



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

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**MEETING MINUTES OF Tuesday, September 12, 2017**

**CALL TO ORDER**

Call to order at 6:02 p.m. by J.C. Allard, Chairman

**MEMBERS PRESENT**

J.C. Allard, Chairman  
Gerard LeDuc, Vice-Chairman  
Carole Richardson  
Carl Anderson  
Jim Adams

**OTHERS PRESENT**

Cara Marston, Town Administrator

**PUBLIC INPUT – regarding agenda items only**

Dan Schroth spoke about information item number 3, he stated he presented the selectboard with a petition because he feels there is an issue in town that needs to be addressed. J.C. stated that he is on the agenda and can speak then. Dan stated he can't stay until then and this will only take a moment. Dan stated he feels the building inspector position has hurt our town, and that the food pantry and library come to mind. He feels it also discourages investment in our town. Many citizens have been hurt by this position and if you don't think that there is a problem that needs a solution with this position you must not be listening. Most everyone has a story about when they had to do business with this department and it appears to be 90% bad. Dan feels that we have a problem and is bringing it to the Board's attention.

Kevin Gibson asked if the selectboard received his application for the Community Development Committee about a month ago and inquired if they received it. J.C. stated that he will be an addition to the agenda.

**AGENDA REVIEW**

Gerard: None  
Jim: None  
Carole: None  
J.C.: None  
Carl: None

J.C. stated there is a public hearing at 6:15 and it is not that time yet so they will be going onto the Safe Routes to School project update.

## **2. Safe Routes to School project update**

Mike Vignale, the engineer hired for the project, stated that this project was started in 2014, and then talked about the roads that will be involved with the project concerning the sidewalks. He explained that the process has taken some time because of the various things that need to be done before the work begins, for instance the right of way process and various requirements that required approval the state DOT. They were able to get 4 of the 6 easements but had to move some sidewalks to work around the areas we could not get easements for. Those adjustments were approved by by the DOT. There was a retirement at the DOT and the new DOT oversight had to review the plans again and they are in the process of being approved and details are being worked out with a new issue that came about with some stairs too close to the Catamount Road sidewalk. There was some discussion pertaining to the solutions to the new problem and how to keep the project moving forward.

Carole asked what is going to happen with the sidewalks on Catamount Road by the fire station. Mike explained that section of Catamount Road sidewalks are not part of the project. It was originally part of the project but it was determined that it was going to be more costly because the drains would all have to be done, as well. It was determined that the sidewalk on Berry Avenue would be the better choice. Cara stated it was also determined that the kids do not walk to school on Catamount Road they use Berry Avenue more. Carole stated she understood that but thinks the sidewalk on Catamount Road is in horrible condition.

Cara asked if the next step would be to contact the person who owns the stairs to see if they would be agreeable to moving the stairs and Mike agreed.

Carole inquired about the project not containing any paving of the roads and just doing the sidewalks. George stated that the town is doing the reconstructing of the roads. Carole confirmed that is not the one we are talking about next with George. George stated they are doing Tilton Hill Road from the Dollar Store to Mr. Huse's, from the Dollar Store up Bow Street and Berry Avenue and Maple Street with this project so everything fits together and new. Carole stated she misunderstood what the \$99,000 was for, George stated he would like to do Manchester and Oneida Street so that whole area will be done and everything will be all tied together.

## **PUBLIC HEARING – 6:15 p.m. – Additional State Highway Block Grant Aid, \$99,212.55**

J.C. opened the Public Hearing to hear public input pertaining to the additional State Highway Block Grant Aid in the amount of \$99,212.55.

Kevin Gibson stated that he has heard many parents and this board talk about the sidewalk conditions and would suggest fixing those.

Carmel Fogarty stated that the streets are in sorry shape.

Joe Parent agreed with her, he is a mailman in town and walks the streets every day. He stated that coming up Factory Hill towards Jitters there are holes that he has almost twisted his ankle in and feels that is the worst part. J.C. confirmed with George that Main Street is

state owned and stated that they can't pave Main Street. There was some discussion about which parts are state owned and town owned. J.C. stated that Main Street and Rt. 107 is scheduled to be paved by the state in 2018.

Member of the audience stated Prescott Road.

