



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

---

## **MEETING MINUTES OF TUESDAY, May 31, 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  
J.C. Allard

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

### **PUBLIC INPUT**

Dan Schroth: I am here as part of the wellness committee, I would recommend the selectmen that were not able to attend the last meeting to come to the next one. We would like the Selectmen to help us find a N.A. meeting place for Friday night possibly the Community Center from 6-8 p.m.

Fred Okrent: I would like to thank you all for attending the Memorial Day Ceremony.

Closed 6:04 p.m.

### **AGENDA REVIEW**

J.C.: Nothing.

Gerard: I would like to make a statement as a representative from the legion.

Carole: Nothing.

Carl: I would like to send a thank you to the beautification committee for their hard work making the town look good for Memorial Day, along with Mr. Fife for having the cemetery look good as well. And the Highway Department for their work on 114 Main St. I would also

like to make mention to Building Inspectors job description. And discuss the decals on the police cars with Chief Cain.

Larry: Department head meetings.

## **APPOINTMENTS**

1. 6:05 P.M. – Minni Plante, Parks & Recreation Commission, 2016 summer plans

Minni: I would like to introduce all the people we hired for this year.

Minni then proceeded to introduce everyone and their job title. The pool will be opening on June 22, 2016.

Minni: We have had an issue with hiring life guards, I presented the board with a proposal to help with that situation.

Carl: I make a motion to approve the proposal presented by Minni.

Carole: Seconded

Motion carries 5-0

2. 6:30 P.M. – minutes taker applicant

Larry: Thank you for applying and would you like this in public or non-public?

Cyndi Hetu: I am fine being in public.

Larry: You are currently working for the Town of Allenstown.

Cyndi: Yes as my second job, I also work as a tax accountant during the day. I just finished getting my degree and have been attending school for the past 5 years, while working for an accounting firm and for Allenstown. So I have been able to juggle my commitments and have a flexible schedule.

Larry: Would you be interested in part time as needed basis.

Cyndi: Yes.

Carole: You have seen our minutes, we have quite a bit of detail.

Cyndi: I did bring additional minutes I have done tonight so you could see the detail these have verses the ones you had originally.

Carole: Would you do the minutes by the recording?

Cyndi: That is how I have been doing it but we could work something out that works for this board as well. The recorder is there, so I would receive the recording by drop box (Cara knows about that) and then I would download them on my computer at home. That allows

me to do the minutes and not have to attend the meetings. That also allows me to listen and go back when I need to. And then send the minutes back and if there are any questions I would highlight them. I would also like to mention that I am able to be professional and present minutes that are not biased.

Larry: What boards are we needing help on?

Cara: Selectboard, Zoning Board, and I would like to talk about Budget meetings.

Carl: So you could do various boards meetings if we needed?

Cyndi: Yes.

Gerard: I agree with Cara about the Budget Committee meetings.

J.C.: Mr. Chairman I feel this would be a great asset to the community and boards in town.

There was some discussion about the advantages of the recordings. Cyndi asked a few questions to the board about the different boards and who she would primarily communicate with. J.C. also asked Cyndi about tax time and being busy, and Cyndi reassured the board that it would not be an issue.

## **NEW BUSINESS**

### **ACTION ITEMS**

#### 1. 42 Chestnut Street demolition project bid notice

Cara: I reached out to our contact and she thinks it looks good and that it is ok to move forward in the bidding process. Even though FEMA has not yet formally approved the grant the grant should be approved by June. And when the grant is approved we can start the project right away. I also spoke with George, he is willing to help facilitate the project since he is going to be the one to clean up the area after and make it park able.

Carl: I make a motion to go out to bid for this demolition project.

J.C.: Seconded

Motion carries 5-0

Cara: Does anyone have any suggestions on who to ask to bid this project?

There was some discussion on who to send the request for bid to.

#### 2. High School Tuition Study Committee mission statement

The board received a mission statement to consider for approval

Carl: The mission statement presented is to set a clear objective for the committee. To gather the information requested impartially, and with an open mind. And the results of the committee's findings be presented to the Selectboard and community. I feel that we made a commitment to the community to form a committee and they should have a mission statement to set a clear objective for the committee.

Larry read the statement and suggested to change the word Selectmen to community.

Carole: Is there a time frame? And who is on the committee?

