



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

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**MEETING MINUTES OF Tuesday March 21, 2017**

**CALL TO ORDER**

Call to order at 6:00 p.m. by Larry Konopka, Chairman

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

**PUBLIC INPUT – regarding agenda items only**

None.

**AGENDA REVIEW**

Gerard: None.

Carole: Questions under number 9.

Larry: Information additions of public input standards, selectman stipend, and a non-public.

Carl: None.

**NEW BUSINESS**

**ACTION ITEMS**

1. Board of Selectmen organization

Larry explained that the board should appoint a chair and vice chair.

Board of Selectmen Chair

Carl: I make a motion to appoint Larry Konopka as Chairman of the Selectboard.

Carole: Second.

Discussion: None.

Motion carries 4-1 Larry abstains.

Board of Selectmen Vice Chairman

Carl: I make a motion to appoint Gerard LeDuc as Vice Chairman of the Selectboard.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains.

2. Board of Selectmen committee assignments

Larry stated that the board should appoint committee and board representatives.

Planning Board Representative

J.C.: I make a motion to appoint Gerard as the Planning Board Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains

Alternate Planning Board Representative

Larry: I make a motion to appoint Carole as the Alternate Planning Board Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 Carole abstains

Budget Committee Representative

J.C.: I make a motion to appoint Gerard as the Budget Committee Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains

Alternate Budget Committee Representative

Carl: I make a motion to appoint Carole as the Alternate Budget Committee Selectman Representative.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Carole abstains

Union Negotiations Representative

Carl: I make a motion to appoint Larry as the Union Negotiations Selectman Representative.

Gerard: Second.

Discussion: None.

Motion carries 4-1 Larry abstains

Alternate Union Negotiations Representative

Gerard: I make a motion to appoint J.C. as the Alternate Union Negotiations Selectman Representative.

Carole: Second.

Discussion: None.

Motion carries 4-1 J.C. abstains

B.E.C.P. Representative

Carole: I make a motion to appoint Gerard as the B.E.C.P Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains

Suncook Valley Regional Town Association

Carl: I make a motion to appoint Gerard as the Suncook Valley Town Association.

Carole: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains

Economic Development Committee

Carl: I make a motion to appoint J.C. as the Economic Development Committee Selectman Representative.

Gerard: Second.

Discussion: None.

Motion carries 4-1 J.C. abstains

Wellness Coalition

Carl: I make a motion to appoint Larry at the Wellness Coalition Selectman Representative.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Larry abstains

Foss Scholarship

Carl: I make a motion to appoint Carole as the Foss Scholarship Selectman Representative.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Carole abstains

Aqueduct Purchase Committee

J.C.: I make a motion to appoint Gerard as the Aqueduct Purchase Committee Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 Gerard abstains

Town Properties Real Estate Selectboard Representative

Larry stated that Carl would like to have an appointment to him or someone else that would be interested in being the point of contact of the selectboard for any questions or information concerning town owned property.

Carole: I make a motion to appoint Carl as the Town Properties Real Estate Selectman Representative.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Carl abstains

Alternate Town Properties Real Estate Selectboard Representative

Carole: I make a motion to appoint J.C. as the Alternate Town Properties Real Estate Selectboard Representative.

Gerard: Second.

Discussion: None.

Motion carries 4-1 J.C. abstains

Hazardous Mitigation Committee

Carole: I make a motion to appoint J.C. as the Hazardous Mitigation Committee Selectman Representative.

Carl: Second.

Discussion: None.

Motion carries 4-1 J.C. abstains

Cara stated that Erica is informing all the boards and committees that have vacancies. And asked if the selectboard would like to advertise for any openings on the website, and the board said yes. Carole asked about the new appointees to the budget committee, Cara stated off the top of her head she believes it was Jeremy Emerson, Richard Guild, Tom Hitchcock and Katie Bachelder.

3. Abatement – 186 Deer Meadow Road, \$300.00 (Veterans' credit)

Carole: I make a motion to approve the abatement in the amount of \$300.00 for 186 Deer Meadow Road.

Carl: Second.

Discussion: Larry confirmed with Cara that it meets the requirements.

