



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

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**TUESDAY, OCTOBER 11, 2016**

**5:00 p.m.** - Call to order

**PUBLIC INPUT** - regarding agenda items only

**AGENDA REVIEW**

**DEPARTMENT UPDATE**

1. Jeffrey Cain - Chief of Police

**NEW BUSINESS**

**ACTION ITEMS**

1. Warrant for State General Election - November 8, 2016
2. Parade permit - Pittsfield Elementary School Halloween Parade - October 28, 2016
3. Bi-weekly payroll
4. Request to advertise for Public Works Equipment Operator
5. Electrical Permit Fee waiver request
6. Building Inspector revised job description
7. Lawn Watering Restrictions Regulations - Section X determination of fines

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Public Hearing on Housing Standards Agency's fee increase request - Tuesday, October 18, 2016

**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. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. 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)
5. Town equipment policy changes (tabled 9/20/16)
6. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

**APPLICATIONS and WARRANTS**

1. Timber Tax - R37-3-3, Ingalls Road
2. Land Use Change Tax - R46-10, 1059 Catamount Road

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. October 4, 2016 – Public Meeting Minutes
2. October 4, 2016 – Non-Public Meeting Minutes

**PUBLIC INPUT**

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town/City (Ward) of PITTSFIELD in the County of MERRIMACK, New Hampshire.

You are hereby notified to meet at PITTSFIELD TOWN HALL (name and location of polling place) on Tuesday, the eighth day of November, 2016. The polls will be open between the hours of 7:00 a.m. and 7:00 p.m. to act upon the following subjects:

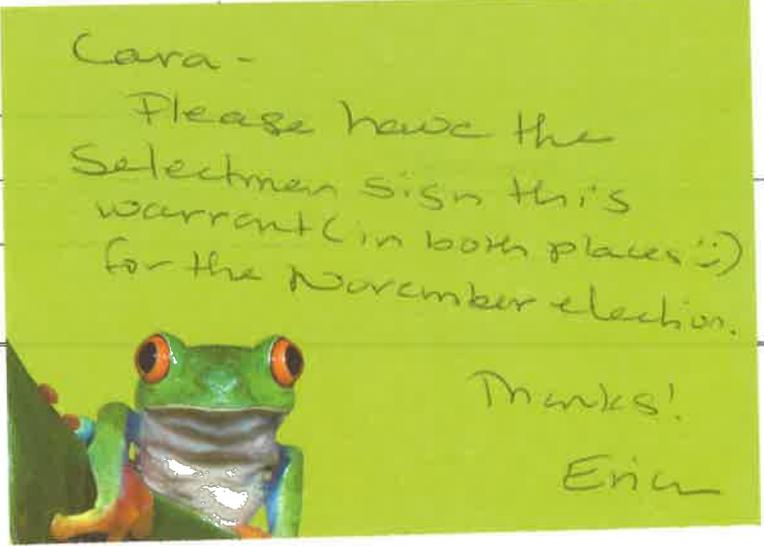
To bring in your votes for President and Vice-President of the United States, Governor, United States Senator, United States Representative, Executive Councilor, State Senator, State Representatives and County Officers.

Given under our hands and seal, this \_\_\_\_\_ day of October, in the year of Our Lord two thousand and sixteen.

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

October \_\_\_\_\_, 2016

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and place and for the purpose within mentioned, by posting an attested copy of the above Warrant at the place of meeting and at the office of the Town or City Clerk or City Hall on the \_\_\_\_\_ day of October, 2016.

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



**TOWN OF PITTSFIELD  
NEW HAMPSHIRE**

**PARADE PERMIT**

BE IT KNOWN that the Town of Pittsfield Board of Selectmen, in accordance with an application for a parade permit submitted on the 5<sup>th</sup> day of October, 2016, and subject to all rules and regulations of the Town of Pittsfield, New Hampshire, governing parades hereby issues a Parade Permit to the Pittsfield Elementary School for a parade to be held on the 28<sup>th</sup> day of October, 2016 beginning at 1:15PM.

The assembly area for the parade shall be Broadway.

The parade route shall be limited as follows (start) Broadway – Carroll St - Main St – Elm St – Depot St – Broadway (end).

This permit is issued with the following conditions \_\_\_\_\_

Date: 07 Oct 16

Chief of Police

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

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

Board of Selectmen

Town of Pittsfield

### Town of Pittsfield, NH Application for Parade Permit



Name of Person or Organization: Pittsfield Elementary School

Name & Address of Officers of Organization: Derek Hamilton, Dean of Operations

Requested Parade Date: October 29, 2016 — 10/28 per Leslie (PES)

Starting Time of Parade: 1:15 PM

Projected Completion Time: 2:00 PM

Assembly Area: Broadway

Parade Route: (also attach sketch) Broadway, up Carroll Street down Main St, down Elm St, around to Depot St. back to Broadway

Number of units in parade, including Bands, Floats, and other units: Band (344) Students

