



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

MEETING MINUTES OF TUESDAY, May 24, 2016

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 - came into the meeting at 6:03 p.m.
J.C. Allard

MEMBERS ABSENT

None

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

PUBLIC INPUT

Jim Pritchard: I presented the board a deed and would like to have that returned to me please. (Cara explained this would be addressed with Action Item #5)

Matt Whooley: I put in a request to be appointed to the EDC about 3 weeks ago and have not seen it on the agenda.

Larry: Yes we did receive that request and have not had a chance to get it on the agenda, we have been busy.

Fred Hast: Last week the School Board had a meeting and I was wondering if any Selectmen attended the meeting.

Carole: Yes, Jim and I did.

Fred Hast: What did you think of the meeting?

Carole: It was very interesting but I think it was one sided.

Fred: 11 Watson St. are you still renting an apartment there, and if so is it licensed?

Larry: Yes we are and, no, it is not licensed. Bill, do you have any input on that?

Bill Elkins: We have asked about that but have not heard back.

Cara: I believe Jesse was going to meet the inspector there for an inspection but I don't know the outcome of that.

Larry: We may not have connected yet. Bill please let me know the results of that meeting and if we need to set up something else we can do that. We are in the middle of a purchase and sale agreement on this property.

Jeff Swain: The Zoning Board is requesting to get a more in depth response to the previous question and response the Zoning Board received from the town attorney.

Larry: We have responses from the LGC and our town attorney, are you asking for more? We would need the request in writing please.

Carole Dodge: There was an article in today's Suncook Valley Sun written by Jim Pritchard who is also on the Planning Board. It went into detail with mentioning my name, and I feel that as a representative of the town slandering another town representative is not a good way to do business.

Carole further expressed her feelings of concerns that the letter was inappropriate and stated she would like the board to look into this and try and do something.

Carole: I would also like to clarify that the employees of the town hall have back ground checks, and be vetted.

Cara: The ones that the Selectboard appoints do, but I'm not sure about the HSA.

Carole: The Zoning and Planning Board's lost their secretary, and now Mr. Pritchard has set office hours up in this building. My suggestion is that there should be contact information posted so he can be contacted that way. If he is contacted and needs to meet with someone he can set up a meeting time at that point. I don't think he should be sitting in the town hall, because there are things that go through the town hall that don't belong with someone who has not gone through the process the employees have.

Cara: When we saw the letter we did refer this to counsel.

Carole: I appreciate that and if you could please keep me posted on how things are going.

Jim Pritchard: If the town's attorney would have stated law like the New Hampshire Municipal Association attorney did we wouldn't be having this discussion. Theoretically they could have redone the appointment over again, they choose not to do that. The town attorney has overlooked a number of points of law. I stand on the letter and the appointment wasn't lawful. Carole Dodge lost the election because the people didn't vote for her. If you are going to be keeping people informed of what the attorney is saying that will void the attorney client privilege and I would like to be informed, too.

(Note: a directive has been since given to NOT have town counsel review the Pritchard letter, Carole Dodge was also apprised of this directive.)

James Hetu: I would like to clarify there are a lot of Mr. Hetus being said, just to clarify I am James, and the Mr. Hetu that sent letters to the Selectboard is Robert, who is my father.

AGENDA REVIEW

J.C.: Nothing

Carole: Just wondering if there were any more applicants for the minute taker.

Cara: The application deadline was Friday and we received one.

Carole: I would also like to thank Laurie Houle for putting the flags up at Floral Park Cemetery. And I would also like to know if the building inspector has a job description? And if so can the board get a copy of that?

Cara: Yes I will get that to the board.

Larry: Can we send a thank you letter to Laurie?

Cara: Yes.

Carl: Are you doing committee reports? I would like to briefly address the real estate.

Gerard: B.E.C.P put in committee appointments

Larry: Public Forum under action

APPOINTMENTS

1. 6:05 P.M. – Bill Miskoe, town owned property proposal

Bill: I sent a letter to the board last week and I am here to talk about that. I would like to see if there is any board support.

Carl: What would be the plan for the property if you purchase it?