Adam Gauthier inquired about George's plan. George explained that the estimate he just did to include Manchester and Oneida Street is \$93,385.00 to reconstruct those roads and that would complete the whole school area.

Roland Carter inquired about the rest of Tilton Hill Road, and George stated they are planning on that next year, as well.

Adam Gauthier asked what was left in the sidewalk fund, and Carole stated zero.

J.C. stated that the money is dictated by the state on how it can be used and confirmed with George it can only be used for road work. J.C. asked if bridges and culverts could be considered, George stated if it was part of the project.

Roland Carter inquired about the catch basin by the car wash.

Dan Schroth liked George's idea.

Kevin Gibson stated something to consider is that every other school in the state that comes to Pittsfield schools to play sports drives along Catamount Road and it would improve the appearance if we fixed it.

Carmel Fogarty stated she is more concerned about safety then appearance. Being a disabled pedestrian she walks around town all the time and feels that the sidewalks need to be fixed.

Carole asked when the last time Prescott Road was done. George stated that it is a dirt road and he grades the dirt roads twice a year and did that one yesterday. George also stated that to pave Prescott Road would be around 350 to 400 thousand. Catamount Road sidewalk with the drainage system needing to be replaced and that would be around \$200,000.00 plus and that's not including the paving cost. We are talking about tremendous amounts of money to do the projects and the 99 thousand will not cover those costs.

Paul Nickerson stated we should accept the money and allow George to figure out where to put it.

Carl: I make a motion to accept the \$99,212.55 of additional Highway Block Grant funds.

Jim: Second.

Discussion: None.

Motion carries 5-0

J.C. closed the public hearing and thanked everyone for their ideas and input.

## **NEW BUSINESS**

### **ACTION ITEMS**

#### **1. Meeting date for economic development presentation**

Cara stated that at the CDC meeting Deb Avery had offered to come back and do another presentation like they had done before. J.C. asked Roland if he had a desired date in mind, Roland suggested late October. Cara asked if October 24<sup>th</sup> would be ok and he agreed. J.C. asked if the other board members were ok with that and they were.

## **2. Safe Routes to School project update**

Talked about earlier before the public hearing.

## **3. LED street lighting conversion project proposal**

J.C. announced the proposal and Cara stated this was one response of the eight preferred vendors that Eversource worked with and she also sent it to two additional people that do electrical work for the town. Cara stated that Affinity LED Light was the one that was willing to take on a smaller project. J.C. confirmed with Cara that Affinity was the preferred of the preferred even though they are the only ones who responded. Cara stated the proposal is less than what was appropriated and should be substantially done in less than a week and by the end of October. Carl asked if we have to go through the list of lights, and Cara stated they have our list and they will go through that and give their recommendations. Carl commented that he hopes they notice the bulbs at the top of Factory Hill are black and they will address that. Cara stated that request has been filled twice now and knows that Eversource has been out to look at them.

Carl: I make a motion to accept Affinity's proposal for the LED Street Lighting Conversion Project and get the work done.

Carole: Second.

Discussion: None.

Motion carries 5-0

## **4. Sewer Slip Lining project priority list**

J.C. announced the item, and is not sure what needs to be done with the list. Cara explained that when Utility Partners was here with the department update there was discussion pertaining to the slip lining project and being able to do it in small portions instead of all at once. In that discussion the question was asked about prioritizing the areas and this is that list. Cara stated that there is \$35,000.00 appropriated annually in the Waste Water Treatment budget for capital improvements, so if the board wanted to start picking away at it, they could. J.C. confirmed with Cara that the \$35,000.00 could get us through the first 3 maybe 4 and that we could accomplish that before the weather turns bad. Cara stated we could, if we went with Eastern Pipe Service, and that she contacted Bill Gilpatric to see if other companies do this service as well, but she has not heard back yet.

Carl: I make a motion to get the Sewer Slip Lining Project underway with the \$35,000.00 that has already been appropriated in the Waste Water Capital Improvement budget.

Jim: Second.

Discussion: Gerard suggested doing Main Street first to avoid ripping up pavement. Cara stated that there shouldn't be any pavement ripped up because it goes from man hole to man hole. Jim stated that it could be done in three years. Cara stated that this list is the highest priority areas and there are more areas identified in the infiltration and inflow study. Cara stated that there is \$300,000.00 in the Sewer Capital Reserve Fund if they wanted to take an amount from that fund to do some work, as well. Carl stated that if we spend that we would have nothing to count on if there was something to happen.

