



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

---

**TUESDAY, NOVEMBER 1, 2016**

**5:00 p.m.** – Board of Selectmen will be meeting to set the tax rate in the Selectmen's Office

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

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**DEPARTMENT UPDATE**

1. Peter Pszonowsky – Fire Department organizational overview

**NEW BUSINESS**

**ACTION ITEMS**

1. Funds transfer request – \$549 to Ambulance Fund for paramedic intercept collected
2. Repurchase deed – 40 Chestnut Street
3. 2016 Sewer User Warrant – Quarter #3

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Memo from Tax Collector – batch of 2016 2<sup>nd</sup> quarter bills not delivered
2. Notice of the City of Franklin's forum on education stabilization grant elimination – Monday, November 14, 2016 at the Franklin Opera House, 316 Central Street, Franklin

**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. Town equipment policy changes (tabled 9/20/16)
5. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. October 18, 2016 – Public Meeting Minutes
2. October 25, 2016 – Public Meeting Minutes
3. October 18, 2016 – Non-Public Meeting Minutes

**PUBLIC INPUT**



# Pittsfield Fire Department

33 Catamount Road, Pittsfield, NH 03263

(603)435-6807 fax: (603)435-6983

*Fire.pittsfield-nh.com*

---

*Fire Chief Peter Pszonowsky*

The full-time Fire/EMS staff is a very busy and important group of employees. They each have some different assigned tasks and responsibilities to assist with the day to day operations within the department along with responding to emergency and non-emergency calls 24/7. All of these employees are proud to work for this community and provide top notch service.

Each full-time member is assigned to some specific operational functions:

**EMS Captain Girard** is responsible for the operation, management, and oversight of the full-time staff and the ambulance business. His tasks include but are not limited to:

- Ambulance Billing: All EMS reports are reviewed and readied for the billing company to process. All Medicare and Medicaid paperwork is reviewed and updated yearly, this is a large undertaking.
- Weekly Payroll: Every Monday morning the Captain collects time cards from the full-time and per-diem staff, reviews and approves them to be sent to the Fire Chief before going to town hall.
- Monthly Scheduling: Collects time off requests and availability from the full-time and per-diem staff and then builds a monthly schedule. It is important that there is always at a minimum of 2 staff on duty 24/7 to respond to Fire/EMS emergencies.
- Oversess Monthly EMS Continuing Education: All EMS providers are required to have 24 hours of continuing education every year to maintain their EMS certification.
- Point of Contact for Concord Hospital: Capt. Girard manages the MRH agreement in place with the hospital. This agreement is what allows the FD to practice EMS.
- Yearly Performance Reviews: Completes yearly evaluations on the full-time and per-diem staff for the Fire Chief to review and those meets with the employees to go over the evaluation.
- Assists with Fire Inspections: Assist Lt. White with fire inspections when needed.

**AEMT Kris Ahearn** is responsible for:

- EMS Supplies: Kris keeps an inventory of the EMS supplies and orders them when needed. This includes the items we receive from the hospital and we have to order from vendors.



# Pittsfield Fire Department

33 Catamount Road, Pittsfield, NH 03263

(603)435-6807 fax: (603)435-6983

*Fire.pittsfield-nh.com*

---

*Fire Chief Peter Pszonowsky*

- Elderly Call Program: For over 15 years the department has checked in on our local elderly folks 2-3 times a week with phone calls or visits to their home. The staff on holidays always make sure these folks have a holiday dinner, we cook it and deliver it to them especially if they are alone and no family is stopping by to visit them. Kris has spear headed this program.
- Secret Santa Program for the Youth: This is another program that Kris runs year around to make sure the children in the community receive Christmas gifts. Kris reaches out to different sponsors for independent funding, and help shopping. In November, the staff assists with signing up residents, in December the shopping and gift pick up from the Marines happens, gifts get sorted and then they are handed out all before Christmas Eve.
- Support Company: Kris overseas the support company and in the event of a large incident she coordinates getting warm or cold food and drinks for the department.

**Paramedic Karen Brown** is responsible for:

- Dept. Full-time Paramedic: As the full-time paramedic Karen, has been assigned multiple tasks as related to being a paramedic.
- Unit Controlled Drug Coordinator: Karen has a huge responsibility with this title, she is responsible for the departments controlled and non-controlled medications. Weekly she is responsible for checking medications, keeping track of expiration dates and ordering medications when needed.
- Dept. EMS Continued Education: Karen teaches the monthly EMS training. EMT's are required to obtain a minimum of 24 hours of continued education every year in order to keep up their EMT Certification. Kris Ahearn does assist with this as well.

**Lt. Lyle Deane** is responsible for:

- Personnel Protective Equipment: Lt. Deane oversees the care and maintenance of all the departments' fire gear. With coordination with the Fire Chief he makes purchases of fire gear when needed for members.
- Uniforms: Lt. Deane manages the full-time and per-diems staff uniforms and coordinates purchases with the Fire Chief when needed.
- Assist with Fire Inspections: Assists Lt. White with fire inspections when needed.



