



MEETING AGENDA

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

TUESDAY, JULY 5, 2016

6:00 p.m. - Call to order

PUBLIC INPUT - regarding agenda items only

AGENDA REVIEW

DEPARTMENT UPDATES

1. George Bachelder, Superintendent of Public Works
2. Peter Pszonowsky, Fire Chief
3. Richard Walter, Jr., Police Sergeant

NEW BUSINESS

ACTION ITEMS

1. Selectboard representatives for collective bargaining
2. Economic Development Committee's proposed goals & objectives
3. 33 & 37 Main Street proposal
4. 2017 tax map maintenance contract, Cartographic Associates, Inc.

COMMITTEE REPORTS

INFORMATION ITEMS

1. 2016 Property Tax Lien - \$297,712.45 (decrease from \$429,207.10 in 2015)
2. Rocky Ridge Town Forest - update from Conservation Commission
3. Sale of town owned tax-deeded property - 11 Watson Street on 7/1/2016, \$52,490.00

OLD BUSINESS

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
 - a. Five parcel combined offer - (5/24/16)
 - i. Tax Map U4, Lot 25 - 1 Fayette Street
 - ii. Tax Map U4, Lot 26 - Depot Street (was #7)
 - iii. Tax Map U3, Lot 127 - Fayette Street (parking lot parcel 1 of 2)
 - iv. Tax Map U3, Lot 128 - Bridge Street (parking lot parcel 2 of 2)
 - v. Tax Map U3, Lot 118 - Franklin Street parking lot
3. Housing Standards Agency - inspection fee increase request (tabled 6/21/16)

APPLICATIONS and WARRANTS

1. Notice of Intent to Cut - 15 Will Smith Road - tax map R5, lot 6

CHECK MANIFESTS

- 1. Accounts Payable
- 2. Payroll

MINUTES

- 1. June 21, 2016 – Public Meeting Minutes
- 2. June 21, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION

PUBLIC INPUT

CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION NO. 633 OF MANCHESTER, NEW HAMPSHIRE

Affiliated with the
International Brotherhood of Teamsters

MAIN OFFICES AND HALL: 53 GOFFSTOWN ROAD, SUITE A — MANCHESTER, NH 03102 — TEL. (603) 625-9731
MAILING ADDRESS: P.O. BOX 870 — MANCHESTER, NH 03105 — FAX (603) 625-6767

DAVID W. LAUGHTON
Secretary Treasurer

June 30, 2016

BUSINESS AGENTS
KEVIN FOLEY
JEFFREY PADELLARO

BUSINESS AGENT/
ORGANIZER
RICHARD LAUGHTON

FIELD REPRESENTATIVE
KEITH JUDGE

Chairman of the Board
Office of Selectmen
Town of Pittsfield
85 Main Street
Pittsfield, NH 03263



RE: Letter of Expiration

Dear Chairman:

Please be advised that the present working agreement between the Town of Pittsfield, NH (Police Department) and Teamsters Local Union No. 633 of Manchester, NH is due to expire on December 31, 2016.

Kindly accept this letter as due and proper notice of our intent to negotiate a new Collective Bargaining Agreement.

Be advised that agencies required by law have been properly notified.

Sincerely,

Richard Laughton, Business Agent/Organizer
Teamsters Local Union No. 633 of Manchester, NH

Sent: Certified, Return Receipt Requested: 7012 3050 0000 3630 6008

Cc: Douglas L. Ingersoll, Esq., PELRB/Ret. Rec. Req: 7012 3050 0000 3630 6015
Michael Filler, Director, Public Service Division: Ret. Rec. Req: 7012 3050 0000 3630 6022
Cara Marston, Pittsfield Town Administrator
David W. Laughton, Secretary-Treasurer, Teamster Local 633

RL:wa



TOWN OF PITTSFIELD

Economic Development Committee

85 Main Street, Pittsfield, NH 03263

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

June 29, 2016

Board of Selectmen
85 Main Street
Pittsfield, NH 03263

Dear Selectmen,

In light of the joint economic development meeting held on May 25th, the Economic Development Committee (EDC) recommends the following goals and objectives be adopted by the town in considering the future economic enhancement of Pittsfield:

1. Tax Rate Stabilization
2. Economic Development
3. Image
4. Neighborhood Stabilization
5. In accordance with Master Plan, town codes and regulations

The EDC respectfully asks that the Board of Selectmen accept these goals and objectives through a formal vote of approval.