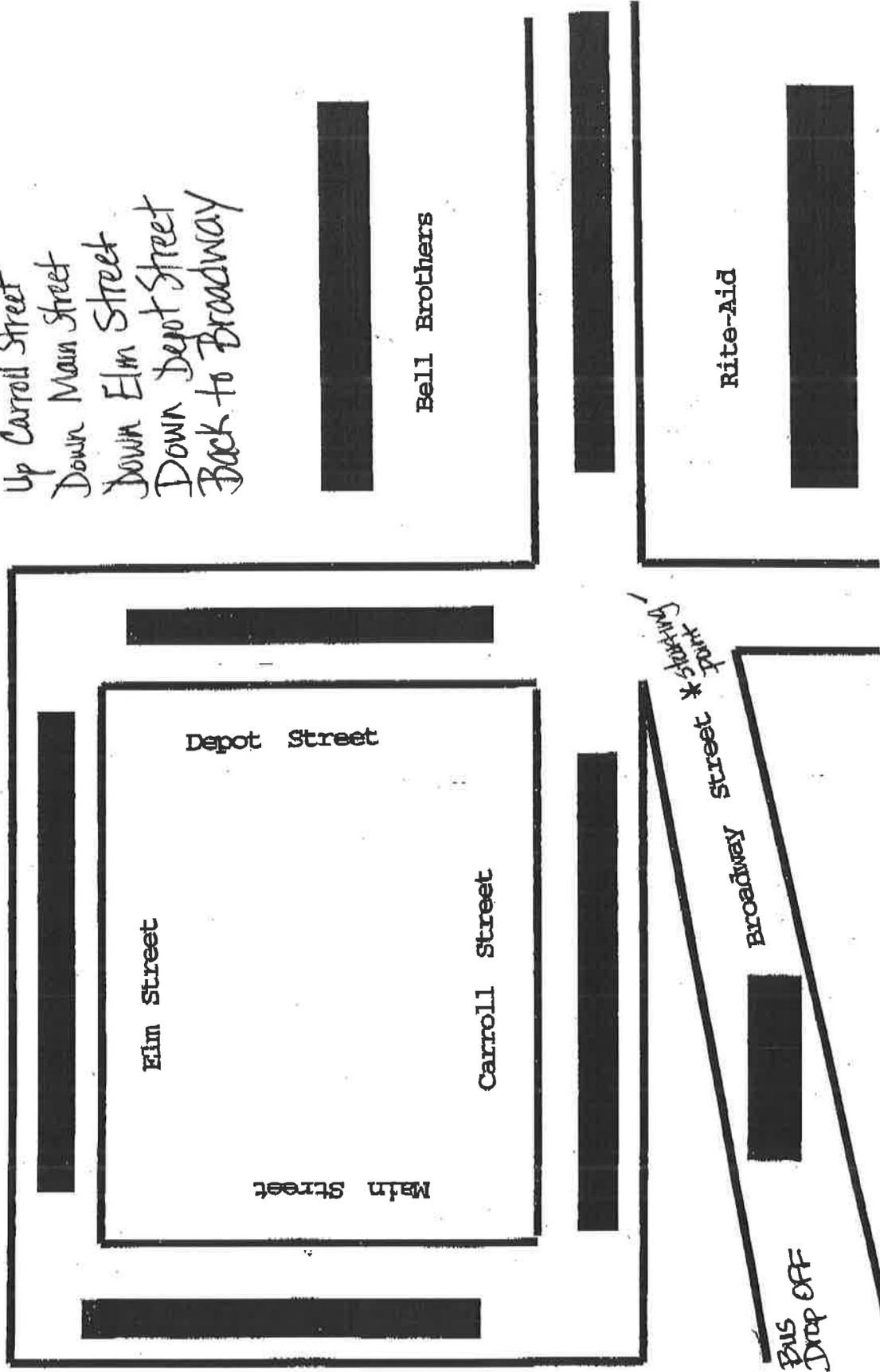
DATE: 10-5-16 SIGNATURE: [Signature]

ADDRESS: 34 Bow Street

Pittsfield Elementary School

Parade Route

Up Carroll Street  
Down Main Street  
Down Elm Street  
Down Depot Street  
Back to Broadway



\* BUS Drop OFF

Starting Point

Bell Brothers

Rite-Aid

Depot Street

Elm Street

Carroll Street

Main Street

Broadway

## Cara Marston

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**From:** DOL: Inspection Division <InspectionDiv@dol.nh.gov>  
**Sent:** Friday, September 30, 2016 3:08 PM  
**To:** Cara Marston  
**Subject:** RE: transition to biweekly payroll  
**Attachments:** non-weekly-payment.pdf

Cara,

I have attached the form that would need to be filled out. Just make sure that it is filled out completely. The pay period can be a general day of the week for example Sunday to Saturday paid 1<sup>st</sup> following Friday. If you have any further questions please do not hesitate.

*New Hampshire Department of Labor  
Wage & Hour Division  
P- 603.271.3176  
F- 603.271.8310*

**IMPORTANT NOTICE:**

*The information in this email (and any attachments hereto) is confidential. If you are not the intended recipient, you must not use or disseminate the information. If you have received this email in error, please immediately notify me by "Reply" command and permanently delete the original and any copies or printouts thereof. Although this email and any attachments are believed to be free of any virus or other defect that might affect any computer system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free and no responsibility is accepted by The New Hampshire Department of Labor for any loss or damage arising in any way from its use. DKP*

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**From:** Cara Marston [mailto:cmarston@pittsfieldnh.gov]  
**Sent:** Friday, September 30, 2016 1:48 PM  
**To:** DOL: Inspection Division  
**Subject:** transition to biweekly payroll

Hello,

Is there any guidance or specific place I can read up on a transition from weekly to biweekly payroll? The Board is looking to implement this and I want to make sure we do the transition correctly and smoothly for my employees.