# Pittsfield Fire Department

33 Catamount Road, Pittsfield, NH 03263

(603)435-6807 fax: (603)435-6983

*Fire.pittsfield-nh.com*

---

*Fire Chief Peter Pszonowsky*

**Lt. Ken White** is responsible for:

- Fire Prevention: Lt. White works with the Fire Chief and Building Inspector to conduct fire & mechanical inspections throughout the community.
- Public Education: Lt. White is the departments representative for public education in the schools and around the community.
- Deputy Health Inspector: Lt. White is one of the Deputy Health Inspectors for the town if there is a health issue/complaint.
- Fire Training Officer: Lt. White schedules and teaches monthly fire trainings to all staff at least once a month.

**Dave Simpson** is the new full-time staff member. Dave has become very focused and is the department representative to the Community Drug Collation Group. He has attended multiple classes on how to help those seeking help with the drug epidemic that is effecting the State of New Hampshire and Pittsfield. Dave also helps with the Explorer Post and maintains small equipment.

**A vacant position of Deputy Chief**: would oversee all functions of EMS, fire operations and budgeting. Through the chain of command the line officer's Lieutenant would report to the Captain, the Captain would talk to the Deputy Chief and so on. If the Fire Chief isn't in town the Deputy Chief holds the authority of the Chief in making all decisions for the Department. This is a vital position that isn't filled right now. This position is a person who must live in town; it is not a full-time or union job.

All employees are responsible for:

**Required daily truck checks**: Each day of the week a truck check is conducted. The Ambulance is checked every day, along with a weekly check of another truck. So when you report for your shift, the daily log should be read to see if anything has carried over to your shift — if anything was broken or not tended to on the previous shift. The calendar will indicate which truck should be checked on.

**Station chores** are done every day, including all housekeeping to keep the station clean, leaving no mess for the next crew in. Each day's activity, depending on how many calls the on-duty shift did will be noted in the shift Log Book. The Log Book is there for each shift to review as to what took place during the previous shift.



Town of Pittsfield ~ Office of Selectmen  
85 Main Street  
Pittsfield, New Hampshire 03263  
(603) 435-6773 ~ fax (603) 435-7922

---

### Transfer Request Form

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

*Amount to Transfer* \$ \_\_\_\_\_ **549.00**

***Request to transfer funds from:***

Bank Name: Citizens Bank  
Account #: 3300027782  
Account Name: General Fund

***Request to transfer funds to:***

Bank Name: Citizens Bank  
Account #: 3305081238  
Account Name: Ambulance R&E Fund

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

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

Board of Selectmen

Authorized Signatory: Cindy Houle  
Cindy Houle, Treasurer

**Note:**

- transfer paramedic intercept payment to ambulance fund

TOWN OF EPSOM

037646

VENDOR: Town of Pittsfield

08/18/16

OUR REF. NO.	YOUR INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT	
034849	16FD-1	08/10/16	549.00	549.00	0.00	549.00	
						Check total	549.00

COPY

THIS DOCUMENT CONTAINS MICROPRINT SIGNATURE LINES AND A WATERMARK ON BACK

TOWN OF EPSOM

SELECTMENS' OFFICE  
P.O. BOX 10  
EPSOM, N.H. 03234-0010  
(603) 736-9002



54-7  
114

037646

CHECK NO.	CHECK DATE	VENDOR NO.
037646	08/18/16	1465

FIVE HUNDRED FORTY-NINE AND 00/100 DOLLARS

CHECK AMOUNT  
\$\*\*\*\*\*549.00

PAY  
TO THE  
ORDER OF

Town of Pittsfield  
PO Box 98  
Pittsfield NH 03263

*Paula Smith*

MP  
TREASURER  
MP  
SELECTMEN  
MP  
SELECTMEN

VOID IF NOT CASHED WITHIN 90 DAYS

⑈037646⑈ ⑆011400071⑆ 13 048318 15⑈

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

**DEED**

The **TOWN OF PITTSFIELD**, with a mailing address of 85 Main Street, Pittsfield, New Hampshire 03263 (the Grantor), for consideration paid, grants to T.D. Bank. N.A., a corporation with a mailing address of 2035 Limestone Road, Wilmington, Delaware 19808 (the Grantee), **WITHOUT COVENANTS**, all of its rights, title and interest in:

A certain tract or parcel of land situated in the Town of Pittsfield, New Hampshire, aforesaid, taxed by the Selectmen/Assessors in 2013 to T.D. Bank N.A., and described in the invoice books as: Map U04, Lot 012, Sublot 00. Located at 40 Chestnut Street. Consisting of 0.220 Acres of Land, Including and Buildings Thereon.