Sincerely,

Ted Mitchell

Ted Mitchell, Chair

Pittsfield Economic Development Committee



TOWN OF PITTSFIELD

Economic Development Committee

85 Main Street, Pittsfield, NH 03263

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

June 29, 2016

Town of Pittsfield
Board of Selectmen
85 Main Street
Pittsfield, NH 03263

Dear Selectmen,

Attached you will find a proposed plan for the properties located at 33 & 37 Main Street. The Economic Development Committee (EDC) is excited to present this proposal to you and will have members available at the meeting on July 5th to answer any questions that you may have. Please let us know if we can supply you with anything further in order to better prepare you for Tuesday.

With the Board's approval we will involve other applicable parties for discussion in greater detail.

Sincerely,

Ted Mitchell

Ted Mitchell, Chair

Pittsfield Economic Development Committee

GENERAL PROJECT PLAN / PROPOSAL
33 & 37 Main Street
Pittsfield, NH 03263

Executive Summary

The Economic Development Committee (EDC) recommends the following plan for the properties located at 33 & 37 Main Street(s), currently owned by the Town Pittsfield, NH. The terms and responsibilities of the project are to be assigned to the SVRDC and to be carried out in accordance with the Pittsfield Master Plan and all other applicable town codes and regulations:

1. Merge the two properties into one
2. Tear down the barn that is currently situated on 37 Main Street
3. Grant the Josiah Carpenter Library Trustees a lot line adjustment in order to provide handicap access to the rear of the library, within 10' of building
4. Tear down the building that is currently situated on 33 Main Street within 12 months
5. Renovate the building that is currently situated on 37 Main Street into a mixed use, to include commercial / retail / residential (maximum 2 units)
6. Utilize what is currently known as 33 Main Street to create a parking area for 37 Main Street
7. Create aesthetic landscaping with appropriate set backs
8. Reintroduce the property back into the local economy as a private enterprise

Marketing Strategy

The Economic Development Committee will work diligently, in conjunction with the Suncook Valley Regional Development Corporation, Commercial Real Estate Agents and other local organizations and agencies, in finding end users for the property. It is our goal to search for end users for the property given the resources available to us in the timeliest manner possible.

Financial Summary

The EDC recommends the following in order to finance the project:

1. Utilize the SVRDC to carry out the terms of the project
2. Utilize the Property Acquisition and Redevelopment Expendable Trust fund towards the revitalization in the form of a low interest to the SVRDC
3. Utilize an interested outside private investor, incented by tax benefits currently in place and available
4. Search for outside private and public grants that may be available
5. Community contributions / volunteerism
6. Selling, reallocating, reusing materials and products currently located on site

2017 TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF PITTSFIELD, NH

For processing data recorded 4/1/2016 through 3/31/2017

June 3, 2016

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Pittsfield, a municipal corporation located in Merrimack County, NH, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and plot all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
5. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.

B. Drafting

1. CAI shall draft all necessary map changes in a format consistent with the data being maintained.
2. When the drafting is completed, all work shall be reviewed and checked for errors before printing new maps.

C. Computer Map Index Services - N/A*

1. All computer index services shall be done using Microsoft Access as the database manager.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number)	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the TOWN sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

D. GIS

1. All digital files will be processed using ESRI's ARC/INFO GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in ESRI's shape file, geodatabase, or coverage format.

