. He is allergic to cats and he has several cats who visit his property; he is constantly taking medication because of it. Ms. Taylor explained the only town in NH which has had an ordinance for cats was in Seabrook. She said it is very difficult to enforce the cats and would require her to work full-time.

Mr. Wood asked if Section 4.9 was supposed to be \$500 for each additional day. Chief Cain responded it should be \$5.00 an additional day.

Mr. Anderson understands it to be that the towns have the authority to regulate what the State says they can regulate. He doesn't think there anything which says they can regulate livestock. Chairman Konopka commented they cannot be less restrictive then what the State requires but they can restrict it more.

★
Mr.
Fred
Okrent

ACO

Mr. Anderson read Section 5 and expressed discontent for the section as he doesn't believe it needs to be that big of a deal. He gave an example of someone walking a steer up Clough Road who defecates then he has to pick it up to not be in violation of the ordinance. Chief Cain thinks they would fall under livestock in that case. A domestic animal which lives in a house and cattle would be under livestock. Ms. Marston commented it is the existing wording and asked if they could change it to dog and not domestic animal.

Ms. Marston asked how they could enforce someone's chickens defecating on a neighbor's property. Ms. Taylor gave an example of a family member who collects sports cars and the neighbor's chickens had defecated on the sports car and in order to rectify it she would have to sue the neighbor in court. She expressed concern for the residents who own a sports car having to put up with that type of situation without an ordinance like this. gardens, mulch, flowers, ANY property

Mr. Anderson would like to see it changed in Section 6 to dog from domestic animal. He thinks the first sentence of Section 7 makes no accommodation for typical livestock noise in the rural zone. Chief Cain responded they had discussed excluding the rural zone.

Chairman Konopka asked what the definition was in Section 7 for long-continued noise. Ms. Taylor responded there is a state statute that governs a nuisance offense. She has never received a complaint on noise of birds. Chairman Konopka asked if someone walks by a house very day and the dog barks if it would be long-continued noise. Ms. Taylor stated it is not; it would be a dog who barked all night long. Chairman Konopka asked about a farm which has been in place for 20 years and if they would be exempt from these. Ms. Taylor is not aware of any grandfather clause.

Mr. Anderson doesn't think there should be anything in there which would stop a working farm. He thinks the end of Section 8 should not say "its owner or keeper." He thinks this because some people rent pastures.

Mrs. Rollins thinks Section 6-8 go against what Pittsfield is trying to do for agriculture in the town. She explained they have made special exceptions for properties which are not zoned agricultural. She believes these sections put restrictions on agriculture. She brought up the point of having a livestock dog who barks every time someone comes near. Chief Cain responded Section 6 is for domestic animals not livestock. Mrs. Rollins feels the wording gives the impression Section 6-8 is for the entire town of Pittsfield. She doesn't think an entire town should have to pay for a dispute between neighbors. Chief Cain said the ordinance is for those who knowingly and willingly keep unconfined livestock.

Mrs. Ramsey thinks there are some people who are not responsible owners of their pets and continually allow their animals go on the neighbor's yards. She said there needs to something in place to alleviate the issue of neighbors who aren't respectful. Mr. Anderson responded it is why they have knowingly or willingly in the ordinance.

Mr. Galvin read NH RSA 432:33 "No agricultural operation shall be found a public or private nuisance as a result of changed conditions in or around the locality of the agricultural operation, if such agricultural operation has been in operation for one year or more and if it was not a nuisance at the time it began operation. This section shall not apply when any aspect of the agricultural operation is determined to be injurious to public health or safety under RSA 147:1 or RSA 147:2."

★
I.D.
on Ms.
Taylor
Animal
control
+
corrections

Mr. Galvin read NH RSA 432:34 "The provisions of this subdivision shall not apply if a nuisance results from the negligent or improper operation of an agricultural operation. Agricultural operations shall not be found to be negligent or improper when they conform to federal, state and local laws, rules and regulations." He said that section allows for the town to set some kind of standards for what would be considered negligent. His issue is a lot of this goes against the intent of the NH Right to Farm Act. He asked couldn't the argument be made that if an animal escapes from a fence more than twice that the owner knowingly and willingly allowing the animals to roam free because they didn't reinforce the fence. There are some people who will use the wording to execute vendettas against agriculture. Chief Cain responded any time a fence is broken it would not fall knowingly or willingly wording. It would only be an issue if the owner didn't fix the fence.