Motion carries 5-0

## **5. Clark's Pond Dam engineering design service proposal**

Cara stated that this is from Turner Group, which is the engineering firm that is working on the dam remediation for White's Pond with the Winsunvale Association. J.C. stated this is taking into account that the town's need for Clark's Pond Dam and combining with White's Pond Dam's needs and should be a savings.

Carl confirmed with J.C. the need for Clark's Pond Dam is because the state is saying we have to do this work and not because the town wants to. J.C. stated the state informed the selectboard some time ago that this work needs to be done. No person on the current board was serving on the board when the town was informed of the situation. The state has been willing to work with us and willing to extend the deadline.

Cara stated the paperwork shows in 2012 the state informed the board that the dam needed to be reconstructed by December of 2017. The first step would be to contract with an engineer.

Carl asked what would happen if we don't reconstruct the dam, J.C. stated that the state could fine us. Cara stated the fine in the paperwork stated it would be \$2,000.00 per violation per day.

Cara stated that there may be an easement needed to be able to remediate the dam.

J.C. stated the task tonight would be to allocate funds for our share of the engineer cost, which comes to \$22,000.00, plus the DES permit fee of \$3,000.00, and other potential costs. Cara stated that there was a proposal done by a different engineer in the estimated amount of over \$400,000.00 but the DES rejected their proposal. Carole asked if we have the \$25,000.00 in any fund, Cara stated that the problem is that we don't have the funds appropriated.

J.C. commented that we can't remove what is there in case that is what anyone was thinking. Carl stated that we can't get rid of the pool because it's good for the kids and an asset to the town. However if we don't have the money appropriated or readily available he feels that we are making a mistake to give the go ahead for \$25,000.00 worth of work from an engineer if we then have to go after the fact to the voters. Can we wait until town meeting to allow the voters to approve the work?

Jim stated we could send a letter to the executive council and explain the situation and ask for a delay in issuing the fines.

Cara stated you could approve the contract contingent on town meeting approval and let the state know we are waiting for that.

Carl: I make a motion to approve contingent upon town meeting approval.

Cara stated that she can contact the engineer to see what could to be done right away to determine the entire project's total so both amounts could go to town meeting. Carl asked if there is anything that needs to be done right away. Cara stated the on site assessment and review, they can start to see what surveys need to be done. Carole asked about the cost for that, and Cara stated that would be less than \$10,000.00 for the first two pieces and we could possibly find in this year's budget. Carl stated he is not comfortable spending any money until it is authorized by town meeting. Jim suggested we use both angles and approach the councilor and explain that we don't have the money for this. J.C. stated that we have a motion on the floor and asked if we have a second.

Gerard: Second.  
Discussion: None.  
Motion carries 5-0

#### **6. Town equipment no longer in service**

J.C. asked if everyone reviewed the list. Carole asked if this all went to state auction, Cara stated that we usually put out a notice to the public asking for bids for items that aren't feasible to get to auction. J.C. asked if it is all in one location, George stated it can be and they planned on doing so when it was approved. J.C. asked if this is all highway department equipment, George stated it is both highway and sewer department equipment. Carl asked if this would make sense to take it to an auction, George stated it would all have to be hauled because most of it is junk. J.C. asked if it is junk are we going to get any bids, George stated we did last time. Gerard stated people are going for scrap metal. Carole asked if the money will go into the general fund, Cara stated yes.

#### **7. BCEP Solid Waste Disposal request – tires**

Cara stated there is an excess of end of life tires being stored down at waste water that they would like to get rid of. Cara also stated that there are some tires from the PD that are stored there for winter use but those will remain.

Carole: I make a motion to waive the fee for the tire disposal.

Jim: Second.  
Discussion: None.  
Motion carries 5-0

#### **8. Proposal from Rustic Crust – cost sharing for Joy Street pump station pumping**

Cara stated that with reviewing the current Waste Water Ordinance the only addition to the proposal she thought should be included is to impose a time frame for a compliance plan Rustic Crust should come up with because they are discharging a certain type of waste into the sewer system that is prohibited by our Waste Water Ordinance. They are attempting to work with us by trying to pay for the additional pumping but may still be in violation of the ordinance.

