



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

MEETING MINUTES OF Tuesday April 18, 2017

CALL TO ORDER

Call to order at 5:00 P.M. by Gerard LeDuc, Vice Chairman

The Selectboard went into Non-Public session.

Call to order of Regular Session at 6:08 P.M. by Gerard LeDuc, Vice Chairman

MEMBERS PRESENT

Gerard LeDuc, Vice-Chairman

Carole Richardson

Carl Anderson

J.C. Allard

MEMBERS ABSENT

Larry Konopka, Chairman

OTHERS PRESENT

Cara Marston, Town Administrator

Ammy Ramsey, Recording Secretary

PUBLIC INPUT – regarding agenda items only

Adam Gauthier reviewed the Safe Routes to School project in the agenda packet, and inquired about increase of \$71,000.00 in the estimate. Cara stated the project has a federal/state offset so we should be able to get that from a grant source. Adam stated according to the email it said that it was in hopes that we would, but we would have to raise that before we get that back. Cara stated that because it is grant funded we would not, but before we lock into any bids moving forward we would have to make sure we have the funding. But we can't move forward without the engineering contract and right of way documents.

Public Input closed.

APPOINTMENTS

6:00 p.m. – Mike Tardiff, Central N.H. RPC Transportation Committee update

Ted Mitchell introduced Mike Tardiff and stated that Dean Williams was not able to make it this evening. Mike Tardiff stated that Ted Mitchell and Jim Pritchard are active and appreciated members of the Transportation Advisory Committee. The committee is a subcommittee to the planning commission who provides recommendations to the full commission regarding the projects for the inclusion in our part of the 10 year plan. They just

had a public hearing last week, were they adopted TIP which is the first step in the process. There are 8 other regional planning commissions but we have been successful in getting projects done around the area. He mentioned the Main Street project in Chichester was one that they were successful with, as well as the left hand turn lane in Chichester on Route 4. He also mentioned a few more projects that are in the 10 year plan. This would be the time to start talking about making a case for projects that would be on the state highways. Those projects take time to form a proposal and stated that it took 11 years for the roundabout up off exit 9 on Route 89. If there is anything that pertains to safety improvements, now would be the time to start discussing those and bring that case forward as well. The staff at the planning commission tries to work with the towns to try and identify those spots and get some of those projects funded and completed. They do other things like the Brownfields program, too, possibly with the cannery, and the public works site, the phase one assessments are completed and the phase two assessments are coming up. Pittsfield is one of three communities that had projects on our Brownfields assessment program, which is an economic growth tool. Gerard asked about changing the limited access on Route 28, and Mike stated that he has not seen a limited access change to an unlimited access and explained that the limited access project that was done in the 90's was done for several different reasons. That would not be an easy change because of the way it was done with the original project. Carole stated she has concerns about paving in town and was wondering if Mike was the person to talk to about those concerns. Mike stated he is not the person to talk to about that but when it is a project for paving it would not be in the 10 year plan. You could start waving the flag in the district with those concerns and it could be something we could assist in conversations with. He did state that there have been budget issues, and that some roads are being kept in good condition and that the bad roads are staying that way. They are hopeful that some info structure and federal funding will help with that. Carole stated that we have heard different excuses about different districts and they don't talk with each other. Mike did confirm that Pittsfield does have that issue with different districts, but he can go back and talk with Dean Williams and he may be able to help.

6:15 p.m. – Mark Lutter, NE Property Tax Consultants, 60 Main St. property tax abatement appeal – discussion tabled until next Board meeting.

6:30 p.m. – EMD Rob Freese, 2017 Hazard Mitigation Plan update

Rob Freese stated that the board appointed a committee back in September to update the Hazard Mitigation Plan, they have been meeting regularly and posting those meeting times. Rob is presenting the conclusion of the Plan this evening. He explained that it consisted of an outlined plan that would prevent and reduce loss of life and property in the event of a disaster. The plan is required to be updated every five years in order to be eligible to receive federal funding in the event of declaring a disaster and helping the community to rebuild. The plan was last updated in 2012, so we used that plan as a basis but the format had changed since then as well. We determined the planning area to include the entire community of Pittsfield and worked towards relating with our surrounding communities. We built a team that was appointed by the selectboard to include, Selectboard Member J.C. Allard, the Police Chief as the Deputy Emergency Management Director, Brian Eldredge from the Highway Department, Rob Freese as the Emergency Management Director, Cara