Thank you,  
Cara

Cara M. Marston  
Town Administrator  
Town of Pittsfield  
85 Main Street  
Pittsfield, NH 03263  
(603) 435-6773 x20  
(603) 435-7922 (fax) (purely for nostalgic purposes at this point!)  
[cmarston@pittsfieldnh.gov](mailto:cmarston@pittsfieldnh.gov)  
[www.pittsfieldnh.gov](http://www.pittsfieldnh.gov)



**State of New Hampshire  
Department of Labor**

**Request for Payment of Wages Other Than Weekly**

RSA 275:43,1

*Please print or type. Complete all sections.*

**Company Name:** \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Method(s) of Payment:	Requested Frequency of Payment:
<input type="checkbox"/> Cash	<input type="checkbox"/> Bi-weekly
<input type="checkbox"/> Check	<input type="checkbox"/> Semi-monthly
<input type="checkbox"/> Direct Deposit*	<input type="checkbox"/> Monthly
<input type="checkbox"/> Electronic Funds Transfer (EFT)*	
<input type="checkbox"/> Payroll Card*	

\*If the employer elects to pay employees by direct deposit, EFT, or payroll card, the employer shall offer employees the option of being paid with checks drawn on a financial institution convenient to the place of employment at no cost to the employee.

**Number of Employees Paid Salary** \_\_\_\_\_ **Number of Employees Paid Hourly** \_\_\_\_\_

**Annual Salary Range:** Lowest \_\_\_\_\_ to Highest \_\_\_\_\_

**Hourly Rate Range:** Lowest \_\_\_\_\_ to Highest \_\_\_\_\_

**Pay Period begins on:** *Day or date* \_\_\_\_\_ **Pay Period Ends on:** *Day or date* \_\_\_\_\_

**Designated Payday:** *Day or date* \_\_\_\_\_

**Detailed Reason for Request:** \_\_\_\_\_

*Please Send to:* Administrator  
Inspection Division  
NH Department of Labor  
PO Box 2076  
Concord NH 03302-2076

or FAX to: 603-271-8310

Office Use Only

_____ Approved	Date	By
_____ Denied		
Reason for Denial:		

**QUESTIONS?** Call 603-271-0127

Help Wanted  
Town of Pittsfield, NH  
Equipment Operator

The town of Pittsfield Highway Department has a full time job opening for a heavy equipment operator. This position includes, but is not limited to, snow removal, highway maintenance, equipment operations, and roadway repair as it relates to municipal highway operations. The work week will consist of a minimum of 40 hours. Successful candidates must be willing to work on weekends and/or holidays to complete seasonal work assignments. All applicants must possess a valid NH CDL Class B license and a motor vehicle driving record check. Candidates must pass a background check and drug screening.

Applications will be accepted until November 18, 2016. Interested candidates should submit a job application and resume to Superintendent George Bachelder at 85 Main Street, Pittsfield NH 03263. Job applications can be picked up at the Town Hall or online at [www.pittsfieldnh.gov](http://www.pittsfieldnh.gov).

The town of Pittsfield is an equal opportunity employer.

10-6-16

Dear Selectboard

I would like  
to have the  
excise permit  
fee waived for  
the Pittsfield  
Players.

Thank you for  
your ~~consideration~~  
consideration

Pat Heffernan

U3-111  
6 Depot St.

## **JOB DESCRIPTION BUILDING INSPECTOR**

### **A. SUMMARY**

The Building Inspector is responsible for the inspection and enforcement of the State Building Code and other applicable Town Ordinances and Regulations.

### **B. SUPERVISION RECEIVED**

The Building Inspector receives general supervision and direction from the Town Administrator as directed by the Board of Selectmen.

### **C. SUPERVISION EXERCISED**

The Building Inspector exercises supervision of employees assigned to assist in the completion of assigned goals and objectives.

### **D. GENERAL DUTIES AND RESPONSIBILITIES**

1. Carries out the voted policies and directives of the Town and the Board of Selectmen.
2. Issues all building permits requested by residents or businesses, if they are found to meet the requirements of local, State, and Federal codes.
3. Conducts inspections of all permitted buildings and structures and assures compliance of each with all local, State, and Federal codes.
4. Coordinates regular inspections of all junk and salvage yards to insure compliance with issued licenses and local and State laws with the Health Officer and Police Department.
5. Inspects properties at the request of the Zoning Board of Adjustment and provides written reports to the Zoning Board of Adjustment for cases under consideration together with his recommendations.
6. Inspects proposed and active subdivisions and site plans for the Planning Board, keeping an accurate record of inspections and making recommendations to the Planning Board.
7. Assists the Fire Department in the administration of local and State requirements and codes when requested.
8. Performs other duties and responsibilities as requested and required by the Board of Selectmen.

**TOWN OF PITTSFIELD, N.H.**  
**REGULATION FOR LAWN WATERING RESTRICTIONS**

**I. PURPOSE**

To protect public health and safety by restricting the use of water from private wells or public water systems for residential outdoor lawn watering during a state or federally declared drought.

**II. AUTHORITY**

The provisions of this regulation are adopted pursuant to RSA 41:11-d, Choice and Duties of Town Officers. (See Appendix A, Relevant Sections of State Law)

**III. APPLICABILITY**

The requirements of this section shall apply immediately after the public notice period described in Section VII to all residential outdoor lawn watering within the Town of Pittsfield when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

**IV. DEFINITIONS**

**A. Drought:** A sustained and regionally extensive occurrence of appreciably below average natural water availability in the form of precipitation, stream flow or groundwater. The following resources are used by the Town of Pittsfield to determine the declaration of a drought condition.