Carl: Not really, this is not something that kids should run out and buy parkas from another school for this fall, if that's what you mean. If this even makes sense to the committee for an option for the community it will take time to figure all this out. This is just to find the feasibility of the cost to tuition out, it may not be feasible to do so. But I feel we owe it to the community to find out this information impartially. We have not appointed anyone to the committee yet, we just received some letters of interest at this point.

J.C.: Would one of the starting points be using the figures the School Board and Dr. Freeman came forward with, and then doing a comparison?

Carl: I think we gather our own figures and then compare them, and see where that leads us. I personally think it would be the wrong approach to be swayed or have any expectations of any number. I have no expectations at this point, other than knowing what the numbers are. Once we know what the numbers are we can go from there and arrive at a logical and economical solution. The financial piece of this situation is the starting point I feel. Once we have the economical piece figured out then we can proceed to see if the town feels it is best to send the kids elsewhere or not. Which is another whole subject in itself.

Carole: So are you using their study as a base, and are you going to go to the same schools as they did?

Carl: No, I would like to start out fresh. They have done their study and determined it is not feasible.

There was an adjustment to the wording of who the committee will be reporting to. The committee will provide their findings to the community.

Carl: I make a motion to accept the mission statement for the High School Tuition Committee as amended.

Gerard: Seconded

Motion carries 5-0

Carl: I would like to start appointing members, if we could put a letter out there for members. I would like to see a Selectboard member appointed tonight.

Carole: I make a motion to appoint Carl Anderson as the Selectboard representative to the High School Tuition Study Committee.

J.C.: Seconded

Motion carries 5-0

The board discussed and decided to put an official letter of interest out there to fill positions on the committee. And have the interested community members fill out a form.

### 3. Discussion of plan for 33 & 37 Main Street

Larry: Carole, Jim, and I went to the EDC meeting last week. From that meeting I feel that we all have to be on the same page. We have a couple people interested in these properties and came in front of us. I would like to see Bill Miskoe and the EDC get together and come up with a plan. We also had a business owner show interest in 37 Main St. I would like to get some options going. We have some public hearings coming up in July and if we can get some good plans going we could get something done. Speaking for myself I am not interested in the biggest buck today, I am looking for a good plan for down the road. Does anyone else have any thoughts on that?

Carl: I am pretty much on the same page. There is a lot of building there, and whatever is done there will cost. If interested parties can come to us with a real proposal and not just a vague idea we would have a plan to think about.

Larry: We also have that piece behind the library so it's nice that we have that whole piece. And if we can get the right plan together today we could end up with a great plan for 10 years down the road.

J.C.: I think the key to almost anything like this is the long view. We are now somewhat the victims of the short view. And anything that positions us for the long vision is the direction I would like to see us go. I would like some groups added to your list of players to participate in planning, like master plan, and planning board. 33 and 37 are in the middle of town and anything that goes there will have an impact on the town for many years to come.

There was some further discussion on the impact on the town any plan would have, and also how the Town of Claremont changed their down town. J.C. agreed to contact all interested parties and start some conversations to come up with a plan to propose.

Cara: We can't do anything until we dissolve the condo association.

Carl: I don't see any reason why we should keep the condo association status and feel we should start there.

### **Decals on the town vehicles**

Carl: The chief and I discussed briefly the desire that people have on how the patrol cars look when they roll in.

Chief Cain: I thought we were on the same page, but would like to clarify. I agree that patrol cars should be marked. But there is still a need for an unmarked. The feedback that I got refers to the K-9 car, I agree that this is used as a patrol car and should be marked. I do know some communities use unmarked cars for patrol for catching people speeding and vehicle violators. But do not think we need that for our community. With that being said, historically and state wide, nationwide certain vehicles that are not set or outfitted for patrol are not marked for patrol. They would be used for administrative and detective work. When I got the word that we are going to be getting the new K-9 vehicle I talked with Sgt. Di George and stated that the new car needs to be marked because it is primarily a patrol car. I am not sure if that is what you had in mind.

Carl: I was thinking all cars, I am curious to what the reason behind having the chief's car unmarked.

Chief Cain: Because the main function of the chief's car is administrative and the interior is not outfitted for patrol. It's on the same line as a detective vehicle. A detective is dressed in plain clothes, so if the car is marked you wouldn't want have an officer in plain clothes in a marked car. While a detective is out doing investigations if the car is marked it would draw more attention than an unmarked car. Some investigations are sensitive cases such as sexual assaults, surveillance or watching something. An unmarked is less overpowering than a marked car, and does not stand out as much. The unmarked cars have all the safety equipment such as lights, but not a cage for transport.

