



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

MEETING MINUTES of Tuesday, June 14, 2016

CALL TO ORDER

The Pittsfield Select Board Meeting for June 14, 2016 was called to order by Mr. LeDuc at 6:00 p.m.

MEMBERS PRESENT

Gerard LeDuc, Vice-Chairman
Carole Richardson
Carl Anderson

MEMBERS ABSENT

Larry Konopka, Chairman
J.C. Allard

PUBLIC OFFICIALS

Cara Marston, Town Administrator
Cyndi Hetu, Minutes Clerk
Jeffrey Swain, Zoning Board of Adjustment Chair
Peter Pszonowsky, Fire Chief
Don Tyler, Chief Inspector
Dave Simpson, Pittsfield Wellness Coalition

PUBLIC INPUT I

Mr. Elkins, Pittsfield Center Development Corp, stated he received a call regarding Mr. Schroth request for space at the community center. He stated they have a meeting scheduled with Mr. Schroth at their monthly meeting which is June 16, 2016. He stated they will be discussing the details of who is involved. He stated they believe they can accommodate Mr. Schroth.

Mr. Gauthier stated he was looking at the proposal for the Disorderly Residence Ordinance and asked if there was going to be hours for the noise ordinance. The Board informed him there would be a public hearing on the ordinance. Ms. Marston stated it will probably fall under the Noise Ordinance. Mr. Anderson stated the proposed town ordinances need revisions and amendments. He suggested Mr. Gauthier attend the public hearings and bring up his concerns.

Mr. Wolfe expressed his disappointment in how the Board is handling the decals for the Police Chief. He stated he feels there is a personal vendetta against the Police Chief.

Mr. Nilsson asked the Board what they have accomplished since they got on the Board. Mr. Anderson stated a lot of the Departments need some change and they are working on it. Mr. Nilsson stated he thinks they have a solid Department Head crew and would like to see the Board work with the Department Heads.

Mr. Wolfe expressed concern the Board didn't thank Mr. Miskoe for his offer to buy property for \$100,000.

Mrs. Rollins stated she thinks the Board is correct regarding the decal for the Police Chief. She explained if she was on the road after dark and an unmarked vehicle tried to pull her over, she would not stop for it. She stated she would be afraid to stop with the way things are now; therefore, she could see a justification for a decal on the Police Chief vehicle.

AGENDA REVIEW

Mr. Anderson stated he would like to add appointments for the High School Tuition Study Committee.

Accept FEMA Hazard Mitigation Grant for 42 Chestnut Street demolition

Ms. Marston stated they officially received the grant from FEMA to demolish 42 Chestnut Street in the amount of \$30,617. She stated it is an in-kind grant for the labor of the Highway Department. Mr. Anderson asked about the bids for the demolition. Ms. Marston stated the bids are due on Thursday this week.

Motion. Mr. Anderson made a motion to accept the FEMA Hazard Mitigation Grant in the amount of \$30,617. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Discussion of Town Hall security

Mr. Anderson stated they had previously discussed cameras in the town hall. He stated if they are going to go through the effort of putting cameras outside they should address the safety concerns on the inside and install cameras inside as well. He stated they should have a camera in the lobby, meeting room and administrator's office.

Mrs. Richardson asked how the process would work and if there would be bids. Ms. Marston stated they are working with a company who is providing an estimate to the Police Department. Ms. Marston explained it would be hooked up to a server and can link the cameras at the town hall to the Police Department.

Mr. Anderson asked if they would be taking a vote on cameras and would they be deciding where they would put them. She stated when they get the bid the Board would vote on them and decide where they would go.

Mr. Anderson stated he would like to amend the policy regarding Town Hall Access. He read Section 10f of the policy that says "No person shall enter the Selectmen's Office or any office accessed by that office during business hours unless given permission by someone working in that office." He stated he would like to amend the policy in order to address missing books and documents as well as identify excessive traffic.

Motion. Mr. Anderson made a motion to amend Section 1 of the Town Hall Access Policy to read “Prohibited: No person shall enter the Selectmen’s Office without signing into a log book to be kept at the door, with the following information to be entered; signature, printed name, date & time, reason for visit. When exiting the office the same person shall log time leaving and enter any physical item being removed. In addition to the public, every town employee shall be included and subject to this provision, and this Policy and Section shall be immediately added to the Personnel Policy of the Town, and become subject to disciplinary action for non-compliance.” Mrs. Richardson seconded the Motion.

Mrs. Richardson asked about the “Selectmen’s Office” and if they should say administration area. Mr. Anderson stated he was under the impression it was all considered the Selectmen’s Office. Ms. Marston stated it was always considered the Selectmen’s Office which also includes Ms. Theriault’s area as well as her area.