Motion carries 5-0

4. Abatement – 185 Wildwood Drive, \$642.27 (payment plan residual interest)

Cara stated that this was arranged with the previous town administrator and selectboard, and it was arranged that the interest rate differs from the tax collection software. So it requires an abatement for the difference in interest. Carole asked if this person is current, and Cara confirmed that they are meeting all of the obligations of the agreement, but they are not caught up with the levies. Carole confirmed with Cara that they will have to do another abatement next year. Carl confirmed with Cara that they are paying what they agreed to. J.C. asked if we will be doing any more of these agreements and Cara stated no, that she is not comfortable doing these without the board's approval.

Carole: I make a motion to approve the abatement in the amount of \$642.27 for 185 Wildwood Drive.

J.C.: Second.

Discussion: None.

Motion carries 5-0

5. Abatement – 43 Ingalls Road, \$1,482.00 (duplicate payment)

Gerard: I make a motion to approve the abatement in the amount of \$1,482.00 for 43 Ingalls Road.

J.C.: Second.

Discussion: Carl asked how we got a duplicate payment, and Cara explained what happened – when a payment is abated in between property tax billings, the tax software does not account for the abated amount as a payment when the annual tax is calculated in the fall, so the first half billing was collected twice, once when the property was redeemed to stop the tax deeding and a second time by the mortgage company in the fall. The property was due to be tax deeded and the amounts due had been abated off the tax system, but the property had been redeemed before the tax deed was recorded (and the taxes were successfully collected before the second half/annual tax was issued, however the collection of the taxes to stay the tax deed are collected in the Selectmen's Office and not through the tax collection system).

Motion carries 5-0

6. Tax Map maintenance contract (4/1/17-3/31/18) – Cartographic Associates, Inc.

Cara stated that this is a renewal of the tax map maintenance contract. Cartographic Associates have been used for as far back as she can see. We send them all of our assessing and mapping information once a year, and they update the maps and give us paper and pdf's that Clayton puts on the website. Larry confirmed that it is in the amount of \$2,050.00 and \$15.00 for anything additional, Cara stated we have not had to pay and additional costs because we always have stuck within the traditional lot mergers and sub divisions. Carl asked if there is a breakdown of the work they do, and Cara stated yes that she has a record of all the work they have sent in and received back. Carl asked if we send them a subdivision or lot line adjustment if they change that and send it back to us, Cara stated yes. Carl then asked if this amount was a minimum amount, Cara stated that it is a flat rate. Carl then stated that in that case there is no opportunity for additional fees, Cara stated yes unless we ask them to do above and beyond the scope of work in the contract, for example it states in the contract the additional fee for building sketches but we have never done that. Carole asked why it is not done on a calendar year, and Cara stated it goes with the property tax year of April 1<sup>st</sup> to March 31<sup>st</sup>.

Carl: I make a motion to approve the Tax Map Maintenance Contract from Cartographic Associates, Inc.

Gerard: Second.

Discussion: None.

Motion carries 5-0

7. Economic Development Committee resignation, Donna Ward

Gerard: I make motion to accept Donna Ward's resignation from the Economic Development Committee.

J.C.: Second with regret.

Discussion: J.C. stated that it will be a loss to the committee and will write a letter of thanks.

Motion carries 5-0

8. Election Day photo for town website request

Gerard asked Cara to put the picture on the website and didn't realize it was going to create such a tizzy.

Larry stated that there are three selectman in the photo and two are candidate's which could cause an issue. Carole said she does not feel it's a good idea, and that she feels that is not what the website is for.

#### 9. Town Hall administration office phones

There were some concerns brought forward. Carl stated he got here early and had a discussion with Cara. Carl feels the answering system is antiquated and there are some parts of it that are awkward but without spending a boat load of money it would be hard to resurrect. But with some changes we can make some improvements, Cara mentioned sprucing up the greeting. Carl mentioned that with the concern, that if the phone rings for Cara it should probably be answered by Bonnie or perhaps Ammy. The answering machine can get full perhaps if someone is on vacation and can't pick up messages. Larry mentioned that we are missing a person in that office and sometimes Cara can't drop what she is doing to answer all the calls that come in, but as long as the calls are being answered by the end of the day it should be fine. Carl understands that sometimes the call is going to have to go to voice mail but if it is obvious the phone is ringing for Cara and she is not there, is there any reason the board feels that somebody else in the office can't pick it up. Cara did clarify that we are all close enough to hear it. There was some discussion on situations when Cara maybe too busy, already on the phone or in the middle of doing something to answer all the calls coming in. And if other people in the office are answering the phones they may not be able to help the person because of not knowing the details of information of the different jobs in the office. And also confidentiality can become an issue as far as welfare and DMV information can be difficult for Bonnie and Cara to answer. Ammy mentioned that a lot of times if someone does not get an answer they will go back to the main menu and call someone else anyway.

