



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

MEETING MINUTES OF TUESDAY, June 7, 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 was here last week and spoke about the wellness committee, the next meeting is Monday the 13th at 6:00 p.m. A couple gentlemen from Laconia have come to speak with us, they gave us some disturbing information about kids and addiction. Dan gave us some information about the areas this community could work on. Those areas are prevention, treatment, policing, and harm reduction. We would like to start with the treatment area and studies show that if people have a meeting place it helps with the treatment part. The community center can be a great place to hold meetings and the cost is \$25.00 per meeting. We are asking the board if they can help us to get started and paying for the meeting place perhaps for a year until we can come up with a way to fund this ourselves. There are no treatment options in Pittsfield and we would like to get something started.

Closed at 6:04 p.m.

AGENDA REVIEW

J.C.: Nothing
Gerard: Planning Board statement

Carole: Dam site project

Carl: Appointments for High School Tuition Study Committee

Larry: Town hall desk and access

NON-PUBLIC SESSION

Gerard: Motion to go into Non-Public Session per **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. J.C.: Second. Carried: 5-0. Individual members of the Board were polled and all agreed. Board went into Non-Public Session at 6:06 P.M. Board returned to Public Session at 6:25 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

DEPARTMENT UPDATES

1. George Bachelder, Superintendent of Public Works

George: For the month of May we finished the road grading. We were also able to fix the loader ourselves. We also did the mowing and cleaning up around town to make the town look nice for the Memorial Day festivities. I was able to budget some funds for a highway shoulder machine, the cost is \$7,500.00. I would like to purchase this equipment before the price goes up from when I got the quote. Another issue that just arrived which is for Mr. Fife's lawn mower had an oil leak. When we picked it up to repair it we found more things wrong with it, but it will cost 2,500.00 to 3,000.00 to do all the repairs. I feel that it needs to be replaced, he has been using the mower for 25 years. It is running for right now but I don't know how much longer it will last. I did offer for him to use our mower when we are not using it when that one breaks and doesn't run anymore. But I think we should consider replacing it instead of repairing it. If the winter coming is another mild one I may have the money in my budget late this year.

J.C.: Has anyone done a cost comparison in the cost of a new machine and contracting the mowing out?

George: We have not, but it would cost more to contract it out.

J.C.: I'm sure it would in the short term but in the long term continuing to fix a machine and having to have this conversation again in 25 years.

George: Mr. Fife got 25 years out of this machine and I'm not sure how he did that but, he does a fabulous job for what he gets paid. I don't think you will get the quality of work if you contract the work out.

Carole: Can you patch some of the sidewalks around town? Some of them are bad and I'm afraid someone will get hurt.

George: If you can give me a list of those I can see what we can do.

Carole: I make a motion to purchase the highway shoulder widener.

Gerard: Seconded

Motion carries 5-0

2. Peter Pszonowsky, Fire Chief

Chief Pszonowsky: Did everyone receive the email I sent pertaining to the tanker pump? I provided you with the spreadsheet on the quote I received.

Carl: Is there a reason why you only went to the one person for the price of the repairs? Is there anyone else realistic to consider?

Chief Pszonowsky: They are a reputable dealer and have done our work in the past. It has been tested every year by them. The chief in Barnstead works for them and has transported for us in the past to save on cost. There are not many around so I have not gone elsewhere for this. With other items I have, but not in this case.

Larry: So the total is \$6,323.10?

Carole: Is there money in the budget?

Chief Pszonowsky: I wanted to discuss that, we have the money in the budget but we have inspections coming up.

Carl: Why don't we spend the money now out of the fire department budget and then if we need to address a shortage in the budget at inspection time we can.

Chief Pszonowsky: EMS billing is \$126,889.00 collectable is \$84,316.00 collected is \$47,815.00. 316 calls so far this year a few off from last year. I have interviewed for the per-diem spot, we are waiting for the criminal background checks to come back. The next meeting I am hoping to be able to bring them in for you to meet them if you would like?

3. Jeffrey Cain, Chief of Police

Chief Cain: Our activity since April 5, 2016 is as follows, from the Merrimack County Sheriff's office who does our dispatch there was 2,712 calls for service. We are 2nd to Bow in the call volume for Merrimack County. We had 387 motor vehicle stops, 211 criminal offense reports, and 11 motor vehicle accidents. We had 67 arrests, which include 10 felonies, 48 misdemeanors, 9 IA's or PC's, and 16 drug related arrests. Per our conversation a couple weeks ago about the RT 28, I looked at those 67 arrests and 17 of those were initiated from motor vehicle stops on or right off 28. 9 of those were drug related and the other 6 were felony. We had a department head meeting on the 25th and we filled our detective position with Kristina Martineau. She completed her training last month, and will start investigations the beginning of July. We enrolled Mike Clark in an A Ride course for the end of this month. That is provided through state funding, so it doesn't cost us anything. There will be further training for this later in the year which is also fully funded by the state. We were fortunate to have a local company to donate a conference table and chairs. So we will be able to have a room with nice furniture to hold our meetings. We put together some ordinances that are on the agenda. Our employee evaluations were due and we revamped our forms and Sgt. Di George has done all the evaluations he just has to meet with each officer to go over those.