- i. The New Hampshire Drought Management Team as designated by the New Hampshire Drought Management Plan
- ii. State of Emergency declaration by the Governor's Office
- iii. United States Drought Monitor

**B. Residential Lawn Watering:** The application of water to decorative grass at a property that's primary use is to provide living accommodations for people.

## **V. REQUIREMENTS UNDER DROUGHT CONDITIONS**

The following limits to residential lawn watering will apply under drought conditions. The specified levels (Level 1 through 3) will be determined by the Pittsfield Board of Selectmen and will be included in the public notice required under Section VII of this regulation.

### **A. If the Town of Pittsfield issues a Level 1 restriction, then**

- i. Residential lawn watering by odd numbered addresses is allowed on odd numbered days.
- ii. Residential lawn watering by even numbered addresses is allowed on even numbered days.
- iii. Residential lawn watering shall not occur between the hours of 8 a.m. and 7 p.m.

### **B. If the Town of Pittsfield issues a Level 2 restriction, then**

- i. Residential lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
- ii. Residential lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
- iii. Residential lawn watering shall not occur between the hours of 8 a.m. and 7 p.m.

### **C. If the Town of Pittsfield issues a Level 3 restriction, then**

- i. Residential lawn watering is prohibited.

## **VII. PUBLIC NOTIFICATION OF WATER USE RESTRICTION**

Notification of any intention to restrict water use and the requirements associated with Section V shall be given at least three calendar days before implementation. Notice of the regulations shall be posted in a paper of general circulation and shall be posted in at least two public places. Residents are specifically requested to take notice at the Pittsfield Post Office, Pittsfield Fire Department outside sign, and the Pittsfield Police Department outside sign.

### **VIII. TERMINATION OF WATER USE RESTRICTION**

Public notification and termination of water use restriction shall be given in accordance with Section VII.

### **IX. ENFORCEMENT**

Any sworn officer of the Pittsfield Police Department is hereby granted the authority to initiate any enforcement action against any violation of the provisions of this Regulation.

### **X. PENALTIES**

Any person failing to comply with the restrictions imposed pursuant to this Regulation shall be deemed a violation and subject to penalties pursuant to RSA 651:2.

First violation: Warning

Second violation: \$*Insert amount* fine

Additional violations: \$ *Insert amount* to \$1,000 fine

**APPENDIX A**  
**RELEVANT SECTIONS OF STATE LAW**

**RSA 41:11-d Restricting the Watering of Lawns.**

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for residential outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

**RSA 625:9 Classification of Crimes.**

V-a. The violation of any requirement created by statute or by municipal regulation enacted pursuant to an enabling statute, where the statute neither specifies the penalty or offense classification, shall be deemed a violation, and the penalties to be imposed by the court shall be those provided for a violation under RSA 651:2.

**RSA 651:2 Sentences and Limitations.**

III-a. A person convicted of a violation may be sentenced to conditional or unconditional discharge, or a fine.

IV. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The limitations on amounts of fines authorized in subparagraphs (a) and (b) shall not include the amount of any civil penalty, the imposition of which is authorized by statute or by a properly adopted local ordinance, code, or regulation. The amount of any fine imposed on:

(a) Any individual may not exceed \$4,000 for a felony, \$2,000 for a class A misdemeanor, \$1,200 for a class B misdemeanor, and \$1,000 for a violation.

(b) A corporation or unincorporated association may not exceed \$100,000 for a felony, \$20,000 for a misdemeanor and \$1,000 for a violation. A writ of execution may be issued by the court against the corporation or unincorporated association to compel payment of the fine, together with costs and interest.

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Lawrence J. Konopka, Chairman

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Gerard A. LeDuc, Vice Chairman

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James C. Allard

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Carl E. Anderson

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Carole A. Richardson

Pittsfield Board of Selectmen

## **PUBLIC HEARING MEETING NOTICE**

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
TUESDAY, October 18, 2016

The Board of Selectmen will hold a public hearing to accept comment on increasing the Housing Standards Agency fees as proposed by the Housing Standards Board.

The public hearing will be held at 6:15 p.m. on Tuesday, October 18, 2016, at the Town Office, 85 Main Street, Pittsfield, NH 03263.

## ARTICLE 103

### PROPERTY INSPECTION

**103.1 General.** Property maintenance inspection is hereby created and the Housing Standards Inspector shall be known as the code official.

**103.2 Appointment.** The code official shall be appointed by the Housing Standards Board; the code official shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the Board.

**103.3 Deputy Inspectors and Other Officers.** The Board shall have the authority to appoint deputy code officials, other related officers, inspectors and other employees as required who once appointed shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the Board.

**103.4.1 Restriction of Employees.** An official, board member or employee connected with the enforcement of this code shall not be engaged in, or directly or indirectly connected with, the furnishing of labor, materials or appliances for the construction, alteration or maintenance of a building, or the preparation of construction documents thereof, unless that person is the owner of the building; nor shall such official, board member or employee engage in any work that conflicts with his official duties or with the interests of the Town of Pittsfield.