Marston who has been instrumental in the process, Chief Pszonowsky from the Fire Department, Ken White as a representative from the EMS side of the Fire Department. And we had help from the Central New Hampshire Regional Planning Commission to help us through this process as well. We created an outreach strategy and publically placed our notices so we were in compliance with those requirements. We reviewed the community capabilities to assess our response time and evaluate the resources we have available. In the course of doing this we signed an agreement with the Capital Area Public Health Network. Mary Reed attended a couple sessions to help us know what they can assist us with and Rob signed an agreement to be able to engage the services when we have an event. We are now at the part of the process where we review the overall plan and we look at the hazards across the community, updating the plan on how to mitigate those circumstances. The new plan is 188 pages of detail that is required of us to participate in. It has enlightened us on opportunities that we have available here in town that we can take into consideration when we are in need to house people and various other resources that we would need during an event. Rob presented maps and was willing to answer any questions that anyone might have.

Mike Wolfe asked how many hours was put into updating this plan, and will it take that many in 5 years when you need to do this again. Rob stated it was more than they planned for, and he estimated it being in the hundreds spreading across all the people and entities that were involved. Rob and Cara stated that the format had changed from the federal side, and the Local Emergency Operations Plan rules had changed. The thought was if we established a committee that they could meet and do annual updates so it won't be that bad and time consuming every five years when it's time to update the plan.

Randy Severance asked if this was going to be available online. Cara stated yes. Rob stated that there are maps available to view and the plan is available on the website.

Ammy Ramsey asked about having a notice or a place that volunteers could go to sign up to help. Rob explained that there is an Emergency Operations Plan, but the Hazard Mitigation Plan is to plan ahead in preparation for an event. But volunteers are always needed, if anyone has special skills we can identify those. We would like participation in the regional sheltering program that is well managed in Pembroke, the Marston Bus Company has been a part of the plan for transportation needs. We are resource constrained, for example the fire department would have a hard time handling or sponsoring a shelter the same time they are doing emergency response. So assisting outside resources would be a method of volunteering. If there are people with special resources to assist the highway department would be beneficial and we are in a mutual aid agreement with the communities around us.

Adam Gauthier asked about the elementary school being used as a shelter during an event, Rob explained that it depends on the event. They explored the Community Center as well as both schools, but it can be a challenge in some situations because there are no generators in place. And those can be costly, because the switching gear can be as expensive as the generator themselves. Adam asked if there is a backup plan to send people in the case of there being no power in town. Rob stated yes, that is part of the agreement he signed with

Capital Area Regional Health Organization in the Allenstown/Pembroke area, but we are expected to help staff them if we are sending people there.

Tracy Huyck asked if the Allenstown/Pembroke area have looked at their capacity to see if it would be enough to accommodate several towns if needed. Rob explained that the Capital Area Public Health Network has a number of regional locations around the state and that there are capacity constraints but there are facilities that could take overflow. Rob also stated that in the Emergency Operations Plan we are expected to be able to take care of ourselves as a community for three days before any of the white horses come in to save us.

Gerard commented that with the past floods in our community we had volunteers coming out of the woodwork. Rob expressed that was one of the greatest things about our community, we have a younger demographic to our community. Our flood plain areas have grown on the recent maps which is a concern.

NEW BUSINESS

ACTION ITEMS

1. 2017 Municipal Budget – discussion with department heads

Gerard asked Chief Pszonowsky how his budget was running, and Chief Pszonowsky stated it was going ok, they are keeping an eye on the overtime. Cara stated there are some considerations that need to be made for the fire department budget. We need to discuss the 2017 adjustments for the employment contracts. Cara emailed out a budget workbook that included some proposed line adjustments to account for the employment contracts. Cara explained that there are 13 lines that need to be adjusted. Line 259 you will add \$5,000.00, and removing \$300.00 from uniforms, \$150.00 from hiring expenses, \$1,000.00 from fire fighter compensation, \$1,500.00 from protective gear, \$200.00 from new equipment, \$500.00 from training, \$200.00 from EMS uniforms, \$300.00 from EMS protective gear, adding \$200.00 to billing services to be in line with what we know we are going to spend, removing \$500.00 from diesel, \$500.00 EMS new equipment, \$50.00 from water charges which is the \$5,000.00 needed for the adjustment.