Mr. Anderson stated there will be push back on this however it is common practice. He stated this will allow them to track the activity in and out. He stated it will also allow the town hall staff to continue with their regular duties.

Mrs. Richardson asked when this would be effective. Mr. Anderson stated as soon as they can get it in place.

Ms. Marston asked about the Personnel Policy piece of it. Mr. Anderson asked if they can put the amended portion in the Personnel Policy. Ms. Marston stated if an employee is not abiding by it then it falls under the disciplinary part of the policy. Mr. Anderson stated the legal inquiries advised him it should be included in the Personnel Policy as well as the Town Hall Access Policy.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Appointment with Jeffrey Swain, Zoning Board of Adjustment Chair

Mr. Swain stated the ZBA had a motion to request clarification on the town attorney’s opinion. The Vice Chair asked what the ZBA’s concern was of the attorney’s opinion. Mr. Swain stated some members of the ZBA wanted some more clarification.

Mrs. Richardson asked if they are looking for RSAs. Mr. Swain stated a couple of the members were concerned.

Mr. Anderson stated this is going to fester until it gets resolved. He stated he doesn’t think it will take much more time for the attorney to say why his opinion is what it is. He suggested this be the last time they go to the town attorney with this concern.

Mrs. Richardson asked if the drafted letter was specific enough. Mr. Swain stated it was put together by one of the members who had concerns.

Motion. Mr. Anderson made a motion to clarify reasons for recommendation. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Mr. Swain asked if they could discuss the ZBA secretarial needs. He stated he thinks the ZBA would be okay with Ms. Ramsey doing the secretarial work. He asked how it would work in regards of doing the prep work. Ms. Marston stated they would go by the rules of procedures of the ZBA has so she could facilitate the paperwork and be the secretary.

Mrs. Rollins asked if Ms. Ramsey would be responsible for emailing the ZBA members of notifications. Ms. Marston stated Ms. Ramsey would be the one sending out emails with notifications.

Appointments to High School Tuition Study Committee

Motion. Mr. Anderson made a motion to appoint Jennifer Mika for the High School Tuition Study Committee. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Motion. Mr. Anderson made a motion to appoint Dan Green for the High School Tuition Study Committee. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Appointment with Dave Simpson, Pittsfield Wellness Coalition

Chief Pszonowsky introduced Mr. Simpson to the Board. He explained Mr. Simpson is a full-time fire fighter for the town as well as one of the Wellness Coalition Coordinators. He stated he would like Mr. Simpson to give the Board an update as well as have the Board give him a title for a point of contact from the Fire Department.

Mr. Simpson stated the Pittsfield Wellness Coalition was reborn from the Pittsfield Drug & Alcohol Coalition. He stated they started building their strategy around the Youth Risk Behavior Survey from the High School. He stated it was frightening on some of the levels and they are consistently higher than the Capital Area.

Mr. Simpson stated they have organized a Naloxone Event for June 24, 2016. He stated he will be speaking about situations he has seen in the EMS world. He stated they attendees can be trained on how to administer Naloxone and receive a free kit. He stated this event has worked out well in other towns such as Laconia.

Mr. Simpson stated the Coalition is also looking at what Pittsfield is lacking to assist people. He expressed concern about those without insurance, counseling, or transportation. He stated they are looking for ways to introduce those services into the community. He stated he has taken a Recovery Coach Academy as well as Train a Trainer which allows him to offer a lot of things to the community.

Mr. Simpson stated he has become the “go to” person and has been able to go around speaking to people and involved with Churches and pastors willing to help. He stated he has spoken with Ms. Theriault about things they could help each other with. He suggested they have a computer accessible for residents which would not be on the town network. He explained this would allow residents to finish Medicaid forms, sign up for recovery problems, sign up for health insurance and other services.

Mr. Simpson stated having one person for residents to go to communicate and coordinate services would be beneficial for the town. He stated because of HIPPA laws they have to be very careful discussing situations within the town and the coalition allows them to see different perspectives of the situations. He stated last year they had 18 confirmed heroin overdoses and he thinks it is double this year. He stated there is a safety factor for people going to the Fire Department which is why he thinks the Fire Department should be leading this coalition.

Mr. Anderson stated he reviewed the Pittsfield Youth Risk Behavior Survey for 2015 and it is very discouraging. He applauded Mr. Simpson for his efforts with the coalition. He stated they are so far above the state average it is scary.

Mr. Simpson stated when kids using heroin on school grounds they need to address it. He stated the Police Department understands they cannot arrest their way out of it. He stated if his pager goes off and it is a possible overdose, he will go out on the call. He stated there is not much time to help someone when they have hit rock bottom so it is important for him to act quickly.

Mr. Simpson stated they need business cards and handouts for people to know there is someone to go to. He explained education to the people helps as well. He stated the closest services are Laconia and Concord. He stated they only have one AA meeting in town and no NA meetings.