MEANING AND INTENDING to describe and convey all of the Town of Pittsfield's rights, title and interest in that portion of the premises described in the Deed of the Town of Pittsfield's Tax Collector, dated September 20, 2016, and recorded in the Merrimack County Registry of Deeds at Book 3533, Page 838.

The conveyed premises is not homestead property.

This conveyance is exempt from the real estate transfer tax pursuant to New Hampshire Revised Statutes Annotated 80:89, VI. See also NH RSA 78-B:2, XVIII.

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

**TOWN OF PITTSFIELD**

By Its Board of Selectmen

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

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

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

Seal:

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

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

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

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

Seal:

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

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

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

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

Seal:

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

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

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

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

Seal:

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

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

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

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

Seal:

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

## Cara Marston

---

**From:** Erica Anthony  
**Sent:** Wednesday, October 26, 2016 2:23 PM  
**To:** Cara Marston  
**Subject:** undelivered sewer bills

Hi Cara,

After some research it appears at least 37 2<sup>nd</sup> quarter sewer bills were not delivered. My plan is to include a note with the 3<sup>rd</sup> quarter sewer bills to those we believe were affected, and waive the interest for the 2<sup>nd</sup> quarter sewer bills for those people until the due date of the 3<sup>rd</sup> quarter sewer bills.

Erica

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

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



City of Franklin, NH  
316 Central Street  
Franklin NH 03235



Town of Northfield, NH  
21 Summer Street  
Northfield NH 03276

Larry Konopka, Selectboard Chair  
Town of Pittsfield  
85 Main Street  
Pittsfield NH 03263

October 21, 2016

Dear Mr. Konopka;

We are reaching out to you and the Town of Pittsfield to ask for your assistance in resolving a school funding problem that we share. Taxpayers in Pittsfield, like those in Franklin, Northfield and dozens of other New Hampshire communities are scheduled to see increases in our property taxes due to the gradual elimination of education stabilization grants.

Stabilization grants have been allocated to communities with the lowest capacity to raise property taxes since 2012 when the program was created to replace the Fiscal Capacity Disparity Aid program. These funds are a vital component of the State's obligation under the *Claremont* decision to protect the right of all New Hampshire children to an adequate education irrespective of their town's ability to raise property tax revenue.

In 2015 the legislature enacted HB1 & 2, which included a phasing out of stabilization grants at a rate of 4% per year starting in FY2017. This was incorporated into law as RSA198:41 IV (d).

You are receiving this letter because your community, like our communities, is scheduled to lose in excess of one million dollars in stabilization grant funds by the time the program is completely eliminated. If your community is like ours, this represents a debilitating increase in the burden being placed upon our local property tax payers.

We feel that by working together the communities most impacted can correct this situation. We would like to invite you to attend a forum scheduled for **6:00 – 7:30pm on Monday November 14, 2016 at the Franklin Opera House, 316 Central Street Franklin**. At the forum we will explore possible legislative and/or legal solutions needed to protect the fiscal integrity of our schools and communities.



Please let us know if you are interested in joining us in these efforts by contacting Lauraine Paquin in the Franklin City Manager's Office at 934-3900 or [Lpaquin@franklinnh.org](mailto:Lpaquin@franklinnh.org) if we hear from you we will keep you informed of any and all actions taken to correct this situation.

Respectfully,

A handwritten signature in black ink that reads "Ken Merrifield". The signature is written in a cursive style with a large, prominent "K" and "M".

Ken Merrifield, Mayor, City of Franklin

A handwritten signature in black ink that reads "Wayne Crowley". The signature is written in a cursive style with a large, prominent "W" and "C".

Wayne Crowley, Chair  
Northfield Board of Selectmen

**ADDENDUM**  
**TO THE PURCHASE AND SALES AGREEMENT**  
**New Hampshire Association of REALTORS® Standard Form**



Addendum to the Purchase and Sales Agreement dated August 20, 2016 between  
Town of Pittsfield ("SELLER"), and  
James Gamble ("BUYER"), for  
the property located at 81 Main Street, Pittsfield,

hereby agree to the following:

**Buyer and seller agree to extend the closing date to on or before November 30, 2016.**

All other aspects of the aforementioned Purchase and Sales Agreement shall remain in full force and effect.

EACH PARTY IS TO RECEIVE A FULLY EXECUTED DUPLICATE ORIGINAL OF THIS AGREEMENT.

      DATE / TIME      BUYER      DATE / TIME

SELLER Town of Pittsfield      DATE / TIME      SELLER      DATE / TIME

© 2010 NEW HAMPSHIRE ASSOCIATION OF REALTORS®, INC. ALL RIGHTS RESERVED FOR USE BY NHAR REALTOR® MEMBERS ONLY. ALL OTHER USE PROHIBITED 01.2010