Ms. Taylor said there was an incident where a horse got into a field but the neighbors were able to work together on the issue. Mr. Galvin would like to see this addressed as a destruction of private property issue as opposed to animals being allowed to roam free issue. He thinks they are dealing with the negligence of the owners not the animals. Chief Cain commented the owners are the ones being held responsible. Mr. Galvin fears it could be used against people who are not being negligent because of the way it is written.

Ms. Taylor asked how the free range chickens are beneficial to those who live next door to someone who has the chickens when they are defecating on one's lawn. She also mentioned a situation of a stallion breaks free and harms a child. Mr. Galvin responded that is why he would like to see it a destruction of property. Chief Cain explained they then have to determine what destruction of property and the burden of proof is.

Ms. Taylor asked what kind of value one would put on her children if they are playing on her property and chickens defecate on her property and they get sick. *Clarify - who is getting sick unclear*

Chairman Konopka determined to continue this public hearing as well.

Mr. Wood asked if this will go to the town meeting as well. Chairman Konopka doesn't think it needs to go to town meeting but he thinks it is a good idea. Mr. Wood responded if there is an emergency they could pass it and then bring it to the town meeting. Chairman Konopka would rather see the people vote on this.

Mr. Anderson believes there are two things they need to make sure this protects. One of them is the rural value of the town. The second thing is private property owner's rights.

Mr. Galvin expressed his concern is not a police officer showing up on his property rather the neighbors who would use this to attempt suing in court that would otherwise have no ground to stand on.

Motion. Mr. Anderson made a motion to continue the public hearings to September 27, 2016 at 6:15 p.m.

Mr. LeDuc seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka - Yes; Mr. LeDuc - Yes; Mr. Anderson - Yes; Mr. Allard - Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

NON-PUBLIC SESSION III

Motion. Mr. LeDuc made a motion to go into non-public session under RSA 91-A:3, II(c) at 7:34 p.m. Mr. Anderson seconded the Motion. There was no additional discussion.



TOWN OF PITTSFIELD

Economic Development Committee

85 Main Street, Pittsfield, NH 03263

edc@pittsfieldnh.gov -- telephone (603) 435-6773 -- fax (603) 435-7922

September 15 2016

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



Dear Selectmen,

The Economic Development Committee (EDC) has elected a new chairman and vice chairman. Adam Cote is the new chairman and Roland Carter is now the vice chair.

The EDC membership remains at 7 with Lyn Roberts leaving and Heidi Asdot being our newest member.

Sincerely,

Adam Cote, EDC Chair

PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD
BOARD OF SELECTMEN

PUBLIC HEARING
TUESDAY, September 27, 2016

The Board of Selectmen will hold a second public hearing to accept public comment on two proposed ordinances. The first public hearing was held on Tuesday, August 16, 2016.

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

The proposed draft ordinances can be found at the Town Office or online at www.pittsfieldnh.gov.

The public hearing will be held at 6:15 p.m. on Tuesday, September 27, 2016, at the Town Office, 85 Main Street, Pittsfield, NH 03263.

Priority Title Services, Inc.
Escrow Trust Account
275 West Natick Road, Suite 1000
Warwick, RI 02886

Citizens Bank

5431

GF TNH16000903-PV

DATE: 9/14/2016

PAY TO THE
ORDER OF **Town of Pittsfield**
One Hundred Nine Thousand Eight Hundred and 00/100

\$ 109,800.00
DOLLARS

Town of Pittsfield
85 Main Street
Pittsfield, NH 03263

VOID AFTER 180 DAYS

MEMO 1 Fayette Street, Depot Street, Fayette Street,
Bridge Street, Franklin Street Pittsfield, NH



⑈ 5431 ⑈ ⑆ 211070175⑆ 1330246532 ⑈

Priority Title Services, Inc.