Larry: Who does the evaluations?

Chief Cain: Sgt. Di George does all the patrol officers, I do the sergeants, administrative staff and the detective.

Carole: You stated last week you have not received any applicants for the part time position and I was wondering where you advertised?

Chief Cain: The town website, the New Hampshire Municipal Association, and we sent it down to the police academy. I did not advertise in the paper because a year ago I contacted a newspaper and the cost was around \$800.00. I felt that price was too high and decided not to spend that money. We had one part time applicant from before, but we would have to send him through all the training.

Larry: Are all the part time positions filled now that we did hire.

Chief Cain: Yes, Officer Gauthier has filled that position and is able to fill in where needed.

Larry: Any news from Barnstead?

Chief Cain: I have received no stats from the attorney, or any numbers from them.

There was some further discussion on the subject of the details and shifts we are currently doing. Larry and Chief Cain are going to make contact with Barnstead to determine what their needs are.

NEW BUSINESS ACTION ITEMS

1. Decals on town vehicles

Carl: Is there any change tonight on your feelings on decaling your car.

Chief Cain: No sir.

Carl: Last week I chased this subject all around Robin Hood's barn until I was tired and dizzy. I have no interest in spending time on the subject tonight except to say the only arguments I've heard to justify excluding the Chief's car from being decaled is that it has not been marked as long as Jeff Cain has been Chief and that its usual use is as his personal transportation and infrequently as a patrol car. His email to Cara this past week reiterated that he does not intend to decal his car. To that I say, publicly and on the record, the ball is in the Chief's court. My position remains the same, and reflects much public sentiment as well. If the Chief loves Pittsfield as much as he says he does he would be proud and anxious to have his car decaled and identified as a Pittsfield Police vehicle. If he is as much in favor of cooperation, openness and transparency as he professes, the very first place to start should be in removing any appearance that he drives a car that he has reason not to want identified and that there is anything "secret" about its whereabouts. This is not a position I intend to hide and I expect to repeat it both verbally and in print.

Larry: I agree, the past chief has had a marked vehicle.

Chief Cain: I respect his opinion. The past chief did have an unmarked vehicle. I do take great offence to questioning my loyalty and my love of Pittsfield. Decals are made for front line vehicles.

J.C.: I have done some thinking on this subject over the weekend. The Fire Chief's vehicle is marked as the command vehicle. So I thought why isn't our Police Chief's car marked as the command vehicle for that department? I would also have to say I am more concerned about not having all the departments vehicles equipped properly to be interchangeable. I do agree the detective vehicle should be unmarked.

Larry: It is Chief Cain's call. My opinion it should be marked.

Carole: I think it should be marked as well.

2. July 2016 public forum

Larry: We all received the letter Cara put together, is there any comments? I introduced this topic.

Carl: This is not really saying what I thought you meant it to.

The board made some changes to the letter and it will be published. The public forum will be held July 19, 2016.

3. Board/Committee project document

Cara: Roland and I meet earlier last week and he came up with a nice idea.

Roland Carter: There are a lot of people on different boards, committees, and doing different projects. Some are duplicating in their efforts because not all boards know what each other are doing or working on. I have dealt with a lot of businesses that deal with CRM (customer relationship management) type of form. We already have a list of boards and the members and if we change the landscape of the list that Cara has already we can add the information piece to the document. So anyone can look at the document and know who to see if they have questions or are working on the same thing. We also discussed who would do the input of the information and it may be good for the boards to input the information and update it.

There was some discussion about the list being on the website and how people could go into it and update the information. And how it could benefit the boards and the keep the town informed on what's happening.

Carl: I make a motion to approve the CRM.

Carole: Seconded

Motion carries 5-0

4. N.H. Public Works Mutual Aid Program Assistance Agreement

Cara: We are currently a part of N.H. Public Works Mutual Aid Program, I don't think we have ever used it, but you never know when you may need it. The dues are \$25.00. And in signing this allows us to be a part of the program.

J.C.: I make the motion to authorize Cara to sign the agreement, and pay the dues.