Cara stated that what is adjusted tonight will be provided to the budget committee to keep them informed. Carl inquired about the overtime and vacation time coverage staying the same. Pete confirmed that he is taking up some of that work so those line items stay the same.

Carl: I make a motion to approve the proposed changes in line items in the fire department's budget.

J.C.: Second.

Discussion: None.

Motion carries 4-0

George stated that they made some adjustments to his budget to keep Scott at full time. He recommended taking \$30,000.00 from sidewalks, \$1,500.00 from municipal plowing, and \$1,491.00 in line stripping.

Carl: I make a motion to approve those adjustments.

Carole: Second.

Discussion: None

Motion carries 4-0

George had another concern for the cut in the uniform line. The budget committee didn't ask any questions before cutting that, and it is not just used for uniforms we also purchase grease rags and other things from that. We just did negotiations during the budget process with three different companies, and we have a new contract which saved \$1,000.00. The other part of this issue is that we do the maintenance to our equipment and get pretty dirty and have to change out of our uniforms to get into our own trucks to go home. This company does a good job cleaning our uniforms as well. Without the uniforms we are probably not willing to do the maintenance work. We save monstrous amounts of money doing this work and the budget committee never asked any questions before making the cut. If we sent out our equipment for maintenance, it would cost over \$30,000.00. We work on our equipment on a daily basis and get filthy by the end of every day. There is a \$2,000.00 penalty because we have a contract with them. I would like to move the money for the uniforms out of the line stripping line item. Carl confirmed that it would not affect Scott's position, and George confirmed that and he stated he will just have to figure out which road not to stripe this year. It will most likely be Upper City Rd. because it has less traffic.

Carl: I make a motion to approve money being taken out of the line striping line item to pay for the uniform line item shortfall.

Carole: Second.

Discussion: None.

Motion carries 4-0

George also stated that he will be running out of diesel fuel this year, for a little history back in 2010 there was a cut of \$10,000.00 and the budget committee just cut more. As of today a little over \$14,000.00 has been spent out of the \$26,000.00 budgeted, the tank is empty now and will be filled tomorrow. We just started grading and the crude oil is going up, so diesel fuel will be going up. We had a hard winter and when the budget is cut based on a mild winter we have a hard time when we have a hard time finding the money. So his department is in a pickle because of the cuts made and he is expecting to run out of money. We had some issues with trucks this winter and they were motor issues and are over spent with equipment. George mentioned we may have some money left in paving with the Safe Routes to School Project were it is, but Cara did mention that we will be going out to bid with that project.

George saw the minutes from the last meeting and saw that there was a question on the bid process being followed for the purchase of the truck, and it was clarified that the bid process was followed and there was a lower bid then the one agreed too. The reason the lowest bid was not acted on was because that bid was from a dealer in Massachusetts and it would have cost more to get the truck back to Pittsfield then the savings. But the bid process was followed.

George also mentioned the library sewer line was discussed at the last meeting. George stated that we already know that the sewer line is broke, and that spending the money for the scope would only confirm what we already know. Cara asked George is the \$800.00 was a waste of money to camera the pipe, and George thought so in his opinion. Cara stated that is why she went to Bill Gilpatric from Waste Water and asked about the work needed, but they have not received any other bids for the proposed work to fix the problem. Bill had hoped to get a lower bid. George feels that it is not too high because you have to go through the state and get the approvals to do the work. It is a state right of way and we can't do any of the work without their approval. With having to do what the state wants and what Waste Water feels is the recommended solution to handle the waste, it won't be cheap either way. There was some discussion on the cause of the problem being the water saver toilet that was there, and it not using enough water to properly discharge to the sewer line. George did clarify that they did change that so it would not cause further problems.

Chief Cain stated for his budget he would suggest moving some funds from the prosecutor line to help with the issues discussed earlier. Moving \$15,000.00 from the prosecutor line to the over time line to help offset the impact of the lost positions. Cara spoke with the board earlier as well and suggested moving an additional \$5,000.00 from the prosecutor line to the executive budget for the town administrator's line, to uphold the contract.

Carl: I make a motion to approve the adjustment of the line items as discussed.

Carole: Second.

