



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

MEETING MINUTES OF Tuesday July 11, 2017

CALL TO ORDER

Call to order at 6:00 p.m. by J.C. Allard, Chairman

MEMBERS PRESENT

J.C. Allard, Chairman
Gerard LeDuc, Vice-Chairman
Carole Richardson
Jim Adams

MEMBERS ABSENT

Carl Anderson

OTHERS PRESENT

Bonnie Theriault Administrative Assistant

J.C. welcomed Jim Adams to the board and thanked him for taking this responsibility on.

PUBLIC INPUT – regarding agenda items only

None.

AGENDA REVIEW

Gerard: Committee reports.

Carole: Committee reports, and also to add Jim to some committee assignments under action.

J.C.: None.

Jim: None.

NEW BUSINESS

ACTION ITEMS

1. Annual notice to NH DRA regarding PA-28 Inventory of Taxable Property Forms for 2018

J.C. asked the board if they had a chance to look the forms over, and to his understanding they typically decline this offer from the state. Our workers prefer not to handle these documents to receive little in return for the effort it takes. Bonnie also stated that it is also because of the building permit process. J.C. would entertain a motion regarding the taxable property forms.

Carole: I make a motion to decline the use of the PA-28 Inventory of Taxable Property Forms for 2018.

Jim: Second.

Discussion: None.

Motion carries 4-0

2. Civil forfeiture fines abatement request

J.C. stated that this is a request from a citizen for an abatement for a civil forfeiture fine related to dog licensing, but the citizen is not present. Erica is here if there is any questions from the board and she did send an email, as well. Carole confirmed with Erica that they had one similar to this last year, and asked if they will be receiving any more. Erica stated that it is a possibility to receive more, but she is not aware of any others at the moment. And stated that people are not happy about getting these. J.C. asked how many licensed dogs we have in the community, Erica stated we average around 1100 to 1200 total. J.C. stated that roughly 1100 people have registered their dog on time. Erica stated that we make every effort to remind people to register their dog because we understand it's not on everyone's radar to do so. J.C. stated the citizen started this process in February and then had until May 1st to complete the process before a fine was assessed. Erica stated we had tags available as of January 2nd. J.C. stated that they didn't manage to make it work within the time frame that was required. Erica stated that she unfortunately does not have anything stating she had spoken with her concerning the issues she was having. The reason she was having an issue is because we did not show she had a current rabies vaccination, and that is the reason for the law. We had not received an updated rabies vaccination and in the law it does state that it is the owner's responsibility to provide that to us. Erica explained that the citizen asked her vet to send the updated rabies but we did not receive it. When we receive updated rabies certificates from the veterinarians they usually send several at a time and some we don't receive at all. Carole asked when the postcard reminder went out, Erica stated that they went out May 1st to the people who had not registered their dog yet. This was the first year she had done the postcard because of the cost sending them out. We have many other ways of reminding people to register their dog that does not have a cost and we don't make any money on the dog registration to cover any additional cost. But after attending the Town Clerk Conference many clerks have done this and stated it helped. Erica stated that after May 1st we don't have as many people on the list so the cost was minimal, and decided to send a postcard reminder. Carole confirmed with Erica about a grace period in May because the 1 dollar fee does not start until June 1st. J.C. asked if anyone would like to make a motion to abate or to deny the abatement, and asked about the fine amount. Erica stated that as of right now there would be \$2.00 late fee (\$1.00 per month it is late), a \$25.00 fee for the forfeiture, and \$5.00 service fee which is all determined by statute. Carole confirmed with Erica that it would be \$32.00 plus the license fee.

Carole: I make a motion to deny the forfeiture abatement.

Gerard: Second.

Discussion: Gerard stated we have always done it this way and they have 3 months to get the rabies information and register their dog. J.C. stated he suspects nearly 1000 people would agree since they managed to register their dogs on time.

Motion carries 4-0

3. Committee Assignments of the Board of Selectmen

The board decided to look at what Larry was assigned to and fill those vacancies. J.C. stated that the openings are with the Planning Board, Union Negotiations Team, and the Wellness Coalition. J.C. explained the Union Negotiation meetings. J.C. asked Jim if he had any in particular interest he would like to fill. Jim stated he was a chairman on a planning board so he would feel comfortable there and he also spent a lot of time in negotiations. J.C. confirmed with Jim that he would fill those 2 positions and that would leave the Wellness Coalition. Mike Wolfe stated that the way the Wellness Coalition is set up that it does not have to be the same person every time. J.C. explained that when he was going before Larry showed interest in going he was more of an observer then a participant. Jim asked what the Wellness

Coalition did. There was some discussion on what type of conversations that have taken place at the meetings, and how the coalition can help with the communities biggest issues and it is also involves the school community, as well. Mike Wolfe stated they are going to have an informational booth set up at Old Home Day if there are any questions or to see what they are doing. Carole asked if there is an agenda and minutes posted somewhere, and Mike stated yes, but he is not sure where they are posted. J.C. confirmed with Jim that he will work with him on the Union Negotiations Team and be the alternate on the Planning Board. Clayton suggested voting on the Planning Board Representative and the Alternate.