Carl: Seconded

Motion carries 5-0

5. Fire Department 72TK2 tanker repair

Carl: I make a motion to approve the repair for the tanker in the amount of \$6,323.10.

Gerard: Seconded

Motion carries 5-0

6. Fire Department Advanced Life Support Intercept Services Agreement

Chief Pszonowsky: That is just operating our paramedic intercepts. Like if we call for a paramedic we get charged \$549 so we would like to update our contract to be able charge the same.

Gerard: I make a motion to accept the Advanced Life Support Intercept Service Agreement.
Carole: Seconded
Motion carries 5-0

7. Animal Control Ordinance proposed revisions

Carl: I have concerns with a couple of the sections.

Carl read the sections he had concerns with and there was some discussion on those.

Larry: Moving forward with a public hearing to hear the concerns with the ordinance is a good idea.

Chief Cain: I just put together a draft because the ACO has been receiving complaints, there is no ordinance in place right now for us to be able to address the complaints coming in.

8. Disorderly Residence Ordinance proposal

Larry: Thank you for working on this Chief, would you recommend a public hearing for this one as well?

Chief Cain: Yes, it is a substantial ordinance that would effect a lot of property owners. The City of Franklin has had this ordinance in place for a while, and they have seen a change. It has been taken to court but has not become a problem with the ACLU.

The board discussed having the public hearings the same night and how to get the word out there to inform the community of the ordinances being proposed. Cara will figure out a good date to have those. After the public hearing it will be sent to the attorney for review.

COMMITTEE REPORTS

Town Hall Access

Larry: I would like to see the administration office part of the building have limited access. The only people with access to the administration office are the employees who work behind there, the Selectboard, and emergency department heads. The employees can grant people access and buzz them through the door.

J.C.: I make a motion to change the access code to the administration office of the town hall. Access will be limited to the Town Administrator, Administrative Assistant, Town Clerk Tax Collector, Deputy Town Clerk Tax Collector, and the Selectboard. Access can be granted to people by one of those persons. The access code will be provided to Emergency responders.

Gerard: Seconded
Motion carries 5-0

Larry: We received a request for the desk at the town hall. Cara has some ideas and I would like to see Cara have authority to manage what happens with her office.

J.C.: I can't believe we are having this discussion. That should be her call.

Cara: Something came in writing and I have never been given the explicit authority to manage my office so I am asking to continue to do what I mistakenly assumed was my responsibility.

Larry: This will make it official.

J.C.: I make a motion to give Cara the authority of administration of her office.

Carole: Seconded

Motion carries 5-0

Minute Taker Position

Gerard: I make a motion to hire Cyndi Hetu for the Minute Taker Position.

J.C.: Seconded

Motion carries 5-0

Dam Site

Carole: Mr. Joe Darrah approached a few of us concerning some brush and dead trees at the dam site. Joe spoke with a gentlemen from the state who owns the property. They are requesting a letter from the town.

Joe Darrah: This is the property owned by the state, and I reached out to them and spoke with a gentleman requesting permission to fix up the area along with the Beautification Committee. He stated that if we could put something official in writing from the town he would be able to present it to his superiors and get authorization for us to do the work. We could accommodate what they would like to see there and express the concern of the current state of the property being a safety hazard would be helpful in getting the permission.

Carole: I make a motion to send a letter of request for permission to improve the property by the dam owned by the state.

Gerard: Seconded

Motion carries 5-0

High School Tuition Study Committee

Carl: I would like to make some appointments to this committee tonight.

Carl: I make a motion to appoint Nick Hayes to the High School Tuition Study Committee.

Gerard: Seconded
Motion carries 5-0

Carl: I make a motion to appoint Ray Ramsey to the High School Tuition Study Committee.
Gerard: Seconded
Motion carries 5-0

Carl: I make a motion to appoint Bill Miskoe to the High School Tuition Study Committee.
Gerard: Seconded
Motion carries 5-0

Carl: I make a motion to appoint Brandon Guida to the High School Tuition Study Committee.
Gerard: Seconded
Motion carries 5-0

Town owned property policy for the Planning Board

Gerard: The Planning Board is having a problem with figuring out what you are not liking in the policy. Did you email me what your concerns are?

Carl: I gave you a hard copy of mine.

Carole and Larry are going to get their concerns to Gerard.

Town owned property update

Carl: Jim and I meet with Donna Ward concerning 81 Main St., 114 Main St., and 31 Berry Ave. and talked about the options we have and the best way to move forward with these properties.

Carl went over the details of the options.

Clayton Wood: I sent a letter to the board for a request of a site visit and was hoping you could address that.