Discussion: J.C. clarified the total amount being taken from the prosecutor line being \$20,000.00, Chief Cain clarified that \$15,000.00 will go to over time and \$5,000.00 to the town administrator's line item, leaving \$10,000.00 in the prosecutor line.

Motion carries 4-0

2. Hazard Mitigation Plan update – presentation for public input

These were discussed at the appointment time.

3. Property Tax Abatement pending appeal discussion – 60 Main Street

Cara stated that Lauren will be available to discuss the material submitted May 2nd to have a formal discussion.

Carl: I make a motion to table.

Carole: Second.

Discussion: None.

Motion carries 4-0

4. Community Garden proposal – behind Town Hall

Adam Gauthier presented the proposal to the board. Adam stated that there are a few community members that would like to start a community garden. They measured the space at the bottom of the hill behind the town hall and they have enough room for a garden. The garden would be 50x60 which would be split into 10x10 plots with 2 walkways. They would ask for a donation of \$10.00 a plot for the permission to use the water at the

town hall. Our thoughts were to possibly use sprinklers 10 minutes in the morning and at night. Which would be around \$200.00 to \$250.00 as a reimbursement to the town. If a person is unable to make the donation we would look for a sponsor to cover the cost. We are not looking to make a profit from this any donations would be turned over to the food pantry. Our goal is to help the food pantry and the citizens. There are a few plots that are designated for the food pantry. We have thought about a \$5.00 fine for not tending to your plot to keep the weeds down, and also possibly having students earn community service hours. Parking will be here at the town hall or on Joy St. but no parking in the grass lawn area. Plots will be staked and marked and named. We are willing to have people sign insurance waivers, to avoid any issues with that. Carl asked if there has been any interest from community members, and Adam stated yes. There will be someone down there nightly to keep an eye on everything.

Carl: I make a motion to accept and approve the proposal for the community garden.

Carole: Second.

Discussion: J.C. has concerns about the water cost, Carl stated he has confidence that Nick Penney would know about how much the water would cost. Cara also stated that we can monitor the bill. Chief Cain inquired about any issues that would come up that would need to be mitigated by the police department if the town would be willing to be the “victim” in the case of problem. For example, if someone came in and stole all the vegetables one night and we figured out who was responsible and we prosecuted them. The board expressed that they would be. Chief Cain expressed that he supported the garden but wanted to bring the possible issue forward. J.C. stated that was a difficult question because we are the owner of the property but not the produce. Chief Cain said it could also be a civil matter but if the property is vandalized then town would be the victim. Carl asked if it matters who the victim is when you go to prosecute someone, Chief Cain explained it does because when you bring a case forward you have to name a victim. If there is no formal lease, then the town is still the owner of the property. He can run this by the county attorney to see how it would work. Roland Carter spoke with Plymouth and they have the people sign a contract that would release the town of any responsibility in the case of an issue. Adam asked if it could be a two-part waiver with insurance, and Cara stated it could. Tracy Huyck stated that when you plant your own garden you have the risk, Chief Cain stated that you would be the property owner and would be the person prosecuting. Adam asked about how to handle donations going to the town, Cara stated we would bring it to the board. Carole asked when you would start, and Adam stated this weekend. Cara asked who we can direct people contact, Adam stated himself or Nick Penney. Adam will get the contact information to Cara for when people ask us here at the town hall.

Motion carries 4-0

5. Conservation Commission Appointment – Owen David

J.C. asked if this was a re appointment, and Cara stated yes his term expired and he reapplied.

Carl: I make a motion to appoint Owen David to the Conservation Commission.

J.C.: Second.

Discussion: None.

Motion carries 4-0

6. Parks & Recreation Commission Appointment – Tara Ash

Carole: I make a motion to appoint Tara Ash to the Parks & Recreation Commission.

J.C.: Second.

Discussion: None.

Motion carries 4-0

7. Deputy Forest Fire Warden Appointment – Lt. Lyle Deane

Carl: I make a motion to appoint Lt. Lyle Deane as Deputy Forest Fire Warden.

J.C.: Second.

Discussion: None.

Motion carries 4-0

8. Deputy Forest Fire Warden Appointment – Lt. Kenneth White

J.C.: I make a motion to appoint Lt. Kenneth White as Deputy Forest Fire Warden.

Carole: Second.

Discussion: None.