Bill: I would like to purchase 37 Main Street that is adjacent to the library. I would like to donate some or all of the land to the library, so they will have room to expand. If the library does not want the house, I also talked with the historical society to see if they would like it.

There was some further discussion describing what could possibly happen.

Carl: I believe you would want to get a large amount of support from the public. What you are talking about would take a considerable amount of money to do. It may take away from the future tax production that could come from the property.

Bill: It's not my intent to cost the town money.

Carl: I am certainly not ruling anything out.

J.C.: It is usual that you would use a capital fundraising campaign on behalf of the library for the project part, the budgeting of the inside would be with the town.

Larry: Can we send a letter to the library to request some information to see if they are in need of expanding.

Cara: We would need to determine if we would like to remove the condo association status from the property.

Larry: No matter which way we move forward we should start the process and start the public hearings, we can shoot for July.

There was some discussion about getting the process started and who to speak with.

2. 6:30 P.M. – Clayton Wood, Planning Board, sale of town owned property policy

Clayton: The Planning Board presented a policy to the Selectboard concerning the sale of town owned property. We did some research on other towns and put together this policy, which is currently a working document.

Clayton described some of the highlights of the policy and what would need to happen if the town decided to put this policy into place.

Larry: My opinion is that there is too many restrictions.

Carl: I agree the policy appears to have too many restrictions. There are some things in the policy that are ok, but there are too many that I find too restrictive.

Clayton: Is there a way the Planning Board can work with the Selectboard representative to work through the policy to get something in place. One of my concerns is that board members change and certain things of process could get omitted.

Carl: I think maybe each board member can go through the policy and make a note of what we like and don't like and then come together to form a policy we could agree on.

Clayton: I would like to make it clear that this is your policy, we want to you to do this. My concern is that things could be missed and this policy could prevent that.

Carole: I think it is a great idea but can be cumbersome. Thank you to the board for doing this.

**NEW BUSINESS
ACTION ITEMS**

1. Proposed scholarship trust fund, Quintin B. Berkson Scholarship Trust

Cara: This trust document has been reviewed by town counsel. The trustees have worked with Larry and Susan to craft a trust that is not too cumbersome to administer and are recommending that the Board accepts the scholarship trust.

Carl: I make a motion to accept the trust.

J.C.: Seconded

Motion carries 5-0

2. Sale of town owned property policy

Item was discussed during the appointment with Clayton Wood. Board will review the proposed policy and will work with the Planning Board to refine this policy or create some less restrictive guidelines for the management of town owned property.

3. Website policy

Clayton: I would like to thank Cara for all her hard work going through other town's policies and coming up with this. It covers the legal use of the website and what people should expect. And it's important that this controls what gets puts on the website. Questions and requests would come to the website committee and appeal process would be brought to the Selectboard.

The board and Clayton also discussed the Website Committee composition.

Clayton: The committee has 5 members and 2 alternates, I would suggest we change that to include a representative of the board. I think Cara would be an asset to have on the committee, and Erica could be her alternate. They have both been great to work with and think they would be a conduit between the board and committee.

There was some more discussion about the newly formed Website Committee, about the time commitment, and how often they meet.

Carl: I make a motion to approve the Website Policy

Gerard: Seconded

Motion carries 5-0

Gerard: I make a motion to appoint Cara Marston and Erica Anthony (alternate) as the Selectboard representatives to the Website Committee.

J.C.: Seconded

Motion carries 5-0

4. Deed for sale of town owned tax deeded property, Clough Road, Map R12, Lot 10

Cara: As this was a non-conforming parcel, this was offered to the abutter. We are ready to sign the deed as the funds have been received. This deed was prepared by town counsel.

Carl: I make a motion to sign the documents and complete the sale.

J.C.: Seconded

Motion carries 5-0

5. Deed for sale of town owned property, Tan Road, Map & Lots R48-6, R44-7, & R44-8

Cara: The deed has been prepared for three parcel transfer and is ready for signature. Also, Mr. Pritchard has requested that the previously signed deed (for R48-6) be returned to his family so there is no future confusion pertaining to the deed that been signed but not executed to the parcel's winning bidder at the November 2015 auction, due to the 41:14-A procedure that had not been completed before the auction.