Carl stated if it was an individual they would be held accountable and Cara stated yes. Cara stated the building owner should be included in the agreement because this is the location they are operating out of. Carl asked if the cost they are contributing cover the costs, and Cara stated yes as far as they can see. Carl asked what kind of time frame we are going to give them. There was some discussion pertaining to responding to their proposal inquiring about when they should have a solution to the problem. Carl proposed to accept their proposal of the increased fees to cover the additional pumping costs and require a trap to be put in place. Cara stated that there is a compliance schedule for circumstances like this in the ordinance that states that it should be broken down into phases of remediation and they should be no more than 9 months apart. Rustic Crust may have to engage someone to figure out what it is going to take.

Carl stated he thought that everyone already came to the conclusion they needed a grease trap. Carole had thought that is what was going to happen. Cara stated they already have a

grease trap for the sink, but the materials being swept into the floor drains is possibly what is causing the problem.

Jesse Pacheco explained that there would need to be a system put in that would pull from the floor drains to another grease trap and then into the sewer system. They have a grease trap but only in the kitchen area. Somehow when they are washing their floors down flour is getting washed down the drains, as well and causing the problem. Rustic Crust stated previously that the system will take up quite a bit of space and they are not sure where they are going to put it.

J.C. stated that the property owner should be involved. Jesse stated they were only supposed to have this space temporarily.

Carl: I make a motion to accept Rustic Crust's proposal for the increased fees in conjunction with the requirement of a permanent solution be made within 6 months.

Gerard: Second.

Discussion: None.

Motion carries 5-0

#### **9. NH DMV automobile inspection station request – 28 Eaton Road**

Gerard: I make a motion we approve the NH DMV automobile inspection station at 28 Eaton Rd.

Carl: Second.

Discussion: None.

Motion carries 5-0

#### **10. Application for Parade Permit – September 15, 2017, PMHS Homecoming**

Carole: I make a motion to approve the Parade Permit for the Pittsfield Middle High School Homecoming Parade.

Gerard: Second.

Discussion: None.

Motion carries 5-0

#### **11. 2017 Tax Deed Waivers**

J.C. stated this will need to be done in non-public and they are going to move onto the next item for now.

#### **12. Town Hall storage request for Community Garden Committee's rototiller**

Cara stated that Adam Gauthier also offered the storage in his home. Adam stated he has made that offer and agreed to store the rototiller.

#### **13. Abatement – \$958.80 (payment plan residual interest) – 185 Wildwood Drive**

J.C. announced the item and called for a motion. Cara stated this amount is the difference of the residual interest and the payment plan interest that was agreed upon by a former town administrator. The town administrator deviated from the tax collection statutory interest rate. Cara stated that Erica needs something signed by the board to go into the system and abate the amount.

Carole: I make a motion to approve the abatement amount of \$958.80 for 185 Wildwood Drive.

Gerard: Second.

Discussion: None.

Motion carries 5-0

**14. Abatement – \$111.75 (accumulated fees while town-owned) – 81 Main Street**

Cara stated that this is the amount of sewer fees on the books when the town owned the property.

Carl: I make a motion to approve the abatement for 81 Main Street in the amount of \$111.75.

Jim: Second.

Discussion: Carole asked why some paperwork states 85 Main Street, Cara stated she made a mistake and it should all say 81.

Motion carries 5-0

**15. Funds transfer – \$800.00 to Conservation Fund (land use penalty collected)**

Cara stated 20% of the current land use change tax goes to the Conservation Fund, this was a town meeting action around 10 years ago.

Carl: I make a motion to approve the fund transfer of \$800.00 to the Conservation Fund.

Carole: Second.

Discussion: None.

Motion carries 5-0

**16. Funds transfer – \$13,795.20 from Floral Park Cemetery Fence Expendable Trust Fund**

J.C. announced that this is to pay for the invoice for phase 4 of the fence project.

Carl: I make a motion to approve the fund transfer of \$13,795.20 from the Floral Park Cemetery Fence Expendable Trust Fund to pay the invoice for phase 4 of the fence.