Motion carries 4-0

9. Economic Development Circuit Rider Planning Services – Central N.H. RPC

Roland stated that this is a tool that the town could use if we needed for advice with projects. It could be done on an as needed basis. Carl asked if there are funds to cover this cost, and Cara confirmed that there is some available in the EDC budget.

Carole: I make a motion to approve the agreement for Circuit Rider Planning Services.

J.C.: Second.

Discussion: Carl asked if the money is spent then there will be no more calls, and Roland confirmed that. J.C. clarified the term being the year 2017, and if we would do this again next year, and Cara confirmed that.

Motion carries 4-0

10. Engineering Contract Amendment #3 – KV Partners, LLC - Safe Routes to School Project

Cara stated that this is the third amendment with KV Partners, LLC and it will bring it to the final phase for engineering to get the project out to bid and get the sidewalks done. Gerard asked about the right of way's have been signed, and Cara stated yes there were some adjustments, but the ones we needed for the more traveled area, were signed. Carole asked if George's crew will be a part of this work, Cara stated George will be overseeing the work and help with the bidding and working with the engineer to make sure things are going as planned. Carl asked if the bids are too high when they come in we have the option of waiting for a better more reasonable bid, and Cara confirmed that.

J.C.: I make a motion to approve the third amendment with KV Partners, LLC for the Safe Routes to School Project.

Carl: Second.

Discussion: None.

Motion carries 4-0

Cara asked who they would like to sign the amendment.

Gerard: I make a motion we have the town administrator sign the amendment.

Carl: Second.

Discussion: None.

Motion carries 4-0

Cara stated the next 2 are technical housekeeping that deal with the right of way for this project. One is saying we do not have to deal with the utility and railroads for the first one and the second one is what we paid out for the temporary right of way in the amount of 400.00. If you choose to vote these, you are authorizing me to sign these certificates to the state saying we considered all right of way certificates for this project.

11. Safe Routes to School Project – Utility & Railroad Certificate

12. Safe Routes to School Project – Right-of-Way Certificate

Carl: I make a motion to approve Cara to sign the Utility & Railroad Certificate and the Right-of-Way Certificate.

J.C.: Second.

Discussion: None.

Motion carries 4-0

Cara mentioned to Carole that the engineer will keep us informed of the project concerning the Tilton Hill garden area for the beautification committee.

13. Engineering Contract – Wright Pierce – Waste Water O&M Plan Update

Cara stated that this is another engineering contract that deals with the administration order from the DES and EPA about the phosphorous mitigation. This is the contract we would enter into to satisfy the DES and EPA during the several years it will take to maintain the phosphorous levels to where they need to be.

Carole: I make a motion to approve the Engineering Contract with Wright Pierce-Waste Water Operations and Maintenance Update.

J.C.: Second.

Discussion: None.

Motion carries 4-0

Carl: I make a motion to authorize Cara to sign this contract.

Gerard: Second.

Discussion: None.

Motion carries 4-0

14. Sewer User Fee Warrant – 2017 Quarter #1 - \$95,754.35

Carl: I make a motion to approve the 2017 Sewer User Fee Warrant for Quarter #1 in the amount of \$95,754.35.

J.C.: Second.

Discussion: None.

Motion carries 4-0

15. Timber Tax Levy – 80 Will Smith Road - \$715.68

Carl: I make a motion to approve the Timber Tax Levy Warrant in the amount of \$715.68 for Carole Dodge at 80 Will Smith Road.

Carole: Second.

Discussion: None.

Motion carries 4-0

16. Application for Veterans' Tax Credit – 1010 Catamount Road

J.C.: I make a motion to approve the Veterans' Tax Credit for 1010 Catamount Road in the amount of \$300.00.

Carl: Second.

Discussion: Cara confirmed that this credit meets all the requirements.

Motion carries 4-0

17. Application for All Veterans' Tax Credit – 37 South Main Street

Carl: I make a motion to approve the application for the All Veterans' Tax Credit for 37 South Main Street in the amount of \$300.00.

J.C.: Second.

Discussion: None.

Motion carries 4-0

18. Application for Blind Exemption – 76 Fairview Drive

Carl: I make a motion to approve the application for the Blind Exemption for 76 Fairview Drive.

J.C.: Second.

Discussion: None.