Carl: When I brought this up it wasn't necessarily that I felt like it was just only for cars with a cage or on patrol. I was talking about all cars as first responders for the town.

Chief Cain: That is where I think the confusion was. The 19 years that I have been here there has always been an unmarked car.

Larry: How many cruisers do we have?

Chief Cain: We have 3 fully marked patrol cars, the K-9 car that is unmarked, my vehicle and the ACO vehicle.

Carl: You are taking the K-9 car which is unmarked when the new marked k-9 one comes in?

Chief Cain: Yes, the plan right now is that I would take the current K-9 vehicle which has around 96,000 miles. The person who provided the funding for the new car said we do not need to trade the current car in, that we could keep it. At 96,000 it wouldn't last much longer as a patrol car. I could use that car potentially for the rest of my career because of the low miles that I put on a vehicle.

Larry: How many cars total do you have? How many are marked and unmarked?

Chief Cain: 5 total now with 1 coming in, 3 marked and 2 unmarked right now. After the new vehicle comes in there will be 4 marked cars for patrol cars, and then we will have the 2 unmarked cars.

Chief Cain: The only concern I have ever gotten is that the K-9 vehicle is unmarked. I did address this issue when we were given the new K-9 vehicle and addressed it will be marked. There are a number of reasons to have an unmarked vehicle for the detective and conducting investigations. Most all communities have at least one unmarked vehicle.

There was some further discussion referring the reasons for having an unmarked vehicle, and the financial aspects of converting the current chief's car to a marked patrol car. The department also went through some training and now has a detective on staff that would use an unmarked vehicle.

There was some discussion concerning having department head meetings.

### **Building Inspector Job Description**

Carl: We received the job description from Cara. The scope of this job description is outrageous I don't think he could do what this description says in the time allotted. I think we should redo this job description.

There was some discussion on how to come together as a board and come up with a job description along with Cara's input. It was decided that the board would have a work session to come up with a job description. The work session will be before the next meeting starting at 5:00 p.m.

### **COMMITTEE REPORTS**

Gerard: I attended the group insurance meeting and found out the retirement percentage is going up.

Cara: I have not heard anything on that yet. Do you know when it is going to be taking effect?

Gerard: All that was told to us is that there was going to be an increase.

Carl: Jim and I looked at the 3 properties that may need attention quickly. The 3 year buy back period is always hanging over us. With these 3 properties we shouldn't wait the 3 years because of the shape they are in. We considered 3 options in dealing with 31 Berry Ave., 114 Main St., and 81 Main St. We considered a tear down and leaving a vacant lot and putting it up for resale, which doesn't seem to be a financially sound decision. We would like to try a 3<sup>rd</sup> option, and that is to see if we can get a sale to a private party, with a caveat. If we could get buyers at a low cost and have an understanding that the buyer would fix these properties up in a certain time frame.

There was some discussion on 81 Main St. and what the town could possibly do with property. To inquire about a lot line adjustment and if we can establish a conforming lot with combing some of the land with the town hall's land.

Carl: We need to find out what we can legally put into a deed as far as restrictions and so forth. So we can get these properties back onto the tax roll.

There was some further discussion concerning the options the town can explore to get these properties moving forward. It was also decided on who we should contact pertaining to what we can do with deeds, and the properties. The board decided to work on these together and come up with questions to be asked.

### **INFORMATION ITEMS**

Gerard: In talking with the commander he was impressed with the town official and department heads attending the Memorial Day Ceremony.

### **PUBLIC INPUT**

Chief Cain: The 19 years that I served in this community this was the first time I saw all 5 Selectboard members, Fire and Police Chief, and the Administrator at a memorial event. I think it was a great thing to see and it shows the community that we are dedicated. Thank you for your participation.

Adam Gauthier: I would like to thank the beautification committee for the great job making the town look beautiful. Also I thought the flags were not half-staff. I did not see them lowered. The board will look into that and see that does not happen again.

Closed 7:40 p.m.

### **OLD BUSINESS**

1. WWTP – personnel issues (update)
2. Town hall basement (4/5/16)

Larry: I walked through the building next the SAU office for the possible relocation of the food pantry. Pastor Dave also joined me and it looks like a good space for them.