Gerard: I make a motion to sign the deed and return the void deed to Mr. Pritchard.

Carole: Seconded

Motion carries 5-0

6. Letter from Housing Standards Agency, assessing company concerns

Bill Elkins: Our concern is that the assessing cards indicate the number of units.

Bill described what the concern was and stated between HSA and Jesse they may have come up with a solution.

7. Letter, Paul Nickerson, 2016 Zoning Ordinance amendment concerns

Paul: My main concern is there is no paper trail on the way this was done. The definitions are legal terms. In order to take something out of an existing ordinance the body at the town meeting has to rescind something. That did not happen.

Paul further explained the reason for the letter and what he had concerns with.

Larry: What would you like the board to do?

Paul: I am saying some wording was taken out and some put in, the town did not rescind any wording so I don't believe it is legal and there is no paper trail.

Jim Pritchard: I can answer any questions the board may have. I thought we addressed Mr. Nickerson's questions at our meeting.

Clayton: Paul was a sitting board member and voted for the amendment. The concern was addressed that night. The Planning Board does have a documentation trail.

Larry: I don't think the Selectboard has any authority to do.

Jim Pritchard: I did document those, and they are recorded with the Town Clerk.

There was some discussion and it was reassured to the Selectboard that Paul will be heard at the next Planning Board meeting.

8. Sale of town owned tax-deeded property

a. Five parcel combined offer

- i. Tax Map U4, Lot 25 – 1 Fayette Street**
- ii. Tax Map U4, Lot 26 – Depot Street (was #7)**
- iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)**
- iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)**
- v. Tax Map U3, Lot 118 – Franklin Street parking lot**

Donna: I just wanted to check to see if the board had any further questions from the discussion last week.

Carl: I just have a question about the gravel space behind the building.

Donna: They are considering it for a loading dock if possible. Also will depend on what type of tenant(s) they get as well.

Carl: I think it looked like a good proposal.

Larry: The conditions of as is, as shown, with no covenants is still clear?

Donna: Yes, they have spoken with a title attorney about that.

There was some further discussion pertaining to the title.

Carl: I make a motion to approve the offer presented to us.

Carole: Seconded

Motion carries 5-0

9. Public Forum

Larry: I would like to set up a public forum for July and have the subject be "What can we live without". A citizen approached me today about a few of their thoughts to save money like not having to paint lines on the road.

Cara: We should check with the department heads before we set a definite date.

10. May 31, 2016 meeting

The board discussed and decided to meet May 31, 2016

COMMITTEE REPORTS

Carl: I just wanted to give an overview of town owned properties. Watson St. may close soon. Catamount St. hopefully will make the grade and will close soon as well. Fayette St we voted on that tonight. We have 3 properties that concern me because they are in tough shape. 31 Berry Ave., 114 Main St., and the one next door. All three need a plan.

Carl and J.C. are going to get together and walk through those 3 properties.

Gerard: I stopped in to check to see when they are going to have their first meeting. And they do not have all the paperwork for B.C.E.P appointments. Cara will look into.

Carole: I make a motion to appoint J.C. to the EDC.

Carl: Seconded

Motion carries 4-1-0 J.C.: abstains

PUBLIC INPUT

Bill Elkins: HSA Chairman, I wanted to make you all aware that Hank Fitzgerald put in his letter of resignation.

Roland Carter: I was curious if the board has thought about or ever done an operational audit of the town.

There was some discussion pertaining to how Cara does the budget and anyone is welcome to view it, or come into speak with Cara. Cara will check to see how much and who we could get to do something like that.

Fred Hast: Cara usually puts out a monthly expense and income report, can you put that on the website.

Cara: Yes I can.

Fred: Can you put down the price you sell the town owned properties for on the agenda.

Jim Pritchard: I hope the idea of not painting the sides of the roads is not considered. Also the truth is not slander even when the truth is not pleasant. Everything in my letter is verifiable by public record. I hope the Selectmen have good reason for referring my letter to legal counsel and I am going to want to know that reason to ensure myself that the Selectboard is not trying to chill free political speech.