Motion carries 4-0

19. Application for Veteran's Tax Credit – 8 Russet Drive

20. Application for Service-Connected Disability Tax Credit – 8 Russet Drive

Cara stated the number 19 and 20 are for the same parcel of land and they qualify for both.

Carl: I make a motion to approve the application for the Veteran's Tax Credit and the Service-Connected Disability Tax Credit for 8 Russet Drive.

J.C.: Second.

Discussion: None.

Motion carries 4-0

21. Application for Elderly Exemption – 8 Russet Drive

Cara stated that they do not qualify for this exemption.

Carl: I make a motion to deny the application for the Elderly Exemption for 8 Russet Drive.

J.C.: Second.

Discussion: None.

Motion carries 4-0

COMMITTEE REPORTS

Gerard stated that the Planning Board had a discussion about having the alternate selectboard ex-officio member become a regular member. Gerard contacted the municipal association and they stated that the alternate ex-officio only serves as an alternate when the selectboard ex-officio representative is not able to make the meeting and asked the board to refer to RSA 673:11. Gerard will also be bringing this to the planning board's attention at the next meeting.

INFORMATION ITEMS

1. Waste Water Treatment Facility – March report

Cara had a concern about Joy Street needing to be pumped again. She would like to follow up with sending a letter to inquire about when they will install something similar to what they did on Barnstead Road.

2. Transportation Advisory Committee – April report

3. Pennichuck Annual Shareholder Meeting notice – May 6, 2017 (in Nashua)

Cara stated this is just a notice of them holding their annual meeting.

4. 2017 Town Meeting minutes

They are now available on the website and they have been submitted to the DRA.

OLD BUSINESS

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

Cara stated that the food pantry has been moving this past week and we can move forward with doing the work to be in compliance with the codes so Housing Standards can operate safely down stairs.

2. Sale of town owned/tax-deeded property (7/26/16)

a. 81 Main Street – (under agreement 8/23/16)

Carl: I make a motion to release the deposit for 81 Main Street.

J.C.: Second.

Discussion: None.

Motion carries 4-0

Carl: I make a motion to authorize Cara to sign this paperwork.

Carole: Second.

Discussion: None.

Motion carries 4-0

b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)

Roland stated that the EDC is still working on something.

4. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

Cara stated that we were waiting for the water committee to get ahold of Sansoucy to amend the contract amount based on town meeting authorization. The committee would like the request to be from the town and not the committee. The board feels that the water committee are the ones dealing with that contract so they should be making the request.

5. Wellbuilt Cabinetry, LLC – RSA 79-E Application for Community Tax Relief (2/21/17)
Cara requested a formal vote from the board for denial because they did not meet the requirements for the tax relief.

Carole: I make a motion to deny the 79-E Application for Community Tax Relief.

J.C.: Second.

Discussion: None.

Motion carries 4-0

6. Library sewer line repair (4/4/17, seeking additional estimates)

J.C. will take information back to the library.

7. Proposed deed to clear title – 66 Shingle Mill Brook Road (4/4/17, send to counsel)

Cara asked if the board would like to send this proposed deed to clear the title to our counsel or send it back to them without signing it. She was not sure if the board wanted to spend the taxpayer's money to send this to our counsel. Carl feels that if the town did something wrong then we should pay for them to determine that, but if they find that the town did not do anything wrong then they should pay for that.

8. Donations of Personal Property (4/4/17 seeking legal definition on personal property)

Cara received the legal interpretation of personal property, and it is anything other than money or real estate. They suggested doing a guideline for the department heads so they are in compliance. Cara presented a proposal for a guideline that New Boston uses, it would need to be cleaned up a little. Cara will work on making the adjustments and present it at the next meeting.

9. Voter petition for formation of a Village Water District (4/4/17, send to counsel)

Cara sent this information to town counsel, because this is pretty intricate and should be done correctly. They suggested the first thing that should be done is setting proposed boundaries, and having a public hearing as well for that. Carl feels that we should do that because there are people that will be in the district but have no vote for the district. And the money that will be spent out of the general fund should be discussed as well. The list of tax maps and the proposed district don't match and they should. The information should not conflict, and Gerard stated he will let them know. Carl suggested that we need to give the people in the district ample opportunity voice their concerns that will not have a vote when this becomes a district. There was discussion about how to give notice and who to give notice to. Cara will ask them for a revised complete map. Carole confirmed that all the money being spent is a cost to the tax payer, and Cara confirmed that is the case even with postage for notices and stuff.