Date: 9/14/2016

5431

Buyer: Nancy L. Carver and Eleazer Carver V
Seller: Town of Pittsfield
GF #: TNH16000903-PV
Payee: Town of Pittsfield

603 Proceeds of Sale

Check Total \$109,800.00
\$109,800.00

**TOWN OF PITTSFIELD,
NEW HAMPSHIRE**

To the Collector of Taxes:

By vote of the Board of Selectmen, upon the application of
Name: William Butterworth
Map & Lot: R37-002

We have abated the amount of \$1,519.03, for the first half of 2016 property taxes and interest accrued to 09/15/2016, as a housekeeping measure. The payment for said taxes was included in with check #021796, received by the Selectmen's Office, as part of the tax redemption for this property.

Billed	1,482.00
Interest	37.03
Abatement Property Tax	1,519.03
Refund Property Tax	

Per order,

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

Board of Selectmen

Date: _____

FORM

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

A-5

LAND USE CHANGE TAX

STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)

PLEASE TYPE OR PRINT	LAST NAME	FIRST NAME	INITIAL	
	ELLIOTT	ROBERT	J	
	LAST NAME	FIRST NAME	INITIAL	
	ELLIOTT	EMMA	R	
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]			
	STREET ADDRESS			
111 WINANT ROAD				
ADDRESS (continued)				
TOWN/CITY			STATE	ZIP CODE+4
PITTSFIELD			NH	03263

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET				
	WINANT ROAD				
	TOWN/CITY			COUNTY	
	PITTSFIELD			MERRIMACK	
	NUMBER OF ACRES	CHECK ONE:		BOOK #	PAGE #
	33.5	PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		2290	1127
MAP #	LOT #	MAP #	LOT #	MAP #	LOT #
R14	62	R22	1C	R22	5

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified	BOOK #	PAGE #
ROBERT J. ELLIOTT	1992	0018
(b) Number of Acres Originally Classified	33.5	
(c) Number of Acres Previously Disqualified	0	
(d) Acres Disqualified per this Assessment	1.7	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	31.8	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification: This is a housekeeping release. The CU adjustment was never applied to the two lots that were subdivided (R22-1-39 & R22-1-40) and as such there will be no penalty issued.	
(b) Actual Date of Change in Use (MM/DD/YYYY)	09/26/2002
(c) Full and True Value at Time of Change in Use	\$ 0
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 0

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) LAWRENCE J. KONOPKA	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) GERARD A. LEDUC	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JAMES C. ALLARD	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARL E. ANDERSON	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CAROLE A. RICHARDSON	SIGNATURE (in black ink)	DATE

STEP 6 LAND USE CHANGE TAX NOTICE (TO BE COMPLETED BY LOCAL ASSESSING OFFICIALS)

PLEASE TYPE OR PRINT	LAST NAME ELLIOTT	FIRST NAME ROBERT & EMMA	
	ADDRESS 111 WINANT ROAD		
	ADDRESS (continued)		
	TOWN/CITY PITTSFIELD	STATE NH	ZIP CODE+4 03263
(a) Date of Release (MM/DD/YYYY)		09/07/2016	
(b) Date of Bill (MM/DD/YYYY)		N/A	
(c) Full and True Value at Time of Change in Use		\$	0
(d) Total Tax Due		\$	0

STEP 7 CHECKS PAYABLE TO AND MAILED TO (TO BE COMPLETED BY TAX COLLECTOR)

(a) Make Check Payable to:		NOT APPLICABLE	
(b) Mail To:	NAME	TAX COLLECTOR'S OFFICE	
	ADDRESS	85 MAIN STREET	
	TOWN/CITY	STATE	ZIP CODE+4
	PITTSFIELD	NH	03263
(c) Tax Collector's Office Location: 85 MAIN STREET, PITTSFIELD, NH 03263			
(d) Tax Collector's Office Hours: 11 AM - 7 PM MONDAY, 8 AM - 4 PM TUESDAY - FRIDAY			
(e) Include a separate check in the amount of \$ <u>0</u>			
Payable to <u>N/A</u> for recording fee at County Register of Deeds.			
(f) Payment of this tax is due no later than 30 days after mailing of this bill. Interest, at the rate of 18% per annum, shall be due if this tax is not paid on or before <u>N/A</u>			

STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID
---	-----------

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF TOWN OF PITTSFIELD		
STREET ADDRESS 85 MAIN STREET		
ADDRESS (continued)		
TOWN/CITY PITTSFIELD	STATE NH	ZIP CODE+4 03263

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of MERRIMACK	
To ERICA B. ANTHONY	Collector of Taxes
for the Town/City of PITTSFIELD	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 0.00
Given under our hands at	PITTSFIELD NEW HAMPSHIRE
This day of	SEPTEMBER 2016
OWNER NAME	ROBERT & EMMA ELLIOTT
OWNER ADDRESS	111 WINANT ROAD, PITTSFIELD, NH 03263
MAP R22	LOT 01-39 & 01-40

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) LAWRENCE J. KONOPKA	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) GERARD A. LEDUC	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JAMES C. ALLARD	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARL E. ANDERSON	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CAROLE A. RICHARDSON	SIGNATURE (in black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT
INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

Assessing Officials shall complete Form A-5W, Tax Collectors Warrant, to assess the Current Use Land Use Change Tax, as approved by the board, to serve as a warrant with which the tax collector shall collect the tax from the property owner.

WHAT TO FILE

The Form A-5W, Current Use: Land Use Change Tax Collector's Warrant. Assessing officials shall submit Form A-5W, Current Use: Land Use Change Tax Collectors Warrant, as approved by the board, to the Tax collector to serve as a warrant with which the tax collector shall collect the tax.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original and 2 copies: Local Tax Collector

TAX COLLECTORS PROCEDURES

Upon receipt of the land use change tax warrant and the prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice thereof. Such bill shall be mailed, at the latest, within 18 months of the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or within 18 months of the date the local assessing officials actually discover that the land use change tax is due and payable. Upon receipt of payment, but except for proceedings under RSA 79-A:7, II(e), the collector shall forward the original tax bill to the register of deeds of the county in which the land is located for the purpose of releasing recorded contingent liens required under RSA 79-A:5, VI. The tax bill shall state clearly whether all, or only a portion, of the land affected by the notice of contingent lien is subject to release. The recording fee charged by the register of deeds shall be paid by the owner of the land in accordance with the fees to which the register of deeds is entitled under RSA 478:17; 478:17-f or 478:17-g, I as applicable.

WHEN DUE

Payment of the land use change tax, together with the recording fees due the register of deeds, shall be due not later than 30 days after mailing of the tax bills for such tax, and interest at the rate of 18 percent per annum shall be due thereafter on any taxes not paid within the 30-day period.

COLLECTION OF UNPAID TAX

All land use change tax assessments levied under this section shall, on the date of the change in use, create a lien upon the land on account of which they are made and against the owner of record of such land or against the responsible party pursuant to RSA 79-A:7, II(e). Furthermore, such liens shall continue for a period of 24 months following the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or the date the local assessing officials actually discover that the land use change tax is due and payable, and such assessment shall be subject to statutory collection proceedings against real estate as prescribed by RSA 80.

ADA

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration.

NEED HELP?

Contact the Property Appraisal Division at (603) 230-5950.

LAND USE CHANGE TAX

INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

Local assessing officials shall complete Form A-5, Land Use Change Tax, to assess the use change tax on current use land where property previously classified as open space land and assessed at current use values on or after April 1, 1974 is changed to a use which does not qualify for current use assessment.

WHAT TO FILE

The Form A-5 shall be prepared by the local assessing officials and an original and two copies shall be submitted to the tax collector for collection of land use change tax. In accordance with Cub 309.03 Form A-5W shall serve as a warrant with which the tax collector shall collect the tax. The tax collector shall ensure that a copy of these instructions are provided to the land owner advising them of their appeal rights.