**2017 TAX MAP MAINTENANCE CONTRACT
FOR THE TOWN OF PITTSFIELD, NH**

For processing data recorded 4/1/2016 through 3/31/2017

This is a contract made this 3 day of June, 2016, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Pittsfield, a municipal corporation located in Merrimack County, NH, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the 2017 Tax Map Maintenance Proposal, dated June 3, 2016, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The TOWN shall pay \$2050 for the updating services under this contract to be paid as outlined in above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the TOWN and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the TOWN.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the State of New Hampshire. The parties hereto have executed this agreement by their duly authorized officers.

Town of Pittsfield, NH

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____

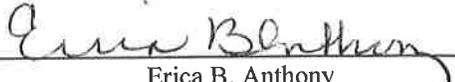
MERRIMACK
COUNTY REGISTRY OF DEEDS
AFFIDAVIT OF EXECUTION OF REAL ESTATE TAX LIEN

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

Dated: June 24, 2016

Personally appeared the above named Erica B. Anthony, Tax Collector for the Town of Pittsfield and being duly sworn states that:

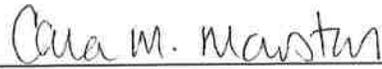
1. The foregoing listing represents a list of current owners or person to whom taxes were assessed and a description of the property assessed as committed to me for collection.
2. That as a result of non-payment of taxes, and after having provided notices as provided by law, I executed to the Town of Pittsfield, New Hampshire a statutory tax lien in accordance with RSA 80:61 on June 24, 2016, at the Town offices.


Erica B. Anthony
Tax Collector

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

On this 24th day of June, 2016, personally appeared Erica B. Anthony, Tax Collector who swore that the foregoing is true to the best of her knowledge and belief and acknowledged the foregoing instrument to be her free act and deed.




Notary Public/Justice of the Peace
My Commission expires: 5/23/19

TOWN OF PITTSFIELD
Collector Receipts for Fiscal Year 2016 -- Deposit 2016000176.

2016
Lien

Requested by Ericas -- 06/24/2016

Summary of All Payments

Grant	Principal	Acct#	Interest	Acct#	Penalties	Acct#	Overpay	Acct#	Total
2015P01	\$ 112,366.83	01-1080-1-001	\$ 12,660.82	01-3190-1-001	\$ 2,096.50	01-3190-1-001	\$ 0.00		\$ 127,124.15
2015P02	\$ 118,866.53	01-1080-1-001	\$ 7,539.72	01-3190-1-001	\$ 377.00	01-3190-1-001	\$ 0.00		\$ 126,783.25
2015S01	\$ 7,232.28	02-1150-1-001	\$ 882.67	02-3190-1-001	\$ 535.00	02-3190-1-001	\$ 0.00		\$ 8,649.95
2015S02	\$ 8,905.31	02-1150-1-001	\$ 884.67	02-3190-1-001	\$ 131.50	02-3190-1-001	\$ 0.00		\$ 9,921.48
2015S03	\$ 10,749.22	02-1150-1-001	\$ 737.81	02-3190-1-001	\$ 225.50	02-3190-1-001	\$ 0.00		\$ 11,712.53
2015S04	\$ 12,887.20	02-1150-1-001	\$ 508.39	02-3190-1-001	\$ 125.50	02-3190-1-001	\$ 0.00		\$ 13,521.09
Totals:	\$ 271,007.37		\$ 23,214.08		\$ 3,491.00		\$ 0.00		\$ 297,712.45

Summary of Tender Types/Totals

All Deposits Cash/Check: \$ 297,712.45 Cash: \$ 0.00 Check: \$ 297,712.45 Electronic: \$ 0.00
 PY Deletions: \$ 0.00 Deposit Date: 06/24/2016

Summary of Electronic Payments

Type	Description	Count	Total
None			
Total of Electronic Payments:			0

Submitted By: _____
 Date: _____

Treasurer's Signature: _____
 Date: _____

TOWN OF PITTSFIELD
Collector Receipts for Fiscal Year 2015 -- Deposit 2015000226.
 Requested by Ericas -- 06/24/2015