Jim: Second.

Discussion:

Motion carries 5-0

**17. Funds transfer – \$141,000.00 to fund the 2017 Town Meeting approved Capital Reserve additions**

J.C. announced this is to transfer \$141,000.00 to fund the 2017 Town Meeting approved additions to the Capital Reserve funds.

Carl: I make a motion to approve the fund transfer of \$141,000.00 to the 2017 Town Meeting approved Capital Reserve Fund.

Gerard: Second.

Discussion: None.

Motion carries 5-0



**18. Funds transfer – \$459.94 close Computer System Capital Reserve Fund to the General Fund (2017 article#9)**

J.C. announced that item 18 is the transfer of \$459.94 to close the Computer System Fund and add it to the General Fund, which was a town meeting decision in 2017.

Gerard: I make a motion to approve the fund transfer of \$459.94 from the Computer System Fund to the General Fund.

Carl: Second.

Discussion: None.

Motion carries 5-0

**19. Funds transfer – \$1,094.81 close Police Cruiser Capital Reserve Fund to the General Fund (2017 article#12)**

J.C. announced that item 19 is to close the Police Cruiser Fund and transfer \$1,094.81 to the General Fund, which was a decision made at the 2017 Town Meeting.

Gerard: I make a motion to approve the fund transfer of \$1,094.81 from the Police Cruiser Fund to the General Fund.

Jim: Second.

Discussion: None.

Motion carries 5-0

**20. Funds transfer - \$18,000.00 from Police Special Detail Fund to the General Fund (2017 article#12)**

J.C. announced item 20 is to transfer \$18,000.00 from the Police Special Detail Fund to the General Fund as determined by 2017 Town Meeting. Carl asked if this was the amount determined during the meeting and Cara confirmed that is the amount based on the fund balance from 2016.

Jim: I make a motion to approve the fund transfer of \$18,000.00 from the Police Special Detail Fund to the General Fund.

Carole: Second.

Discussion: None.

Motion carries 5-0

**21. Funds transfer - \$119,294.01 to Ambulance Replacement & Equipment Fund (2016 article#14)**

J.C. announced item number 21 is to transfer \$119,294.01 to the Ambulance Replacement & Equipment Fund as determined by the 2016 Town Meeting. Cara stated the 2016 town meeting was when that Fund was repurposed and she has been working with the auditors and DRA to determine the best accounting practices for the Fund, to be in compliance with the article. This establishes the fund balance as of January 2016, and after our 2016 audit is complete we will see where we are at to adjust to that balance.

Gerard: I make a motion to approve the fund transfer of \$119,294.01 to the Ambulance Replacement & Equipment Fund.

Carole: Second.

Discussion: None.

Motion carries 5-0

J.C. suggested taking a break to meet with counsel at 7:18 and the board agreed and the meeting was recessed.

J.C. thanked everyone for their patience during their recess and resumed the meeting at 8:01.

## **INFORMATION ITEMS**

### **1.Special School District Election – Tuesday, September 19, 2017 – 7 a.m. to 7 p.m.**

Gerard stated that the machine has been tested and the ballots are here. The School Board will be here covering the day. J.C. inquired about the Supervisors and Ballot Clerks, and Gerard stated that everyone will be here. The School will be paying for all the costs for this special election.

### **2.Donation to F.B. Argue Rec Area – beach toys & swim noodles**

Carl: I make a motion to accept the donation of beach toys and swim noodles by the Merrimack Valley Church.

Carole: Second.

Discussion: None.

Motion carries 5-0

### **4. NH DOT public hearings on 2019-2028 Ten Year Transportation Improvement Plan**

J.C. announced the public hearings for the NH DOT

### **5. NH DOT ditching project notification – NH Route 107 from NH Route 28 to High Street**

J.C. stated they were informed of ditching project going on.

### **6. BCEP Solid Waste District – August meeting information**

Gerard stated that BCEP had 5 candidates for the administrator's job and 2 did not show up. They did interview 3 and there will be an administrator picked soon. He will suggest the new person go to the selectboard meetings and introduce themselves.

## **OLD BUSINESS**

### **1.Town hall basement code issues (4/5/16)**

Cara stated once everyone is done with summer leave, the plan is to have the Building Inspector, Fire Chief, and Public Works come up with a plan and request the selectboard review and approve.