WHEN TO FILE

Pursuant to RSA 79-A:7, II(d), payment of Land Use Change Tax, together with the recording fees due the Register of Deeds, is due within 30 days after mailing of the tax bill. Interest at a rate of 18% will accrue on any unpaid tax after 30 days.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original:	Register of Deeds
Copy:	Local Assessing Officials
Copy:	Land Owner
Copy:	Local Tax Collector

APPEALS

Within 2 months of the notice of the tax date, and not afterwards, a land owner may apply in writing to the Selectmen or Assessors for an abatement of the Land Use Change Tax. If the Selectmen or Assessors neglect or refuse to abate the Land Use Change Tax, any person aggrieved may either apply in writing to the Board of Tax and Land Appeals or petition the County Superior Court within 8 months of the notice of the tax in accordance with RSA 79-A:10 or RSA 79-A:11. Forms for appealing to the Board of Tax and Land Appeals may be obtained from the NH Board of Tax and Land Appeals, 107 Pleasant Street, Concord, NH 03301 or by calling (603) 271-2578 or by visiting their web site at www.nh.gov/btla. Be sure to specify that you are appealing the Land Use Change tax.

ADA

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration.

NEED HELP?

Contact your local municipality or the Property Appraisal Division at (603) 230-5950.

LINE-BY-LINE INSTRUCTIONS**STEP 1**

Enter the complete name(s), address, municipality, state and zip code of the present owner(s) and/or responsible party [if other than owner pursuant to RSA 79-A:7, II(e)], being assessed the Land Use Change Tax in accordance with RSA 79-A:7. If there is more than two owners, submit a supplemental list of all owners names of record.

STEP 2

Enter the property location information of the land being disqualified in the spaces provided. Check whether this is a partial release or a full release.

STEP 3

- Enter name and address of the owners of record when the land was first classified under Current Use, including the Book and Page where it was recorded.
- Enter the number of acres originally classified under RSA 75:1.
- Enter the number of acres previously disqualified from RSA 75:1.
- Enter the number of acres disqualified per this Assessment.
- Enter the number of acres remaining in Land Use Assessment. [Steps 3(b) minus 3(c) and 3(d)].

STEP 4

- Provide a brief narrative description of the property subject to disqualification. (i.e. forest land converted to house lots.)
- Enter the actual date of change in use in the following format: MM/DD/YYYY.
- Enter the full and true value of the disqualified property at the time of the change in use.
- Calculate the Land Use Change Tax by multiplying Step 4(c) by 10%. Enter the result on Step 4(d).

STEP 5

Signatures, in black ink, of a majority of the local selectmen/assessors in the spaces provided indicates approval.

STEP 6

Enter the name and mailing address of the present owners or responsible party responsible for payment of tax.

- Enter the actual date of the change in use. [Same as Step 4(b)].
- Enter the date of the Land Use Change tax notice.
- Enter the Full and True Value of the land subject to Land Use Change as provided in RSA 75:1. [Same as Step 4(d)].
- Enter the Land Use Change Tax Due as calculated on page 1 Step 4(d).

STEP 7

- Enter the municipality to which checks are to be made payable. This should be the municipality in which the disqualified property is located.
- Enter the name of the tax collector and the applicable mailing address to which payments should be remitted.
- Enter the tax collector's office location.
- Enter the hours of operation for the local tax collector.
- Enter the applicable lien release recording fee to be remitted to the County Registry of Deeds and the proper county to which the fee is due.
- Enter the final date the taxpayer has to pay the bill to avoid penalties.

STEP 8

The tax collector must sign and date in black ink to indicate when the tax is paid and then shall remit the original Form A-5 with the recording fee to the County Registry of Deeds.