#### 10. Public Input Standards

Larry explained that he feels that there should be some standards for the public input. Larry thinks that if we set a standard we may avoid some issues. Larry suggested a three-minute time frame, be courteous and respectful, and address the chair. Carl suggested announcing the video and audio recording. Larry requested these items be put on the agenda. Larry asked if anyone would like to remove agenda items only from the first public input section. Carl stated that he feels it should stay like that and if someone wants to talk about something they should make an appointment. Cara explained that if anyone brings a concern forward and wants to address the board that would require action, she asks them to submit a written request and any corresponding paperwork so it can be added to the agenda packet by the Thursday before the next meeting. J.C. asked for some clarification on public input, the board and Cara discussed that if someone has an agenda item they would like to address that would be done in the first public input time frame, if someone wants to address a problem that would need action from the board that would be brought forward with corresponding information before the meeting to be put on the agenda, if someone would like to make any comments or bring forward a concern that does not need any action taken from the board that would be done during the public input at the end of the meeting.

#### 11. Building Permit fees waived for the home that burned down.

Cara stated that Jesse received a request from the home owners of the home that recently burned down to waive the permit fees. Carl asked if there was any way we legitimately can ask for their financial condition, like if they had any insurance. He stated he is not trying to make it harder for them, because he understands what they are going through. Larry asked how soon they would need an answer. Jesse stated they were in and are going to start pulling permits this week. Larry asked if this was something that should be discussed in non-public. Carole asked if they are

looking for the waiver for just the permit fees, and Jesse confirmed that. Cara mentioned we have done this in the past when other buildings have burned down. Larry was not sure if Jesse had additional information that would be better to discuss in non-public. Jesse stated they came in yesterday to inquire about permit stuff, they do have insurance but sometimes insurance does not cover everything. Jesse stated they are going to require a trailer brought in with temporary service and a permit for that would cost around \$45.00 and also plumbing and other items for the temporary building. Then they will need permits for when they start the work for the permanent structure and those costs can add up. Larry inquired about what the total fee cost would be, and Jesse stated it would normally be between \$175.00-\$300.00, depending on what they build. Jesse said in the past they have waived half. Larry and Carl said they would be ok with that. Carole and J.C. stated they would like to waive them all.

J.C.: I make a motion to approve waiving the all the fees from the town for the re-building process.

Carole: Second.

Discussion: None.

Motion carries 4-1 Gerard opposes (he would rather do half the costs)

### **INFORMATION ITEMS**

#### **1. March 6, 2017 Transportation Advisory (TAC) Committee report**

Larry asked the board if they had any questions. Carole asked if this is the group that could help us with the paving concerns we have in town on the state maintained roads. Mr. Mitchell and Mr. Pritchard go to these meeting and Carole feels that they could be bringing our concerns to these meetings they are attending. Carole suggested we ask these gentlemen to come in and we can discuss what happens at the meetings and how we can get our concerns brought forward.

#### **2. Selectman Stipend**

Larry presented Cara with a letter to donate his stipend for the year.

#### **3. Family Health Center of the Concord Hospital**

Cara stated that Bonnie is here to explain the program. We wanted to inform the board there was going to be some people in our community next week. It is a resource that the town has that not everyone would be aware of. Bonnie said the police and fire departments are also included in this. Susan Hemmingway from the Family Health Center at Concord Hospital has student resident physicians who go into Concord Middle High School every Thursday, they have a school based health program called Patch. It gives the students the ability to be seen for various health concerns. They are interested in getting the medical students to explore Pittsfield to see and learn about the community, to help educate the students on their potential patients on where they come from and the environment they live in. They feel it will help them become better doctors. They will be coming into the town on Thursday the 30<sup>th</sup>, starting at the middle high school and visiting with the police and fire department. They are going to be at the town hall to ask questions about the different services we offer. So if anyone has any questions for them they can come in and ask them.

#### **4. CED Electric donation thank you letter**

Larry stated we have a letter of thanks for the donation of electrical supplies for the food pantry.

J.C.: I make a motion to approve and sign the letter of thanks for CED Electric donation to the food pantry.

Gerard: Second.