2015
Lien

Summary of All Payments

	Principal	Acct#	Interest	Acct#	Penalties	Acct#	Overpay	Acct#	Total
2014P01	\$ 176,791.86		\$ 19,910.65		\$ 3,516.06		\$ 0.00		\$ 200,218.57
2014P02	\$ 182,032.69		\$ 10,892.69		\$ 585.07		\$ 0.00		\$ 193,510.45
2014S01	\$ 7,218.33		\$ 845.37		\$ 515.60		\$ 0.00		\$ 8,579.30
2014S02	\$ 6,469.85		\$ 598.49		\$ 93.50		\$ 0.00		\$ 7,161.84
2014S03	\$ 8,796.24		\$ 595.43		\$ 112.00		\$ 0.00		\$ 9,503.67
2014S04	\$ 8,061.92		\$ 320.73		\$ 37.50		\$ 0.00		\$ 8,420.15
2014U01	\$ 1,500.00		\$ 296.63		\$ 16.49		\$ 0.00		\$ 1,813.12
Totals:	\$ 390,870.89		\$ 33,459.99		\$ 4,876.22		\$ 0.00		\$ 429,207.10

Summary of Tender Types/Totals

All Deposits Cash/Check: \$ 429,207.10 Cash: \$ 0.00 Check: \$ 429,207.10 Electronic: \$ 0.00
 PY Deletions: \$ 0.00 Deposit Date: 06/24/2015

Summary of Electronic Payments

Type	Description	Count	Total
None			
Total of Electronic Payments:			0

201501 Lien (2014 ~~passed~~
Past Due)

Submitted By: _____
 Date: _____

Treasurer's Signature: _____
 Date: _____



**PITTSFIELD CONSERVATION COMMISSION
PITTSFIELD N.H. 03263**

23June 2016

Subject: Rocky Ridge Town Forest

The Pittsfield Conservation Commission is currently working on a parking plan and installation of signage for the town forest, the Superintendent of Public Works George Bachelder has made a site visit and has reviewed a plan of a 50' X 50' parking area directly on Clough Rd utilizing the original log landing that is already cleared at the site, in the future there is potential for an additional parking area on Greer Lane for possible use.

This is just a small step in creating an enjoyable recreation area, more updates will be sent to the BOS as projects continue to get accomplished.

Pittsfield Conservation Commission

Chris Hill, Chair (2018)

Diana Westgate, Secretary (2018)