**103.4.2 Conflict of Interest.** An official, board member or employee connected with the enforcement of this code who is the owner of a building or property subject to inspection under this ordinance shall not perform those inspections of their properties; such inspections are to be performed by an appropriate substitute inspector

**103.5 Liability.** The administrator, code official, officer or employee charged with the enforcement and/or administration of this code, while acting in his/her official capacity, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act required or permitted in the discharge of his/her official duties.

Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the Town until the final termination of the proceedings. The code official, employee or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code; and any officer or employee acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith in accordance with the provisions of RSA 31:105 and RSA 31:106 previously accepted by the Town of Pittsfield.

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

**103.7 Changes in Fees.** The Board may propose a change in the fees authorized under this Ordinance; such a change in fees shall be forwarded to the Board of Selectmen in writing for the concurrence of the Board of Selectmen, in accordance with RSA41:9-A, following a posted and advertised public hearing before the Board of Selectmen. A change in fees shall become effective if ratified by the Board of Selectmen following the required public hearing.

**103.8 Issuance of Licenses.** A permit or license for the rental and occupancy of a unit shall be issued by the Agency following the inspection of a rental unit if the property (building) is found to be in compliance with all of the provisions of this Ordinance and code and all permit fees and interest charges due have been paid to the Town. The (license) shall expire after two (2) years. There shall be a sixty (60) day grace period to allow for inspection/reinspection scheduling difficulties. If deficiencies are found during the inspection, and the inspector or administrator grants time for the deficiencies to be corrected, the license, when issued, shall be valid from the date of issue and shall expire two (2) years from the expiration date of the previous license or license period. A totally new license on a non previously rented property shall be dated on the date of completion of the inspection process, not to include such time as has elapsed between the completion of inspection and payment of the fees and license issuance.

The Board, may, at its discretion, extend the licensing period for up to three (3) months should the offices of administrator and/or chief inspector become vacant due to circumstances beyond the control of the Board.

Fines shall **not** be levied until after a hearing before and a decision rendered by the board. No interest shall accrue during the period when the decision is being appealed to the Select Board

**103.9 Licenses Requirements of Property Owner.** No person shall rent a dwelling unit to another for occupancy except in compliance with the provisions of this Ordinance. The owner of a rental dwelling unit or rooming house must hold a valid rental license issued by the Housing Standards Agency for the specific property prior to renting such unit. The Housing Standards Agency shall cause the permit required hereunder to be issued to the owner following the successful completion of all inspections required under this Ordinance and code and the payment of all fees and interest due as listed in Art. 103.8

**103.10 Transfer of Property Ownership.** If the property in which a licensed rental dwelling unit exists is sold or transferred to a new owner of title within one (1) year of the last required and satisfactory inspection, the license shall be transferred to the new owner of title without charge or inspection, subject to the expiration provisions in Art's 103.8 & .9 & .10. If the property is transferred more than one (1) year after the last required inspection then the property shall be re-inspected and a new license issued after the successful completion of the inspection and the payment of all fees and interest charged therefore as listed in this article. Transfer of ownership includes, but is not limited to sale, foreclosure, gift transfer, or Deed transfer.

**103.11 Schedule of Inspections.** All rental dwelling units and all other areas attached to said dwelling units located within the Town of Pittsfield shall be inspected as required under the provisions of this Ordinance and code biennially except when deficiencies are found in violation of this Ordinance and code during such inspection(s). Any unusual occurrences (such as, but not limited to), fires, floods, lightning strikes or motor vehicle accidents shall also require an inspection before the property is reoccupied to maintain a valid license.



# TOWN OF PITTSFIELD

## HOUSING STANDARDS AGENCY

85 Main Street, Pittsfield NH 03263

Telephone (603) 435-6773 – ext. 21

[hsa@pittsfieldnh.gov](mailto:hsa@pittsfieldnh.gov)



August 23, 2016

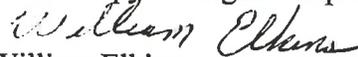
To: Town of Pittsfield Board of Selectmen

Subject: Rate increase for Housing Standards inspection fee.

Attached to this letter is a copy of the request from the Pittsfield Housing Standards for an increase in our inspection fee. This was made in accordance with provisions in the HSA Ordinance and RSA 41:9-A. A public hearing is called for. The minutes of your Board meeting dated July 19, 2016 indicates that our request was brought up and a motion was made and voted on to not have a public hearing. We believe this vote was improper. A Public Hearing is indicated by the Ordinance so that all interested parties and members of the BOS who have questions can have input and get answers to questions they may have.

Chairman Konopka mentioned in the minutes, that we had a rate increase two years ago. That increase was to cover increasing costs. The rate of compensation for the Inspector and our Administrative Assistant has not changed in ten years. It was not increased two years ago and is not included in this request. The biggest item increase in our budget, "Electronic Communications" went from \$6.20 two years ago to \$1,325.00 in 2015. We were not informed of this increase. When I questioned the Town Administrator I was told that the cost of the Electronic Communications at the Town Hall was being divided equally between the Departments and the \$1,325.00 was our share. HSA is a self-funding Agency which runs on a bare bones budget, funded by the inspection fees paid by the owners of the rental units inspected. All money collected by HSA goes into the General Fund. If we do not get our proposed rate increase the additional expenses come out of the General Fund at the expense of the Tax Payers of Pittsfield who should not have to subsidize Landlords.