Bonnie Theriault

From: loren martin <loren@avitarassociates.com>
Sent: Tuesday, September 06, 2016 5:44 PM
To: Bonnie Theriault
Subject: Re: R22-1-40 CU question

Bonnie

From what I can tell this lot never received the benefit of current use. so I would recommend doing a housekeeping release. I would use the original current use submission book 1992 page 0018 and also list the 2001 recording at book 2290 page 1127. State 33.5 acres originally in current use, 0 acres previously removed and 1.7 acres to be removed now as a housekeeping measure and acres remaining in current use is 31.8. List both parcels R22/1-39 and R22-1-40 so there should be no question in the future. Please let me know if you need any further information.

Loren

On Tue, Aug 30, 2016 at 6:22 PM, loren martin <loren@avitarassociates.com> wrote:

I have all of the info you sent over on this but I am still having trouble deciphering what is what. Looks like when put in current use they had a different map and lot number so not entirely sure what was out into current use in the first place. Give me a call tomorrow and we will sort it out together.

loren

On Tue, Aug 23, 2016 at 12:32 PM, Bonnie Theriault <btheriault@pittsfieldnh.gov> wrote:

Sorry to hound you on this one but I just received another inquiry about this. The title company is getting antsy and even though they are not closing until September, they want to know the answer to this release as soon as possible. I let them know that you are working on it, and I will let them know as soon as possible.

Bonnie

From: Loren Martin [<mailto:loren@avitarassociates.com>]
Sent: Sunday, August 14, 2016 7:01 AM
To: Bonnie Theriault
Cc: Shelley Charron
Subject: Re: R22-1-40 CU question

I will take a look at this and get back to you

Loren

Sent from my Awesome iPhone!

On Aug 12, 2016, at 12:37 PM, Bonnie Theriault <btheriault@pittsfieldnh.gov> wrote:

Hi Loren,

We have had an inquiry about a LUCT for R22-1-40 or a letter releasing the lot from cu status. Cara and I have looked at all of the files and applications relating to current use and we believe, that when the lots for 1C (1-39) & 1D (1-40) were created in the system, they were not set up having current use value. It appears from all that we can find, the lots have not received the cu credit, nor have either of these lots been released at the registry of deeds from cu status (as far as we can tell) . Can you take a look at the information, and see if we need to create a release from cu on lot R22-1-40 (and/or R22-1-39). And if we do need to create this release, would it be at a zero bill amount, as Mr. Elliott has never (from what we can find for documentation) received any cu credit for these lots?

Mr. Elliott is selling R22-1-40 in the next few weeks and the title company is requiring a document stating that this parcel has been released from cu.

Let me know if there is anything else I can provide. Thanks!

Bonnie

<A10 ELLIOTT 1995.pdf>

<A 10 ELLIOTT 2001.pdf>

<ELLIOTT PLAN 2001.pdf>

<ELLIOTT PLAN 2004.pdf>

<2003 Map 22.pdf>

<2005 Map 22.pdf>

<r14-062.pdf>

<r22-1-40.pdf>

<r22-1-39.pdf>

<PR22 current map.pdf>

<Pr14 current map.pdf>

14th
B

428870

2001 AUG 24 AM 9: 26

B34/299

FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE - RSA 79-A

THIS FORM MUST BE TYPEWRITTEN. ALL SIGNATURES MUST BE IN BLACK INK.

File this form with the assessing officials of the town in which your land is located.

NAME(s) OF APPLICANT(s): Robert J. Elliott

Mailing Address(es): 111 Winant Road, Pittsfield, New Hampshire 03263

1 For land located in the municipality of: Pittsfield

2 Geographical location(s) of the land being classified (address or nearest road): WINSUNVALE Phase II @ Whites Pond

3 Local identification of the land being classified: *
Map #: R14 Lot #: 62 Map #: R22 Lot #: 001C Map #: R22 Lot #: 005

4(a) Total number of acres in the parcel: 34.5

4(b) Number of acres previously enrolled in current use: 0

4(c) Number of acres being enrolled per this application: 32.5

5 Current book, page and recording at County Registry of Deeds: Book 1599, Page 157

6 A map is required on the entire parcel(s), adequately identified and oriented to establish its location. Besides showing overall boundaries and computation of acreages, the map shall show interior boundaries and acreages of land categories for which the applicant is seeking qualification, differentiating land uses within each category. All portions of the parcel(s) not bearing current use must be clearly identified with appropriate acreages shown.