Fred Okrent: Sunday May 29, 2016 is the annual Memorial Day Ceremony is at 1:00 p.m. at Dustin Park and would encourage people to attend.

Paul Nickerson: Are we going to get the mess cleaned up on Chestnut St. before Old Home Day and the Balloon Rally?

Cara: We have not received actual federal grant approval, and need that before we move forward.

Tracy Huyck: Is there any way we could get that moving to avoid the chance of liability?

Cara: I have been hounding our rep. but we are still at their mercy to ensure we recover any cost spent.

Larry: We can check on it.

Scot Palmer: Is there any chance that we could fix Tilton Hill from Bow St. up to Mr. Huse's place.

Will discuss with George Bachelder.

OLD BUSINESS

1. WWTP – personnel issues (update)
2. Town hall basement (4/5/16)
3. Town owned tax-deeded properties (4/5/16)
 - a. Warren Avenue vacant land (U3-55-1) – selective bid to abutters
 - b. Upper City Road vacant land (R18-6) – selective abutter bid (5/3/16)
4. Energy service provider contract, Eversource/Standard Power of America (5/17/16)
5. Sale of town owned tax-deeded property
 - a. Tax Map U2, Lot 36 – 85 Catamount Road (5/17/16)
 - b. Tax Map U5, Lot 41 – 11 Watson Street (5/17/16)

APPLICATIONS and WARRANTS

1. Abatements, 79-E tax relief re-calculation, 31 Barnstead Road, Map U1, Lot 1

Cara: After we met with the assessor, Rustic Crust owner, and counsel we have been advised a re-calculation was necessary.

Gerard: I make a motion to accept the 2015 abatement, of \$25,806.56 for 31 Barnstead Rd, Map U1, Lot 1

Larry: Seconded

Motion carries 3-1-1 Carole: abstain J.C.: opposes

Noreen Rollins: How does a business get a tax relief when it burned down?
The 79-e was described, and there was some discussion about financials.

Gerard: I make a motion to approve the abatement credit of \$10,453.41 for the 2016 taxes.

Carl: Seconded

J.C. What will there tax bill be for 2016?

Cara: The tax rate has not been set yet, but a rough estimate would be \$26,000.00

Motion carries 3-1-1 Carole: abstain. J.C.: opposed

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve accounts payable

Carl: Seconded

Motion carries 5-0

2. Payroll

Gerard: I make a motion to approve payroll and direct deposits

J.C.: Seconded

Carole: I am concerned about the overtime

Motion carries 5-0

MINUTES

1. May 17, 2016 – Public Meeting Minutes

Gerard: I make a motion to approve the Public Meeting Minutes from May 17, 2016

Carl: Seconded

Carole: I have some changes, changes were noted

J.C.: I have a correction to be noted, the correction was noted

Motion carries 5-0

2. May 17, 2016 – Non-Public Meeting Minutes

Larry: I make a motion to unseal the non-public minutes for May 17, 2016

Carl: Seconded

Motion carries 5-0

J.C.: I make a motion to approve the non-public minutes for May 17, 2016

Gerard: Seconded

Motion carries 5-0



MEETING AGENDA

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

TUESDAY, MAY 24, 2016

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PUBLIC INPUT

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2. 6:30 P.M. – Clayton Wood, Planning Board, sale of town owned property policy

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3. Website policy
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5. Deed for sale of town owned property, Tan Road, Map & Lots R48-6, R44-7, & R44-8
6. Letter from Housing Standards Agency, assessing company concerns
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COMMITTEE REPORTS

INFORMATION ITEMS

PUBLIC INPUT

OLD BUSINESS

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CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. May 17, 2016 – Public Meeting Minutes
2. May 17, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION

1. RSA 91-A:3, II(a) - Dismissal, promotion, disciplining or compensation of any public employee
2. RSA 91-A:3, II(d) - Consideration of the acquisition, sale, or lease of real or personal property
3. RSA 91-A:3, II(e) - Consideration or negotiation of pending claims or litigation

PUBLIC INPUT