### **2. Sale of town owned/tax-deeded property**

#### **a. 81 Main Street – (sold 9/1/17, \$5,300.00)**

J.C. announced that this property was sold and returned to the tax rolls.

#### **4. Voter petition for formation of a Village Water District (4/4/17)**

##### **a. Public Hearing on proposed boundaries for a Village Water District (tabled 6/27/17)**

Cara stated that we have the revised proposed boundaries. Fred Okrent stated that he did not receive any suggestions on the boundaries after all the advertising. Jim confirmed with Fred Okrent that the company is not for sale, and asked if this would be a case of eminent domain. Fred Okrent stated not necessarily.

#### **5. Pittsfield Historical Society proposed relocation (6/13/17, review requested on hold 7/31/17)**

J.C. stated they are still on hold. Gerard confirmed with J.C. that there is another offer which is being reviewed by the Planning Board.

#### **6. Building permit process (8/22/17)**

J.C. stated that this is a continuance from the last meeting and Jesse stated he had some trouble with his computer and getting emails and that has since been fixed.

Carole stated that she just has some questions to get some clarification and to allow the public to be aware of the building permit process. Carole asked if the Fire Chief has to sign off on all building permits, Jesse referred to RSA 155 concerning buildings meeting the state fire codes. When someone comes in for a permit the permit goes through his department and some things the fire department has to approve, for example smoke detectors and alarm systems.

Carole asked if a form was revised to include the Fire Chief's name and for him to sign off on all building permits. Jesse stated he does not have a form with his name on it. Carole stated this is why she wanted to talk about this in public because she feels there is some misinformation out there. Jesse stated that all the forms that he has includes a section on the back where any department that would have input would need to sign if they are involved but the department might not need to. Carole asked if the form has been revised in the past 6 months, and Jesse stated no. Jesse stated that in the beginning the form did not tell what was supposed to be done, as a building inspector it tells me that I am supposed to make a standard for doing these. He did that years ago and that is the form he is using today.

Cara stated the form they looked at the other night has been the application for many years. There was a revision years ago for a simplified building project form and a commercial form but the residential form has not changed. Cara stated that there has been a department review section on the residential form for as long as she has record of.

Carole asked if the Fire Chief has to sign off on driveways. Jesse stated he was not involved in that, and Pete stated that Planning and Zoning got him involved.

Jesse stated that with planning when you do a subdivision you have to meet certain specifications and requirements for turnaround capabilities for emergency vehicles so they don't get stuck. Carole stated that is interesting because she is the selectboards representative on the Planning Board and she has not heard this before at any of their meetings.

There was some discussion about who was supposed to sign off on driveway permits. Carole stated she feels that people may be getting the runaround when they come in and that planning, zoning, the Fire Chief, and building should all be on the same page. She also

feels that if there is any change in forms it should be brought to the selectboard's attention. Cara stated that the driveway regulations have been the function of the Planning Board and it was her understanding that George has the appointed authority by the Planning Board to issue driveway permits. The recent class 6 highway request had brought the whole permit review process to light.

Carl asked if Jesse is still operating under the turnaround time that was discussed when he came on board, Jesse stated he is trying the best he can with the time he has. He has zoning stuff now and sometimes it's difficult.

Jesse asked if he could read something into the minutes. He read the following: "Building permit restrictions, the building inspector shall not issue any building occupancy permit for any proposed construction remodeling maintenance which does not comply with all the zoning ordinances, building codes and so on. Then it says if the building inspector is prosecuted for violation of RSA 643 and is found guilty of issuing any permits contrary to that. Then it says that the building inspector shall adopt a form and set of standards specified the minimum contents of a clear application for any building permit upon the submission of the completion, then goes on to say, acts and approves and denies with-in 30 days however nonresidential could be 60 days."

Jesse stated that we had spoke about this before and there is some research to do sometimes and it's not as simple as just issuing a permit and the research can take some time, especially if he has to contact other people.

Carl confirmed with Jesse that he is still falling within the RSA. Jesse also stated that the other issue that could delay the process is not having the application filled out completely, or payment. Carl confirmed with Jesse that if an applicant comes in with everything they need the process is completed in the timeframe.