7 Is a Soil Potential Index (SPI) percentage for Farm Land attached: Yes No

8(a) Is documentation to support an assessment within the "Forestland with Documented Stewardship" category attached: Yes No

8(b) If yes, indicate the type of documentation:
 Documentation of a Certified Tree Farm;
 A Forest Stewardship plan signed by a licensed forester, or
 Form CU-12 "Summary of Forest Stewardship Plan".

*NOTE: Lots must be contiguous. Non-contiguous lots must be submitted on a separate application.

FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE - RSA 79-A
(continued)

CATEGORY	# ACRES	20% RECREATIONAL ADJUSTMENT	
FARM LAND	1.0	YES	<input checked="" type="radio"/> NO
FOREST LAND: WHITE PINE	8.0	YES	<input checked="" type="radio"/> NO
HARD WOOD	9.5	YES	<input checked="" type="radio"/> NO
ALL OTHER	12.5	YES	<input checked="" type="radio"/> NO
FOREST LAND with DOCUMENTED STEWARDSHIP:			
WHITE PINE		YES	NO
HARDWOOD		YES	NO
ALL OTHER		YES	NO
UNPRODUCTIVE LAND	1.5	YES	<input checked="" type="radio"/> NO

To be eligible for the 20% recreation adjustment, land must be open to the public for skiing, snowshoeing, fishing, hunting, hiking and nature observation. See RSA 79-A:4, II for further information.

I/We certify that the land indicated above qualifies for assessment under the New Hampshire Statutes and the Code of Administrative Rules, and that all requirements will continue to be performed.

I/We do firmly understand that, should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for the land use change tax. (RSA 79-A and Cub 307)

LANDOWNER'S SIGNATURE(S): Must be signed by all owners of record or agent with Power of Attorney. Attach a copy of the Power of Attorney, if applicable.

Signature(s): Robert J. Elliott Type or Print Name(s): Robert J. Elliott Date: 8-14-01

A separate check, payable to the County Register of Deeds for the recording fee, must be submitted with this application. Contact the assessor's office for the current fee amount. If this application is denied, the recording fee will be returned.

SELECTMEN/ASSESSORS MUST CHECK ONE

APPROVED [] DENIED

Reason for denial: _____

Signature(s) of a Majority of the Selectmen/Assessors

Signature(s): _____ Type or Print Name(s): Frederick T. Hast Date: 8-14-01
Pamela L. St. Laurent Pamela L. St. Laurent 8-14-01
Daniel L. Schroth Daniel L. Schroth 8-14-01

NOTE: Pursuant to RSA 79-A:9, I, if you disagree with this decision, you may appeal in writing to the New Hampshire Board of Tax and Land Appeals within six months from the date of this notice.

Distribution of this form: If approved by the local assessing officials, the original form shall be sent to the Register of Deeds, in compliance with RSA 79-A:5, IV and be accompanied by the statutory recording fee. A copy shall be sent to the landowner in compliance with RSA 79-A:5, III, "Notice To Applicant".

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Property Appraisal Division at (603) 271-2687.

MERRIMACK COUNTY RECORDS

Nath L. Luay, Register

247745

95 JUL -6 AM 8:28

BK1992 P0018

Form A-10
rev. 12/92

File this form with the assessing officials
of the town in which your land is located.

STATE OF NEW HAMPSHIRE
Department of Revenue Administration

APPLICATION FOR CURRENT USE (RSA 79-A)
THIS FORM MUST BE TYPEWRITTEN. ALL SIGNATURES MUST BE IN BLACK INK

NAME OF APPLICANT: Robert J. Elliott

Mailing Address: 5140 Winant Road

1. For Land Located in the City/Town of: Pittsfield

2. Geographical Location of the land being classified: Winsunvale Phase II @ Whites Pond

3. Local tax map and lot number(s) of the land being classified: R14 62-62Q & R22 1G, 5

4. Total number of acres in the parcel: 34.5

5. Book, Page and Recording at County Reg. of Deeds: BK1599 PG157

6. A map is required of the entire parcel(s), adequately identified and oriented to establish its location. Besides showing overall boundaries and computation of acreages, the map shall show interior boundaries and acreages of land categories for which the applicant is seeking qualification, differentiating land uses within each category and all portions of the parcel(s) not bearing current use shall be clearly identified and appropriate acreages shown.