Discussion: Carole asked when the food pantry is going to be moving and Cara stated it will be soon, and we will have to do more of these letters. Carl asked about the accepting donations for the town, and if it should be voted on. J.C. stated this was a donation to the food pantry not the town. Carl then asked about the stipend that Larry was donating. Larry stated that it was not an amount that a public hearing would need to be done. Cara stated this is a request not to receive payment from the town, like an unexpended appropriation opposed to putting in a wood floor. Larry stated it was just a letter requested by Cara for a paper trail. Carl stated the way he reads the town policy it does not specify any dollar amount and feels that any gift or donation we should take a vote, even if it's just a pencil it only takes 30 seconds to take a vote.

Motion carries 5-0

Larry recused himself so the board can vote to accept his stipend.

Gerard called for a motion to accept Larry's stipend.

Carl: I make a motion to accept the donation of Larry's stipend.

J.C.: Second.

Discussion: None.

Motion carries 4-0

Carole asked when we are going to go to bi-weekly payroll, Cara stated that will begin in June she just received permission from the Department of Labor. A notice was just given to the employees. Carole also asked if accounts payable could be bi-weekly and Cara said that was going to be her next question and that it could be done if the board would like to do that. Carole stated that would be wonderful.

Carole inquired about the evergreen clause in the contracts, because it was mentioned during the school contract discussion. Cara said she believed that the "evergreen" statute was repealed, but will look into it.

Carole asked Chief Cain about the administrative assistant, and Cara said it will be discussed during non-public.

#### **OLD BUSINESS**

4. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)  
We are still waiting to hear if Sansoucy will change the contract amount to the balance of the encumbrance.

5. Wellbuilt Cabinetry, LLC – RSA 79-E Application for Community Tax Relief (2/21/17)  
J.C. asked about the progress for this and Cara gave those answers, waiting for town counsel to review the covenant.

#### **CHECK MANIFESTS**

1. Accounts Payable



Gerard: I make a motion to approve Accounts Payable.

J.C.: Second.

Discussion: None.

Motion carries 5-0

## 2. Payroll

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

J.C.: Second.

Discussion: None.

Motion carries 5-0

## MINUTES

### 1. March 7, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the March 7, 2017 Public Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carries 5-0

## PUBLIC INPUT

Bob Schiferle suggested putting on the next agenda to talk about some strategic goals that this board would like to accomplish in the next year. And then publicize those so that the other boards and committees can see them and maybe work towards them as well. He gave a suggestion of getting more business in town and how we all can work towards that goal. Have it a regular agenda item so the other boards and committees can come in and discuss anything they have done to help accomplish that goal. He feels citizens would appreciate seeing goals set and seeing something being done to accomplish those goals. Larry stated that DRED is willing to come back in and he would like to have them come again and get other committees and boards involved.

Public Input closed.

The board went into Non-Public

J.C.: I make a motion to seal the Non-Public minutes

Gerard: Second.

Roll call was done and all approved to seal the minutes

Motion carries 5-0

Carole: I make a motion to hire a part time administration assistant for the police department at step 0 \$14.10 an hour for 27 hours per week.

Carl: Second.

Discussion: None.

Motion carries 5-0

Carole: I make a motion to authorize Chief Cain to advertise for part time police officer positions.

Carl: Second.

Discussion: None.  
Motion carries 5-0

Carl: I make a motion to adjourn.  
Gerard: Second.  
Discussion: None.  
Motion carries 5-0

Approved:

 4/19/17  
Lawrence Konopka, Chairman      Date



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

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**TUESDAY, MARCH 21, 2017**

**6:00 p.m.** – Call to order – Regular Session

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**NEW BUSINESS**

**ACTION ITEMS**

1. Board of Selectmen organization
2. Board of Selectmen committee assignments
3. Abatement – 186 Deer Meadow Road, \$300.00 (Veterans' credit)
4. Abatement – 185 Wildwood Drive, \$642.27 (payment plan residual interest)
5. Abatement – 43 Ingalls Road, \$1,482.00 (duplicate payment)
6. Tax Map maintenance contract (4/1/17-3/31/18) – Cartographic Associates, Inc.
7. Economic Development Committee resignation, Donna Ward
8. Election Day photo for town website request
9. Town Hall administration office phones

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. March 6, 2017 Transportation Advisory (TAC) Committee report

**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. 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. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)
5. Wellbuilt Cabinetry, LLC – RSA 79-E Application for Community Tax Relief (2/21/17)

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. March 7, 2017 – Public Meeting Minutes

**PUBLIC INPUT**