Carole inquired about communicating the information needed to have a complete application to be processed the first time they come in and not having them come back to only get a list of other items needed. Jesse explained that the applicant should come to him with what they have and then he would determine if it is correct according to the code. But there could be issues if the applicant does things that are not up to code and finds out after he comes to me what they have done is not correct. He gave some examples.

Roland Carter commented on the driveways being described is for subdivisions, but when you have a property owner coming in to get a driveway permit so they can build a home it's not a subdivision.

Jesse stated when he used to do driveway permits he would receive the application and send it down to George, Carl asked why that's not being done now. There was some discussion concerning how the driveway permits are approved and the difference between a driveway, subdivision road, and a class 6 road, and also how an individual goes about getting a driveway permit. Carl stated that we are just trying to keep this a simple and clear as we can.

Jesse explained that there is a form that explains what needs to be done and the procedures that should be carried out and maybe we should go over that form and make any corrections and put that out to help the process be more clear.

Matt Simula inquired about the process he is trying to do and which forms he should be filling out because there is some confusion on if it should be residential or commercial.

There was some discussion concerning what this gentleman should do to go about getting the permits. He will meet with Jesse.

## **CHECK MANIFESTS**

### **1. Accounts Payable**

Gerard: I make a motion to approve Accounts Payable.

Jim: Second.

Discussion: None.

Motion carries 5-0

### **2. Payroll**

Gerard: I make a motion to approve Payroll and Direct Deposit.

Carole: Second.

Discussion: None.

Motion carries 5-0

## **MINUTES**

### **1. August 22, 2017 – Public Meeting Minutes**

Gerard: I make a motion to approve the August 22, 2017 Public Meeting Minutes.

Carl: Second.

Discussion: Carole has a couple grammatical corrections that will be given to Ammy.

Motion carries 5-0

## **PUBLIC INPUT**

Fred Okrent stated all the new maps and lists have been approved by all members of the committee and have been included in the minutes of that meeting.

Paul Nickerson suggested putting that back land on 37 Main Street to the house and change the boundaries so the library has some of the land for a parking lot. J.C. asked if he was going to bring that up at the next Planning Board meeting, and Paul stated he would.

Carmel Fogarty asked how to get a crosswalk put in between the bridge to Danis Market, and if was said that would be done with the state. J.C. stated we can ask the state.

Kevin Gibson asked what the process is for becoming on a member on the board and how long the process is. It was explained that if it is elected you have to be elected and if it is an appointment the committee would send in an appointment letter to the selectboard and voted on at a meeting. J.C. stated we received the appointment letter.

J.C. stated the board will be going into non-public under RSA 91-A.

Carl: I make a motion to go into Non-Public under RSA 91-A:3, II (a) & (c)

Gerard: Second.

Discussion: None - Roll call was done and all approved.

The Board returned to public session.

Gerard: I make a motion to seal the non-public minutes as they may affect adversely the reputation of any person other than a member of this board.

Carole: Second

Motion carries with a 5-0 roll call (2/3 achieved) vote, all approved.

J.C. stated they have some Tax Deed Waivers to consider.

Cara stated that the first batch to deal with are the ones who have current active payment plans.

Carl: I make a motion to accept the Deed Waivers for the properties with current, active payment plans.

Jim: Second.

Discussion: None.

Motion carries 5-0

Cara stated the next batch are properties that do not have payment plans.

Carl: I make a motion to not accept the waivers for properties that do not have payment plans.

Carole: Second.

Discussion: None.

Motion carries 5-0

Cara stated the last one would be the property with a payment plan that fell out of current status but they put in a letter for consideration because they are going through the mortgage process.

Carole: I make a motion to give 20 Oak Street a deed waiver for 90 days.

Jim: Second.

Discussion: None.

Motion carries 4-1 Gerard opposes.

J.C. stated we now need to move onto a personnel matter involving a grievance filed.

Jim: I move that we agree to the remedy suggested for the grievance before us.

Gerard: Second.

Discussion: None.

Motions carries 5-0

Cara asked who would the board like to have contact, there was some discussion and it was decided that a letter would be prepared and J.C. will help with that.

Gerard stated he would like to give an answer to Mr. Gibson's economic committee application.