There was some discussion about the details and the possibility of the relocation of the food pantry.

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)
  - c. Five parcel combined offer - (5/24/16)
    - i. Tax Map U4, Lot 25 – 1 Fayette Street
    - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
    - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
    - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
    - v. Tax Map U3, Lot 118 – Franklin Street parking lot

## **APPLICATIONS and WARRANTS**

1. Application for Elderly Deferral, Tax Map R28, Lot 2 - 910 Catamount Road  
Board of Selectmen Meeting Agenda – 05/31/2016

Carl: I am going to recuse myself from this discussion.

Cara: We did have the assessor review this because we are close the edge of what we are allowed to defer.

Carole: So next year we will even be closer?

Cara: Yes, so far there is 120,000 deferred, the interest is 72,000. These are rounded amounts. We are getting close to the amount we are allowed to defer.

J.C.: How do we recover this tax deferral?

Cara: After the last person passes the heirs have 9 months to clear this up. If that does not happen that starts the clock ticking for doing a lien, and deed.

There was other discussion on how the tax and deferral process works.

Larry: I make a motion to approve the Elderly Deferral, Tax Map R28, Lot 2 – 910 Catamount Road.

Gerard: Seconded

Motion carries 3-1-1 J.C. opposes Carl abstains

## **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

Carl: Seconded

Motion carries 5-0

## MINUTES

### 1. May 24, 2016 – Public Meeting Minutes

Gerard: I make a motion to approve the public meeting minutes from May 24, 2016.

J.C.: Seconded

Motion carries 5-0

### 2. May 24, 2016 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the non-public meeting minutes for May 24, 2016.

J.C.: Seconded

Motion carries 5-0

I make a motion to seal the non-public meeting minutes for May 24, 2016.

Seconded

Motion carries 5-0

## NON-PUBLIC SESSION

J.C.: Motion to go into Non-Public Session per **RSA 91-A:3 II (e)** – Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the Town or any subdivision thereof, or against any member thereof because of his membership in such body, until the claim or litigation has been fully adjudicated or otherwise settled. **RSA 91-A:3 II (a)** – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Gerard: Second. Carried: 5-0. Individual members of the Board were polled and all agreed. Board went into Non-Public Session at 8:03 P.M. Board returned to Public Session at 8:55 P.M.

**NOTE:** RSA 91-A (III) – Minutes of proceeding in non-public session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decision reached in non-public session shall be publicly disclosed within seventy-two (72) hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. Shall the Minutes be publicly disclosed? No.

Motion made by Gerard and Seconded by Carl to not publicly disclose the minutes because it is determined that divulgence of the information likely would render the proposed action ineffective. Carried 5-0. Individual members of the Board were polled and all agreed.

**RESUME PUBLIC SESSION**

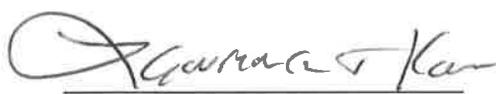
J.C.: I make a motion to adjourn.

Carl: Seconded

Motion carries 5-0

Meeting adjourned at 9:00 p.m.

Approved:

  
Lawrence Konopka, Chairman

  
Date



## **MEETING AGENDA**

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

---

**TUESDAY, MAY 31, 2016**

**6:00 p.m.** - Call to order

### **PUBLIC INPUT**

### **AGENDA REVIEW**

### **APPOINTMENTS**

1. 6:05 P.M. – Minni Plante, Parks & Recreation Commission, 2016 summer plans
2. 6:30 P.M. – minutes taker applicant

### **NEW BUSINESS**

#### **ACTION ITEMS**

1. 42 Chestnut Street demolition project bid notice
2. High School Tuition Study Committee mission statement
3. Discussion of plan for 33 & 37 Main Street

#### **COMMITTEE REPORTS**

#### **INFORMATION ITEMS**

### **PUBLIC INPUT**

### **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)
  - c. Five parcel combined offer - (5/24/16)
    - i. Tax Map U4, Lot 25 – 1 Fayette Street
    - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
    - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
    - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
    - v. Tax Map U3, Lot 118 – Franklin Street parking lot

### **APPLICATIONS and WARRANTS**

1. Application for Elderly Deferral, Tax Map R28, Lot 2 - 910 Catamount Road

### **CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

### **MINUTES**

1. May 24, 2016 – Public Meeting Minutes
2. May 24, 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**