7. Is a Soil Potential Index (SPI) percentage for Farm Land attached: Yes No
Is evidence of responsible stewardship for Forest Land attached: Yes No

NO. OF ACRES TO BE CLASSIFIED UNDER CURRENT USE	CATEGORIES OF LAND: Farm (including \$2,500 gross annual income) Forest Unproductive (including Wetland)	20% RECREATIONAL ADJUSTMENT (write in YES or NO)
<u>1.5</u>	UNPRODUCTIVE	
<u>14</u>	PINE	
<u>18</u>	HARDWOOD	

Note: 1 acre has been left out for my house lot.

I / We certify that the land indicated above qualifies for assessment under the New Hampshire statutes and the Code of Administrative Rules, and that all requirements will continue to be performed.

I / We do firmly understand that, should the use of the above-described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for applicable penalty for inconsistent use. (RSA 79-A and Cub 301.06)

LAND OWNER'S SIGNATURE(s) Must be signed by all owners of record or agent with Power of Attorney. Owner name(s) must be identical on all parcels.

Robert J. Elliott

Selectmen/Assessors Must Check One
 APPROVED DENIED: reason stated below
Must be signed by at least a majority of the selectmen/assessors

Shyd J. Larson
Robert J. Elliott

Date: March 15, 1995

Date: 6/20/95

Reason for Denial: _____

NOTE: Pursuant to RSA 79-A:9, I, if you disagree with this decision you may appeal, in writing, to the State Board of Tax and Land Appeals within six months from the date of this notice.

Distribution of this form:

White copy: If approved by local assessing officials, the White copy shall be sent to the Register of Deeds, in compliance with RSA 79-A:5, IV, and accompanied by the recording fee.

Yellow copy: Local Assessing Officials retain the Yellow copy for their records.

Pink copy: Land Owner receives the Pink copy, in compliance with RSA 79-A:5, III - notice to applicant.

Gold copy: Land Owner, retains the Gold copy for their records when the application is submitted.

MERRIMACK COUNTY RECORDS
Stacie S. Hickey, Register



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

MEETING MINUTES of Tuesday, September 13, 2016

CALL TO ORDER

The Pittsfield Board of Selectmen Meeting for September 13, 2016 was called to order by Chairman Konopka at 6:06 p.m.

MEMBERS PRESENT

Larry Konopka, Chairman
Gerard LeDuc, Vice-Chairman
Carl Anderson
Carole Richardson

EXCUSED

J.C. Allard

NEW BUSINESS

ACTION ITEMS

Welfare Fair Hearings Board Temporary Appointment – Leslie Vogt

Mr. Anderson made a motion to approve Leslie Vogt as a temporary welfare fair hearings board member. Mr. LeDuc seconded the motion. Motion passed 4-0.

Welfare Fair Hearings Board Temporary Appointment – Yvonne MacGlashing

Mr. LeDuc made a motion to approve Yvonne MacGlashing as a temporary welfare fair hearings board member. Mr. Anderson seconded the motion. Motion passed 4-0.

Welfare Fair Hearings Board Temporary Appointment – Raymond Ramsey

Mr. Anderson made a motion to approve Raymond Ramsey as a temporary welfare fair hearings board member. Mr. LeDuc seconded the motion. Motion passed 4-0.

Mr. LeDuc made a motion to adjourn. Mr. Anderson seconded the Motion. There was no additional discussion. Motion passed 4-0.

The meeting was adjourned at 6:08 p.m.

APPROVED:

LARRY KONOPKA, CHAIRMAN

DATE