CHECK MANIFESTS

1. Accounts Payable

Carl: I make a motion to approve Accounts Payable.

Carole: Second.

Discussion: None.

Motion carries 4-0

2. Payroll

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

Carole: Second.

Discussion: None.

Motion 4-0

MINUTES

1. April 4, 2017 – Public Meeting Minutes

Carole: I make a motion to approve the April 4, 2017 Public Meeting Minutes.

J.C.: Second.

Discussion: None.

Motion carries 4-0

2. April 4, 2017 – Non-Public Meeting Minutes

Carl: I make a motion to approve the April 4, 2017 Non-Public Meeting Minutes.

J.C.: Second.

Discussion: None.

Motion carries 4-0

PUBLIC INPUT

Roland Carter stated that the EDC is going to hold off on the all board meeting and will be doing it hopefully at the end of May.

Chief Cain stated that at the last board meeting he got approval to fix the charger and the estimate at that time was \$1,200.00 and Eric was able to fix it for \$390.00. It is back in full service.

Mike Wolfe asked who was responsible for the Washington House flag, Carole stated that the Beautification Committee is aware that the flag is tattered and are working on replacing it. The island flag is also in need of replacing. There was some discussion about flag disposal.

Carl: I make a motion to adjourn.

Carole: Second.

Discussion: None.

Motion carries 4-0

Meeting adjourned at 8:05 p.m.

Approved:



9 May 2017
Date _____



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

TUESDAY, APRIL 18, 2017

5:00 p.m. – Call to order – to be in Non-Public Session

5:30 p.m. – Call to order – Regular Session

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

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.

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

APPOINTMENTS

6:00 p.m. – Mike Tardiff & Dean Williams, Central N.H. RPC Transportation Committee update

6:15 p.m. – Mark Lutter, NE Property Tax Consultants, 60 Main St. property tax abatement appeal

6:30 p.m. – EMD Rob Freese, 2017 Hazard Mitigation Plan update

NEW BUSINESS

ACTION ITEMS

1. 2017 Municipal Budget – discussion with department heads
2. Hazard Mitigation Plan update – presentation for public input
3. Property Tax Abatement pending appeal discussion – 60 Main Street
4. Community Garden proposal – behind Town Hall
5. Conservation Commission Appointment – Owen David
6. Parks & Recreation Commission Appointment – Tara Ash
7. Deputy Forest Fire Warden Appointment – Lt. Lyle Deane
8. Deputy Forest Fire Warden Appointment – Lt. Kenneth White
9. Economic Development Circuit Rider Planning Services – Central N.H. RPC
10. Engineering Contract Amendment #3 – KV Partners, LLC - Safe Routes to School Project
11. Safe Routes to School Project – Utility & Railroad Certificate
12. Safe Routes to School Project – Right-of-Way Certificate
13. Engineering Contract – Wright Pierce – Waste Water O&M Plan Update
14. Sewer User Fee Warrant – 2017 Quarter #1 - \$95,754.35
15. Timber Tax Levy – 80 Will Smith Road - \$715.68
16. Application for Veterans' Tax Credit – 1010 Catamount Road
17. Application for All Veterans' Tax Credit – 37 South Main Street
18. Application for Blind Exemption – 76 Fairview Drive
19. Application for Veteran's Tax Credit – 8 Russet Drive
20. Application for Service-Connected Disability Tax Credit – 8 Russet Drive
21. Application for Elderly Exemption – 8 Russet Drive

COMMITTEE REPORTS

INFORMATION ITEMS

1. Waste Water Treatment Facility – March report
2. Transportation Advisory Committee – April report
3. Pennichuck Annual Shareholder Meeting notice – May 6, 2017 (in Nashua)
4. 2017 Town Meeting minutes

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)
6. Library sewer line repair (4/4/17, seeking additional estimates)
7. Proposed deed to clear title – 66 Shingle Mill Brook Road (4/4/17, send to counsel)
8. Donations of Personal Property (4/4/17 seeking legal definition on personal property)
9. Voter petition for formation of a Village Water District (4/4/17, send to counsel)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. April 4, 2017 – Public Meeting Minutes
2. April 4, 2017 – Non-Public Meeting Minutes

PUBLIC INPUT