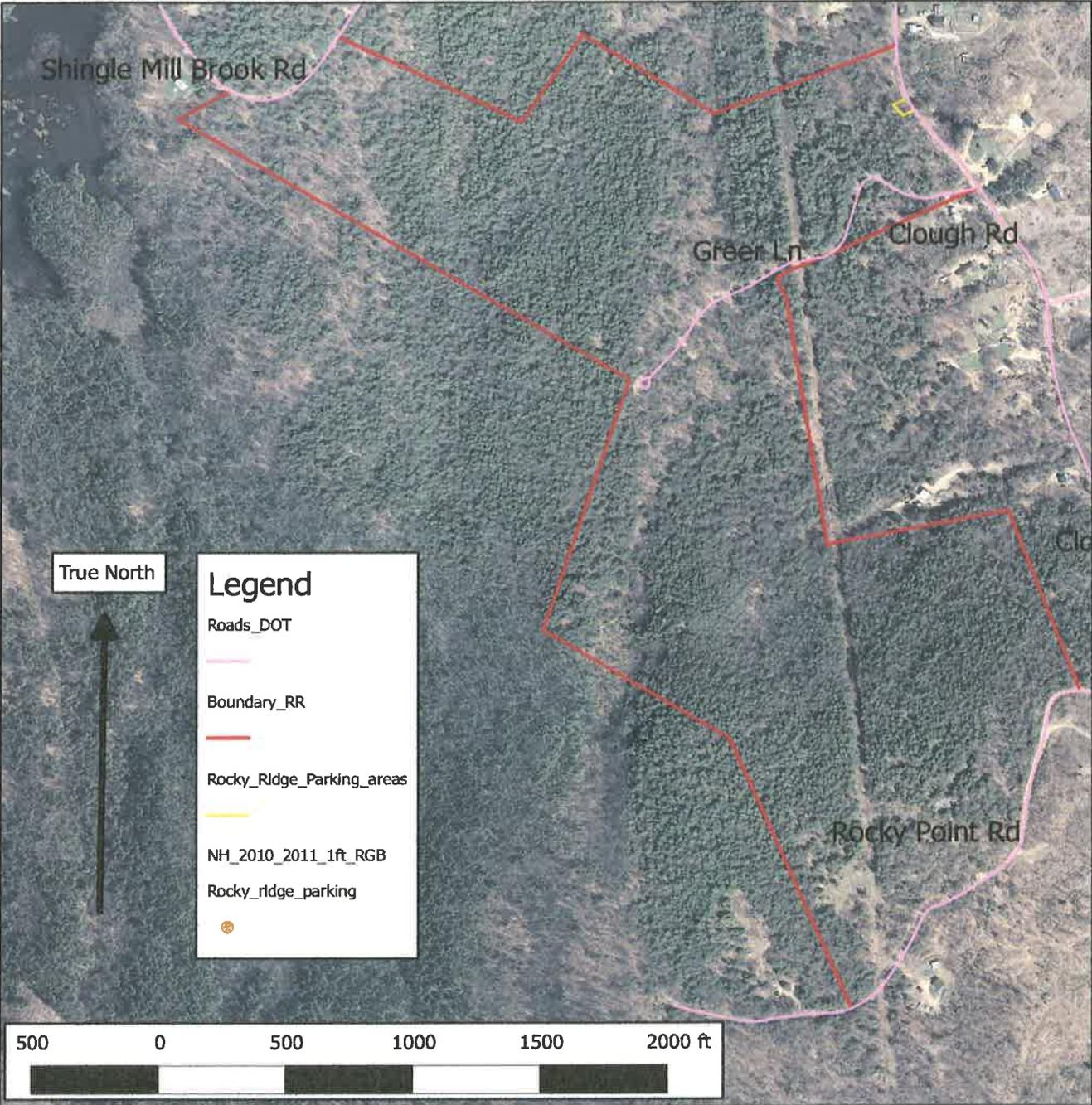
Owen David (2017)

Bryan Mika (2017)

Carl Wallman (2016)

Bill Miskoe, Alternate (2016)

Don Hackett, Alternate (2019)



TITLEPRO, LLC
CLOSING TRUST ACCOUNT 2
PO BOX 790
ALTON, NH 03809-0790

MEREDITH VILLAGE SAVINGS BANK
MEREDITH, NH 03253

1630

54-7293/2117

16-14819

WZ528565-02-16

DATE
June 30, 2016

AMOUNT
\$ *****52,490.00

--Fifty Two Thousand Four Hundred Ninety and 00/100 ----- Dollars

PAY
TO THE
ORDER
OF

Town of Pittsfield
85 Main Street
Pittsfield, New Hampshire 03263



Sharon Worste

MP

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

⑈001630⑈ ⑆211772936⑆ 05 272753⑈

TITLEPRO, LLC
CLOSING TRUST ACCOUNT 2

1630

**** REAL ESTATE CLOSING ****

Buyer/Borrower: Reyes & Pacheco

Seller: Town of Pittsfield

Lender:

Property: 11 Watson Street/Pittsfield NH 03263 /

Settlement Date: June 30, 2016

Disbursement Date: June 30, 2016

Check Amount: \$ 52,490.00

Pay To: Town of Pittsfield

For:

Closer/Responsible Party: Jaimie Kean

Town of Pittsfield										
11 Watson Street - Tax Deeded Property										
Map U05 Lot 41										
Tax Bill	Bill Amount	Due Date	Stmt Date	Days outstanding	%	Per Diem	Interest	Lien Release & Penalties	Total Owed	
2013 Tax Lien	5,645.79	6/26/2013	7/1/2016	1,085	18.0	2.8229	3,062.84	27.25	8,735.88	
2014 Tax Lien	5,632.60	6/25/2014	7/1/2016	726	18.0	2.8163	2,044.63	11.19	7,688.42	
2015 Tax Lien	5,160.08	6/24/2015	7/1/2016	367	18.0	2.5800	946.87	-	6,106.95	
Property Tax 2015 #1	\$1,903.00	7/1/2015	7/1/2016	360	12.0	0.6343	228.36	-	2,131.36	
Sewer 2015 #1	\$206.40	6/8/2015	7/1/2016	383	12.0	0.0688	26.35	-	232.75	
Sewer 2015 #2	\$328.00	6/8/2015	7/1/2016	383	12.0	0.1093	41.87	-	369.87	
taxes at time of deeding	18,875.87						6,350.93	38.44	25,265.24	
Sewer 2015 #3	\$244.40	11/24/2015	7/1/2016	217	12.0	0.0815	17.68	-	262.08	
Property Tax 2015 #2	\$1,949.00	12/7/2015	7/1/2016	204	12.0	0.6497	132.53	-	2,081.53	
Sewer 2015 #4	\$2,380.00	2/25/2016	7/1/2016	126	12.0	0.7933	99.96	-	2,479.96	
Sewer 2016 #1	\$130.40	6/6/2016	7/1/2016	25	12.0	0.0435	1.09	-	131.49	
Property Tax 2016 #1	\$1,926.00	7/1/2016	7/1/2016	-		0.6420	-		1,926.00	
taxes subsequent to deeding	\$6,629.80						\$251.26	\$0.00	6,881.06	
	\$ 25,505.67						\$ 6,602.19	\$ 38.44	\$ 32,146.30	
									Attorney's Fees (includes deed preparation)	
									150.00	
									garbage cleanup costs	
									-	
									County Registry Fees (deed recordings)	
									49.47	
									Notification expenses	
									57.38	
									Ownership expenses (insurance, utilities, repairs)	
									3,562.13	
									equalized 15% Penalty (127,200 x .15)	
									19,080.00	
									Title Search Fee	
									-	
									Total taxes & costs incurred to sell	
									\$ 55,045.28	

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

YR [] - TOWN [] - OP# [] - **T** (Assigned by Municipality)

For Tax Year April 1, 11 to March 31, 17

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

- City/Town of Pittsfield
- Tax Map No./Lot or USFS sale name & unit #: 000005 000006
- Intent Type: Original Supplemental
(Use mouse to click on Check Boxes) Original Operation #
- Name of road from which accessible: Will Smith Rd
- a. Acreage of Lot: 6 Acreage of cut: 6
- b. Anticipated start date: 10/23/16
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Joint Tenants)
 - Owner of Land and Stumpage (Tenants in Common)
 - Previous owner retaining deeded timber rights
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	<u>21000</u>	MBF
Hemlock	<u>10000</u>	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	<u>11000</u>	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	<u>5000</u>	MBF
Other (Specify)		MBF
	Pulpwood	Tons Cords
Spruce & Fir		
Hardwood & Aspen	<u>150</u>	
Pine	<u>90</u>	
Hemlock	<u>30</u>	
Whole Tree Chips	<u>200</u>	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER OR BY MAIL OR
 LOGGER/FORESTER E-MAIL

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

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

* Raf Severance 5/18/16
 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

Joe Jordan 5/18/16
 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

* Denise Clark 5/23/16
 PRINT CORPORATE OFFICER NAME AND TITLE DATE

Randy Severance
 PRINT OWNER(S) NAME

15 Will Smith Rd.
 MAILING ADDRESS

Pittsfield NH 032163
 CITY/TOWN STATE ZIPCODE

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

Species:	Amount:
----------	---------

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

PHONE

The Se
 1. All
 2. The
 3. The
 4. Any
 \$
 5. The
 pur
 6. This
 Signat
 Signat