Note: Copy of original request is attached

  
William Elkins  
Chairman, HSA

cc: Pittsfield Town Administrator



# TOWN OF PITTSFIELD

## HOUSING STANDARDS AGENCY

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



June 14, 2016

From: Pittsfield Housing Standards Agency

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

Ref: 2016 Budget & HSA Ordinance

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

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

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

Excerpt from the HSA Ordinance:

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



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

Thank You

William Elkins  
Chairman, HSA

**TOWN OF PITTSFIELD  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING**

The Pittsfield Zoning Board of Adjustment will hold a Public Hearing on **Thursday, May 8, 2014 at 7:00 P.M.** at the Pittsfield Town Hall, 85 Main Street, Pittsfield, New Hampshire, to consider the following:

Public Hearing with respect to an application for a Variance filed by Joseph and Polly Cortese, 51 Dowboro Road, Pittsfield, NH 03263 (Tax Map R41, Lot 10) to allow Home Occupation to increase the employment limit up to thirteen (13) employees at 51 Dowboro Road, Pittsfield, NH 03263. Property is owned by Joseph and Polly Cortese at said address and is located in the RURAL Zone.

Hearing posted and held in accordance with the requirement of New Hampshire Revised Statutes Annotated.

Date: April 3, 2014

Carole Dodge, Chairman

Pittsfield Zoning Board of Adjustment

Posted: April 3, 2014

**TOWN OF PITTSFIELD  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING**

The Pittsfield Zoning Board of Adjustment will hold a Public Hearing on **Thursday, May 8, 2014 at 7:00 P.M.** at the Pittsfield Town Hall, 85 Main Street, Pittsfield, New Hampshire, to consider the following:

Public Hearing with respect to an application for a Special Exception filed by Joseph and Polly Cortese, 51 Dowboro Road, Pittsfield, NH 03263 (Tax Map R41, Lot 10) for a Home Occupation for Internet Sales. The property is owned by Joseph and Polly Cortese, 51 Dowboro Road, Pittsfield, NH 03263 and is located in the RURAL Zone.

Hearing posted and held in accordance with the requirement of New Hampshire Revised Statutes Annotated.

Date: April 3, 2014

Carole Dodge, Chairman

Pittsfield Zoning Board of Adjustment

Posted: April 3, 2014

**TOWN OF PITTSFIELD  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING**

The Pittsfield Zoning Board of Adjustment will hold a Public Hearing on **Thursday, APRIL 24, 2014 at 7:00 P.M.** at the Pittsfield Town Hall,

85 Main Street, Pittsfield, New Hampshire, to consider the following:

Public Hearing with respect to an application for a Special Exception filed by Robert Wharem, 277 Webster Mills Road, Pittsfield, NH 03263 for a combination Bingo Hall, Function Hall, Consignment Shop and Auction Gallery located at 55 Barnstead Road, Pittsfield, NH 03263 (Tax Map R15, Lot 7) and owned by 55 Barnstead Road LLC, (David Dillon, Jr.). The property is located in the LIGHT INDUSTRIAL/COMMERCIAL Zone.

Hearing posted and held in accordance with the requirement of New Hampshire Revised Statutes Annotated.

Date: April 4, 2014

Carole Dodge, Chairman

Pittsfield Zoning Board of Adjustment

Posted: April 4, 2014

**TOWN OF PITTSFIELD  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING**

The Pittsfield Zoning Board of Adjustment will hold a Public Hearing on **Thursday, APRIL 24, 2014 at 7:00 P.M.** at the Pittsfield Town Hall,

85 Main Street, Pittsfield, New Hampshire, to consider the following:

Public Hearing with respect to an application for a Variance filed by Robert Wharem, 277 Webster Mills Road, Pittsfield, NH 03263 for an agricultural farmer's market located at 55 Barnstead Road, Pittsfield, NH 03263 (Tax Map R15, Lot 7) and owned by 55 Barnstead Road LLC, (David Dillon, Jr.). The property is located in the LIGHT INDUSTRIAL/COMMERCIAL Zone.

Hearing posted and held in accordance with the requirement of New Hampshire Revised Statutes Annotated.

Date: April 4, 2014

Carole Dodge, Chairman

Pittsfield Zoning Board of Adjustment

Posted: April 4, 2014

**TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
PUBLIC HEARING**

**MAY 6, 2014**

The Pittsfield Board of Selectmen will hold a Public Hearing on **Tuesday, May 6, 2014 at 6:00 P.M.** at the Town Hall, 85 Main Street, Pittsfield, NH 03263. The purpose of the Public Hearing is to hear comments from the public on increasing the Housing Standards Agency fees.

Board of Selectmen

LAW RSA 400:1.

Fees are:

\$9.00 for unaltered dogs

\$6.50 for neutered/spayed dogs

\$2.00 for 1st dog with an owner over 65

\$20.00 for group license of five or more dogs

There are several ways to license your dog(s): stop in and see the Town Clerk at the Town Hall, online through the Pittsfield town website: [www.pittsfield-nh.com](http://www.pittsfield-nh.com), or by mail. If registering by mail, please enclose a copy of the current rabies vaccination information and/or neutering certificate if applicable, a check made payable to the Town of Pittsfield and a self addressed stamped envelope (to send the dog license(s) and tag(s) back).