Mr. Simpson shared a story of transporting person of heroin addict trying to kick habit who decided to attempt suicide. He explained there was nothing Concord Hospital could do for the person and it was the turning point for him. He stated it is not just user who is affected. He stated they would like to have one point of contact and a phone for that person.

Mrs. Richardson asked Mr. Simpson if he was asking for a phone. Mr. Simpson stated he is looking for the Board’s blessing, for a title, a phone, and business cards. Mr. Anderson asked what the title would be. Mr. Simpson stated it would be Wellness Coordinator.

Mrs. Richardson asked how this ties in with Mr. Schroth. Mr. Simpson stated Mr. Schroth was unaware of the other things in play. He stated he has been speaking with First Congregational Church and Pastor Mike at Grace Capital.

Motion. Mr. Anderson made a motion to appoint David Simpson as Wellness Coordinator and give him a phone. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

The Vice Chair asked what gaps Mr. Simpson saw in the town. Mr. Simpson stated they need professional services. He suggested speaking with Riverbend to open an office Main Street. He stated

they also need to work on our stigma. Mr. Anderson asked Mr. Simpson if he thought a professional services office would be best located on Main Street considering the high exposure. Chief Pszonowsky stated it could be a deterrent to have services on Main Street. Mr. Simpson stated they are having their Naloxone Event at Grace Capital because people may want privacy.

Mr. Simpson stated they have 98 RSVPs for the Naloxone Event which speaks to the need in the town. He stated they have advertised the event on Facebook as well. He stated he can report to the BOS on a monthly basis if they would like.

Mrs. Richardson asked if there will be State funding for the coalition. Mr. Simpson stated they want to become a 501(c)3 which would allow for federal grant funding.

COMMITTEE REPORTS

Planning Board

Mr. Anderson stated he opened up the three pressing town properties for the Planning Board. He stated they will review and give any concerns or comments on the properties. He stated 85 Catamount closed. He stated Watson and Fayette Streets are still in process.

Citizen of the Year

The Vice Chair asked how the meeting was. Mr. Anderson stated it was short. He was informed there was not going to be a BOS Representative to the committee so he need not stay. Mrs. Richardson stated she was taken back by it. She suggested they take the appointment off for future.

Motion. Mrs. Richardson made a motion to not have a Board of Selectman Representative on the Citizen of the Year committee. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

INFORMATION ITEMS

Sale of town owned tax-deeded property: Tax Map U2, Lot 36 – 85 Catamount Road – closed on 6/8/2016

Ms. Marston stated 85 Catamount Road closed on June 8, 2016.

Quintin B. Berkson Scholarship Trust Fund

Ms. Marston sated they received the first deposit for the Quintin B. Berkson Scholarship Trust Fund in the amount of \$8,300. She explained scholarship funds don't go through town meeting because the Select Board has the authority to accept them. She stated they don't need a motion for the funds because they already accepted the scholarship fund. She stated there will be other deposits this year.

City of Franklin event - walking tour to see their progress - June 23, 2016

Ms. Marston stated Roland Carter from the EDC has been corresponding with City of Franklin with ideas for revitalization of Pittsfield. She stated they are having a walking tour of their downtown for people to see their progress. She stated all is welcome to attend.

Transportation Advisory Committee June 7, 2016 meeting summary

Ms. Marston stated Ted Mitchell submitted notes from the last meeting. She stated this was an informational piece to put on agenda so people can be aware of what they are doing at the meetings.

PUBLIC INPUT II

Mr. Heffernan stated he spoke with Mr. Miskoe regarding town owned properties. He asked if the Board received Mr. Miskoe's report and what do they think of it. He stated there is concern of cycle of properties being bought and then sold again. Mr. Anderson stated he read it and spoke with Mr. Miskoe. He stated Mr. Miskoe made a lot of good points. Mrs. Richardson stated she hadn't seen it yet.

Mr. Anderson stated the single family properties need to be rehab and back on tax rolls. They are looking at escrowing additional funds beyond sales price to get properties rehab properly in addition to getting them sold. He stated the properties on Main Street need to be looked at closely because the only time the town has control over them is when they own them.

Mr. Anderson stated Mr. Miskoe has dismay of there being so many zoning uses not allowed in a lot of areas in town. He stated those should be addressed to make it easier for businesses to come in downtown. He stated Miskoe thinks rent needs to be higher but rental rates are not far below surrounding towns. He stated Mr. Miskoe thinks they would get better cliental if rents were higher. He stated biggest problem is too many people living in each unit. He stated we need to enforce how many people live in a unit.

Mr. Heffernan stated there was a group of people in town who had looked at things of what zoning laws could and couldn't do and they were going to put it on town ballot but Planning Board had issues with it.