Carl: I make a motion to get the site visit for 81 and 114 Main St, and 31 Berry Ave. the Planning Board requested.

J.C.: Seconded
Motion carries 5-0

INFORMATION ITEMS

PUBLIC INPUT

None

OLD BUSINESS

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

Larry: George came up with an estimate on the work that needs to be done downstairs in the amount of \$4,100.55. Is that the cost for the food pantry to remain downstairs?

George: I came up with that price because I was told that we need to do something down there to be able to use the space.

There was some discussion about what that cost would cover and that it is an approximate cost. And how the work can be done with it being occupied, and the different options of moving things around to get the work completed. Also, where the funds can be found.

2. Town owned tax-deeded properties (4/5/16)

a. Warren Avenue vacant land (U3-55-1) – selective bid to abutters

Cara: We have been holding on this property because it abutts 33 and 37 Main St. I was wondering if you would like to take this off the agenda for now.

The board discussed the options the town has and decided to keep this property and take it off the agenda.

b. Upper City Road vacant land (R18-6) – selective abutter bid (5/3/16)

Cara: The abutter did not respond did you want me to send another letter?

The board decided to keep the property and take it off the agenda.

3. Energy service provider contract, Eversource/Standard Power of America (5/17/16)

Cara: I thought Donna and I were going to go over the contract but she said she was not able to. So I was wondering how you would like to proceed.

Carl: I make a motion to stay with Eversource exclusively.

Gerard: Seconded

Motion carries 5-0

4. Sale of town owned tax-deeded property

a. Tax Map U2, Lot 36 – 85 Catamount Road (5/17/16)

Cara: It looks like we are closing on this property tomorrow.

b. Tax Map U5, Lot 41 – 11 Watson Street (5/17/16)

No update

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

Carl: I believe Donna is moving forward with this

APPLICATIONS and WARRANTS

CHECK MANIFESTS

1. Accounts payable

Gerard: I make a motion to approve accounts payable

J.C.: Seconded

Motion carries 5-0

2. Payroll

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

J.C.: Seconded

Motion carries 5-0

MINUTES

1. May 31, 2016 – Public Meeting Minutes

Gerard: I make a motion to approve the public meeting minutes from May 31, 2016

Carl: Seconded

Motion carries 5-0

2. May 31, 2016 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the non-public meeting minutes from May 31, 2016

Carl: Seconded

Motion carries 5-0

PUBLIC INPUT

None

NON-PUBLIC SESSION

Gerard: Motion to go into Non-Public Session per **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. Carole: Second. Carried: 5-0. Individual members of the Board



MEETING AGENDA

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

TUESDAY, JUNE 7, 2016

6:00 p.m. - Call to order

PUBLIC INPUT

AGENDA REVIEW

DEPARTMENT UPDATES

1. George Bachelder, Superintendent of Public Works
2. Peter Pszonowsky, Fire Chief
3. Jeffrey Cain, Chief of Police

NEW BUSINESS

ACTION ITEMS

1. Decals on town vehicles
2. July 2016 public forum
3. Board/Committee project document
4. N.H. Public Works Mutual Aid Program Assistance Agreement
5. Fire Department 72TK2 tanker repair
6. Fire Department Advanced Life Support Intercept Services Agreement
7. Animal Control Ordinance proposed revisions
8. Disorderly Residence Ordinance proposal

COMMITTEE REPORTS

INFORMATION ITEMS

PUBLIC INPUT

OLD BUSINESS

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2. Town owned tax-deeded properties (4/5/16)
 - a. Warren Avenue vacant land (U3-55-1) – selective bid to abutters
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APPLICATIONS and WARRANTS

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. May 31, 2016 – Public Meeting Minutes
2. May 31, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION

PUBLIC INPUT



WORK SESSION

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

TUESDAY JUNE 7, 2016

Members of the Board of Selectmen:

Larry Konopka

Gerard LeDuc

Carl Anderson

Carole Richardson

(Jim Allard was not in attendance)

Met to have a work session to review the building inspector's job description at 5:00 p.m. on Tuesday, June 07, 2016 at 85 Main Street, Pittsfield NH 03263.

Town Administrator Cara Marston was present for the discussion.

Building Inspector Jesse Pacheco was in the audience.

The board reviewed the existing job description and discussed some changes. No changes were made. A revised job description will be reviewed with the building inspector at a future meeting date.



NOTICE

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

TUESDAY JUNE 7, 2016

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WORK SESSION

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TOWN OFFICE, 85 MAIN STREET
PITTSFIELD, NEW HAMPSHIRE 03263

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