In the event that your dog has passed away or you no longer own your dog, please notify the Town Clerk by phone, 435-6773, e-mail: [pittsfieldtc@metrocast.net](mailto:pittsfieldtc@metrocast.net) or by mail: Town

**ORIGINAL WARRANT**

**TIMBER TAX LEVY**

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

**THE STATE OF NEW HAMPSHIRE**

**MERRIMACK, SS**

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Timber Yield Taxes set against their name(s), amounting in all to the sum of : **\$302.95** with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at Pittsfield

(seal)



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Board of Selectmen

**DATE WARRANT SIGNED: October 11, 2016**

<b>NAME &amp; ADDRESS</b>	<b>MAP &amp; LOT</b>	<b>OPERATION #</b>	<b>TIMBER TAX DUE</b>
AAM Builders, Inc. P O Box 900 Epsom, NH 03234-0900 0 R37-0003-0003	R37-0003-0003	15-371-09 T	\$302.95

**TOTAL TAX: \$302.95**

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

**TOWN / CITY OF: PITTSFIELD**  
**COUNTY OF: MERRIMACK, SS**  
**DATE OF WARRANT: October 11, 2016**

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

(Selectmen/Assessors)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10	
NAME OF OWNER AAM Builders, Inc. P O Box 900 Epsom, NH 03234-0900 0 R37-0003-0003	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %		
<b># 2</b> <b>BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT</b>  MAP & LOT NUMBER R37-0003-0003	WHITE PINE	7.015			\$ 135.00	\$ 947.03	\$ 94.70		
	HEMLOCK	18.590			\$ 42.50	\$ 790.08	\$ 79.01	TOTAL TAX	
	RED PINE	0.000			\$ 45.00	\$ -	\$ -	DUE ON THIS OPERATION	
	SPRUCE & FIR	0.000			\$ 92.50	\$ -	\$ -	(TOTAL OF COL. # 9)	
	HARD MAPLE	0.000			\$ 242.50	\$ -	\$ -		
	WHITE BIRCH	0.000			\$ 65.00	\$ -	\$ -		
	YELLOW BIRCH	0.000			\$ 155.00	\$ -	\$ -		
	OAK	0.000			\$ 282.50	\$ -	\$ -		
	ASH	0.000			\$ 105.00	\$ -	\$ -		
	BEECH & S. MAPLE	0.000			\$ 57.50	\$ -	\$ -		
	PALLET / TIE LOGS	0.000			\$ 40.00	\$ -	\$ -		
	OTHERS :	0.000			\$ 115.00	\$ -	\$ -		
	OTHERS : Red Oak	0.000			\$ 42.50	\$ -	\$ -		
					<b>TONS</b>				<b>\$ 302.95</b>
	<b># 3</b> <b>OPERATION NUMBER</b> 15-371-09 T	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 3.30	\$ -	
HARDWOOD & ASPEN			0.00	0.00	\$ 4.50	\$ 11.38	\$ -		
PINE			0.00	0.00	\$ 1.25	\$ 2.75	\$ -		
HEMLOCK			227.33	0.00	\$ 3.00	\$ 7.18	\$ 681.99	\$ 68.20	
WHOLE TREE CHIPS			305.20	0.00	\$ 2.00	\$ -	\$ 610.40	\$ 61.04	
BIRCH BOLTS		0.00	0.00	\$ 26.50	\$ -	\$ -	\$ -		
CORDWOOD		0.00	0.00	\$ -	\$ 11.00	\$ -	\$ -		
						\$ 3,029.49	\$ 302.95		

**REPORT OF WOOD OR TIMBER CUT**

RSA 79:11

See instructions on back of form

MAY 23 2016

NH DEPT. OF REVENUE ADMIN  
MUNICIPAL & PROPERTY DIV.

For Tax Year April 1, 2015 to March 31, 2016

**OPERATION # 15-371-09-T**

Mailing Address

DANIEL WILCOX  
PO BOX 563  
BRISTOL NH 03222-

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT		
	USE INTERNATIONAL 1/4	RULE LOG SCALE	
White Pine	7,000	MBF	
Hemlock	18.59	MBF	
Red Pine		MBF	
Spruce & Fir		MBF	
Hard Maple		MBF	
White Birch		MBF	
Yellow Birch		MBF	
Oak		MBF	
Ash		MBF	
Beech & Soft Maple		MBF	
Pallet or Tie Logs		MBF	
Others (Specify)		MBF	
<b>PULPWOOD</b>	<b>TONS</b>	<b>OR</b>	<b>CORDS</b>
Spruce & Fir			
Hardwood & Aspen			
Pine			
Hemlock	2,273.33		
Whole Tree Chips	305.20		
<b>MISCELLANEOUS:</b>			
High Grade Spruce/Fir			Tons
Cordwood & Fuelwood			Cords

1. City/Town of: **PITTSFIELD**
2. Tax Map/Lot # or USFS sale name/unit #  
**MR32 L003C R37-63-63**
3. Exact Acreage of Cut: **19**
4. Is the cutting complete? Yes  No
5. If yes, date cutting was completed? **8/1/15**
6. Name of sawmill or pulpmill logs or pulpwood was sold to:  
**Kings**

NAME **Daniel Wilcox**  
NAME **MRP**  
NAME **Bridgette Alexander**  
NAME

7. I hereby report the wood or timber cut under penalty of perjury.  
(If a corporation, an officer must sign)  
**Daniel Wilcox** **5-5-16**  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

CORPORATE OFFICER NAME AND TITLE DATE

**A.M. Business Inc**  
PRINT OWNER(S) NAME

**P.O. B 900**  
MAILING ADDRESS

**Easton NH 03234-0900**  
CITY/TOWN STATE ZIP CODE

TELE NO **603-736-8545**

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

Species: Amount

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

**[Signature]**  
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING  
DATE **7/1/16**

**PENALTY:** Any person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration in accordance with RSA 79:11, shall be guilty of a misdemeanor.