Gerard: I make a motion not to accept Mr. Gibson's application to the Community Development Committee.

Carole: Second.

Discussion: Gerard stated his outburst tonight proved to him that he is not capable of working with people. In his opinion that is unacceptable behavior to be on a committee.

Motion carries 5-0

Cara stated that Chief Pszonowsky informed her that Kenneth White has resigned and is starting employment with Merrimack effective October 2017. J.C. asked if we should send a letter of thanks for the years of service he gave to the town of Pittsfield.

Gerard: I make a motion to accept the resignation of Lt. Kenneth White with regret.

Jim: Second.

Discussion: None.

Motion carries 5-0

Gerard stated he hopes everyone gets to the polls on the 19<sup>th</sup>. J.C. stated he hopes we have a great voter turnout. Jim asked how many voters we had on the blizzard day and it was stated around 400.

Carole: I make a motion to adjourn.

Jim: Second.

Discussion: None.

Motion carries 5-0

Approved:

  
James C. Allard, Chairman

10 Oct 2017  
Date



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

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**TUESDAY, SEPTEMBER 12, 2017**

**6:00 p.m.** – call to order

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**PUBLIC HEARING** – 6:15 p.m. – Additional State Highway Block Grant Aid, \$99,212.55

**NEW BUSINESS**

**ACTION ITEMS**

1. Meeting date for economic development presentation
2. Safe Routes to School project update
3. LED street lighting conversion project proposal
4. Sewer Slip Lining project priority list
5. Clark's Pond Dam engineering design service proposal
6. Town equipment no longer in service
7. BCEP Solid Waste Disposal request – tires
8. Proposal from Rustic Crust – cost sharing for Joy Street pump station pumping
9. NH DMV automobile inspection station request – 28 Eaton Road
10. Application for Parade Permit – September 15, 2017, Pittsfield Middle High School Homecoming
11. 2017 Tax Deed Waivers
12. Town Hall storage request for Community Garden Committee's rototiller
13. Abatement – \$958.80 (payment plan residual interest) – 185 Wildwood Drive
14. Abatement – \$111.75 (accumulated fees while town-owned) – 81 Main Street
15. Funds transfer – \$800.00 to Conservation Fund (land use penalty collected)
16. Funds transfer – \$13,795.20 from Floral Park Cemetery Fence Expendable Trust Fund (phase 4)
17. Funds transfer – \$141,000.00 to fund the 2017 Town Meeting approved Capital Reserve additions
18. Funds transfer – \$459.94 close Computer System Fund to General Fund (2017 article#9)
19. Funds transfer – \$1,094.81 close Police Cruiser Fund to General Fund (2017 article#12)
20. Funds transfer - \$18,000.00 from Police Special Detail Fund to General Fund (2017 article#12)
21. Funds transfer - \$119,294.01 to Ambulance Replacement & Equipment Fund (2016 article#14)

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Special School District Election – Tuesday, September 19, 2017 – 7a.m. to 7p.m.
2. Donation to F.B. Argue Rec Area – beach toys & swim noodles
3. 2018 Town Meeting Citizen Petition – Dan Schroth
4. NH DOT public hearings on 2019-2028 Ten Year Transportation Improvement Plan
5. NH DOT ditching project notification – NH Route 107 from NH Route 28 to High Street
6. BCEP Solid Waste District – August meeting information

**OLD BUSINESS**

1. Town hall basement code issues (4/5/16)
2. Sale of town owned/tax-deeded property
  - a. 81 Main Street – (sold 9/1/17, \$5,300.00)



- b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)
3. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. Voter petition for formation of a Village Water District (4/4/17)
  - a. Public Hearing on proposed boundaries for a Village Water District (tabled 6/27/17)
5. Pittsfield Historical Society proposed relocation (6/13/17, review requested on hold 7/31/17)
6. Building permit process (8/22/17)

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. August 22, 2017 – Meeting Minutes

**PUBLIC INPUT**

Public Input standards: The Board of Selectmen may accept the public’s input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less.

**NONPUBLIC SESSION**

The Board of Selectmen may enter into Nonpublic Session under RSA 91-A:3

*Please note: The meetings of the Board of Selectmen are recorded, audio and video.*