Mr. Heffernan gave an example of current zoning which makes things difficult. He stated currently they are not able to have a restaurant in industrial zoning areas. He stated he would like to get this resurrected. He stated some of the zoning laws are great and some are just limiting. Mr. Anderson stated he liked it when the downtown area had a mix of businesses in the area.

Mrs. Rollins asked which Board has authority to make changes to zoning. Mr. Heffernan stated the Planning Board is supposed to do it; however, a group of citizens can do it through a Citizens Petition (25 or more citizens). Mr. Anderson stated all zoning changes have to go to the town meeting. The Vice Chair stated zoning changes can be made by Citizen Petition or the Planning Board and then the Planning Board submits it to the town.

Mr. Gauthier asked what 85 Catamount sold for. Ms. Marston stated it sold for \$38,000.

Mr. Nilsson stated as far as town hall security, most of the things missing are from the records room and asked how they are going to control it. Mr. Anderson stated they are just controlling the Selectmen's area. Ms. Marston stated they keep it locked.

Appointment with Peter Pszonowsky, Fire Chief & Don Tyler, Chief Inspector

Motion. Mr. Anderson made a motion to go into non-public under RSA 91-A:3,II(c) at 7:15pm. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Motion. Mr. Anderson made a motion to go back into public session at 7:25pm. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Motion. Mr. LeDuc made a motion to seal the previous set of non-public minutes because it may adversely affect a person other than a member of the Board. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

OLD BUSINESS

Town hall basement (4/5/16)

Ms. Marston stated the Chair had instructed her to email the School Board the Food Pantry is accepting offer to move up to the school.

APPLICATIONS and WARRANTS

Notice of Intent to Cut – Tax Map R51, Lot 3

Motion. Mr. Anderson made a motion to approve the intent to cut. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

CHECK MANIFESTS

Accounts Payable

Motion. Mr. Anderson made a motion to approve the Accounts Payable. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Payroll

Motion. Mrs. Richardson made a motion to approve the Payroll. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

REVIEW AND APPROVE MINUTES

Motion. Mrs. Richardson made a motion to approve the minutes for June 7, 2016. Mr. Anderson seconded the Motion.

Mrs. Richardson gave Ms. Marston some grammatical changes for the minutes.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

Motion. Mr. Anderson made a motion to approve the non-public minutes for June 7, 2016. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

PUBLIC INPUT III

Mr. Nilsson asked for an update on the Safe Routes to School project. Mr. Anderson stated there is a hold up with the engineering. Ms. Marston stated they have gone back and forth with the State because the landowners have to grant a temporary right-of-way easement which is quite a process. She stated the requirements for the right-of-way keep changing which is what is holding them up.

Mrs. Rollins asked if it is the opinion of the town there are places to cut within the town budget. She gave an example of the cost of the search and rescue dog and the salary of the officer. Mr. Anderson stated there will be someone at the forum who can answer her questions. Mrs. Rollins also asked if there really a need for a Detective in town when the State police have a detective available for the town.

Motion. Mrs. Richardson made a motion to adjourn. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. LeDuc – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. The Vice Chair declared the Motion passed.

The Vice Chair adjourned the meeting at 7:40pm.

APPROVED:

Gerard A. LeDuc
GERARD LEDUC, VICE CHAIRMAN

June 28, 2016
DATE



MEETING AGENDA

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

TUESDAY, JUNE 14, 2016

5:30 p.m. – Call to order - early meeting time to review personnel evaluations (possibly in non-public)

6:00 p.m. - Call to order – regular session

PUBLIC INPUT

AGENDA REVIEW

APPOINTMENTS

- 6:15 p.m. – Jeffrey Swain, Zoning Board of Adjustment
- 6:30 p.m. – Dave Simpson, Pittsfield Wellness Coalition
- 7:15 p.m. – Peter Pszonowsky, Fire Chief & Don Tyler, Chief Inspector

NEW BUSINESS

ACTION ITEMS

1. FEMA Hazard Mitigation Grant – for 42 Chestnut Street demolition
2. Town Hall security

COMMITTEE REPORTS

INFORMATION ITEMS

1. Sale of town owned tax-deeded property
 - a. Tax Map U2, Lot 36 – 85 Catamount Road – closed on 6/8/2016
2. Quintin B. Berkson Scholarship Trust Fund
3. City of Franklin event - walking tour to see their progress - June 23, 2016
4. Transportation Advisory Committee June 7, 2016 meeting summary

PUBLIC INPUT

OLD BUSINESS

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
 - a. Tax Map U5, Lot 41 – 11 Watson Street (5/17/16)
 - b. 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. Notice of Intent to Cut – Tax Map R51, Lot 3

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. June 7, 2016 – Public Meeting Minutes
2. June 7, 2016 – Non-Public Meeting Minutes

NON-PUBLIC SESSION

PUBLIC INPUT