**DOOMAGE:** If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess dooamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on dooamage.

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

**COLLECTION OF LAND USE CHANGE TAX**

State of New Hampshire, County of <b>MERRIMACK</b>	
To <b>ERICA B. ANTHONY</b>	Collector of Taxes
for the Town/City of <b>PITTSFIELD</b>	in said County.
In the name of said State you are directed to collect the <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	<b>\$ 2,000.00</b>
Given under our hands at	<b>PITTSFIELD NH</b>
This day of	<b>OCTOBER 11, 2016</b>
OWNER NAME	<b>JONATHAN CASSELL</b>
OWNER ADDRESS	<b>1059 CATAMOUNT ROAD, PITTSFIELD NH 03263</b>
MAP <b>R46</b>	LOT <b>10</b>

**SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS**

TYPE OR PRINT NAME (in black ink) <b>LAWRENCE J. KONOPKA</b>	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) <b>GERARD A. LEDUC</b>	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) <b>JAMES C. ALLARD</b>	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) <b>CARL E. ANDERSON</b>	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) <b>CAROLE A. RICHARDSON</b>	SIGNATURE (in black ink)	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
	CASELL	JONATHAN	
	LAST NAME	FIRST NAME	INITIAL
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
	STREET ADDRESS		
	1059 CATAMOUNT ROAD		
ADDRESS (continued)			
TOWN/CITY		STATE	ZIP CODE+4
PITTSFIELD		NH	03263

**STEP 2 PROPERTY LOCATION**

PLEASE TYPE OR PRINT	STREET					
	1059 CATAMOUNT ROAD					
	TOWN/CITY			COUNTY		
	PITTSFIELD			MERRIMACK		
	NUMBER OF ACRES	CHECK ONE:		BOOK #	PAGE #	
	5.30	PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>				
MAP #	LOT #	MAP #	LOT #	MAP #	LOT #	
R46	010					

**STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED**

(a) Owners Name of Record When Land Was First Classified	BOOK #	PAGE #
JEFFREY A. BLANCHARD	3375	1011
(b) Number of Acres Originally Classified	16.03	
(c) Number of Acres Previously Disqualified	0	
(d) Acres Disqualified per this Assessment	4.30	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	11.73	

**STEP 4 ASSESSMENT OF LAND USE CHANGE TAX**

(a) Narrative description of the disqualification: DUE TO PROPERTY TRANSFER, LOT NO LONGER QUALIFIES FOR CU TAXATION	
(b) Actual Date of Change in Use (MM/DD/YYYY)	06/14/2016
(c) Full and True Value at Time of Change in Use	\$ 20,000
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 2,000

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 CASSELL	FIRST NAME JONATHAN
	ADDRESS 1059 CATAMOUNT ROAD	
	ADDRESS (continued)	
	TOWN/CITY PITTSFIELD	STATE NH
(a) Date of Release (MM/DD/YYYY)		06/14/2016
(b) Date of Bill (MM/DD/YYYY)		10/ /2016
(c) Full and True Value at Time of Change in Use		\$ 20,000
(d) Total Tax Due		\$ 2,000

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

(a) Make Check Payable to:		
(b) Mail To:	NAME TOWN OF PITTSFIELD	
	ADDRESS 85 MAIN STREET	
	TOWN/CITY PITTSFIELD	STATE NH
(c) Tax Collector's Office Location: 85 MAIN STREET		
(d) Tax Collector's Office Hours: 11 AM - 7 PM MON, 8 AM - 4 PM TUE - FRI		
(e) Include a separate check in the amount of \$ 16.47 Payable to Merrimack County Registry of Deeds _____ 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 _____		

## STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID
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**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](http://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.

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**LINE-BY-LINE INSTRUCTIONS**

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**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**

- (a) 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.
- (b) Enter the number of acres originally classified under RSA 75:1.
- (c) Enter the number of acres previously disqualified from RSA 75:1.
- (d) Enter the number of acres disqualified per this Assessment.
- (e) Enter the number of acres remaining in Land Use Assessment. [Steps 3(b) minus 3(c) and 3(d)].

**STEP 4**

- (a) Provide a brief narrative description of the property subject to disqualification. (i.e. forest land converted to house lots.)
- (b) Enter the actual date of change in use in the following format: MM/DD/YYYY.
- (c) Enter the full and true value of the disqualified property at the time of the change in use.
- (d) 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.

- (a) Enter the actual date of the change in use. [Same as Step 4(b)].
- (b) Enter the date of the Land Use Change tax notice.
- (c) 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)].
- (d) Enter the Land Use Change Tax Due as calculated on page 1 Step 4(d).

**STEP 7**

- (a) Enter the municipality to which checks are to be made payable. This should be the municipality in which the disqualified property is located.
- (b) Enter the name of the tax collector and the applicable mailing address to which payments should be remitted.
- (c) Enter the tax collector's office location.
- (d) Enter the hours of operation for the local tax collector.
- (e) 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.
- (f) 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.