Gerard: I make a recommendation to nominate Carole Richardson as the Selectmen's representative to the Planning Board.

Jim: Second.

Discussion: None.

Motion carries 4-1 Carole abstains

Gerard: I make a recommendation to nominate James Adams to be the Selectmen's Alternate representative to the Planning Board.

Carole: Second.

Discussion: None.

Motion carries 4-0

Gerard: I make a recommendation for James Adams to be the Alternate on the Union Negotiations Team.

Carole: Second.

Discussion: None.

Motion carries 4-0

J.C. would like to revisit with the school board chairman at a convenient time to communicate, and Mike Wolfe agreed.

COMMITTEE REPORTS

Gerard stated that B.C.E.P administrator Earl Weir is looking to retire this year and the committee has been working on the job description for the new incoming administrator. They have 4 possible candidates that are interested. But once they read the new description they may back out because it is different from what it is now. J.C. asked when he is looking to retire. Gerard stated he is planning on retiring once they have an administrator in place and leave 2 months after that. J.C. inquired about paying 2 administrators during that time, Gerard stated that once that person is in place and accepted by the board, Earl stated he will cease to be the administrator and being paid. Gerard stated that is how he is, he will stay and help without being paid. Carole inquired about having 4 individuals interested and still advertising for the open position. Gerard stated they are still going to advertise, but will do that after the job description is complete. Carole stated she was surprised to know they have applicants with no job description. Gerard stated that those people are in house and are interested in moving up.

Gerard stated that the Budget Committee has been meeting for the last month or so because of the school union contract. We have a meeting on July 19 at the school auditorium. He explained that with SB-2 the budget committee has to do their work first then it goes to the moderator from the school. There is a question if we have to have the clerks at the deliberative session or not. Mike Wolfe stated that it looks like they will have to. J.C. inquired about the 19th of July being the deliberative session. Gerard stated no it was the budget committees meeting for the approval or disapproval of the contract. Mike Wolfe stated

he thought it was the 18th and Gerard said yes the 18th. Carole inquired about it being a public hearing, and Gerard stated that it is the budget committee's public hearing. Gerard stated that the contract has been approved and the budget committee has the information and this meeting on the 18th if for the public to speak up one way or the other. Then there will be a deliberative session. J.C. asked if that was for the public to speak up as well, and Mike Wolfe confirmed that, and also stated that there is nothing that we can change because it is a contract but the public can voice their opinion. Gerard stated that this is the budget committee public hearing for the contract, then it will go the deliberative session which will be handled by the moderator. Then there will be a special election 28 days after that. J.C. inquired about it being completed before the start of school and Mike stated it will not be because of the timing of everything. J.C. also inquired about the special election being held at the town hall. Erica stated that yes it will be and she is hoping that she will be able to print out the ballots and also do a hand count to be able to save around \$1,000.00.

Carole stated that at the last Planning Board meeting there was some discussion concerning the Loudon Race Track. Clayton stated he sent something to the board but they had not received it yet. Clayton stated the Planning Board and most likely the Selectboard received a letter of Notice for Regional Impact from the town of Loudon. They lost one of the races and would like to hold concerts. When they went to the meeting they learned that there will be 21 concerts. They also went to the Central New Hampshire Regional Planning who did the regional impact for them and they found little information concerning traffic, what type of concerts and so forth. The board had concerns about the lack of information, the first decision the planning board has to make is if it is going to have a regional impact. The letter that was submitted to the selectboard are the concerns that the planning board has. Most of it has to do with crime. Camping is allowed at the facility and there is also a concern with the types of concerts they are going to have with the drinking and drugs that could be involved. On the 20th the planning board will be meeting in Loudon and some of our board members are going to attend that and will forward any concerns that the selectboard has if they would like. Clayton stated that he is not aware of anything they could do but as an abutter we have a legal right to address our concerns. J.C. commented about the number of events compared to the 2 race weekends. Clayton stated they requested 21 events per year, but that does not mean they will hold all 21. Clayton's concern is the lack of information for the regional impact, and the order of procedures are unusual. They are doing a site plan before they get the exemption of use. J.C. thinks they are looking for a replacement of the economic loss. Jim stated that the owner and he went to Gov. Lynch 6 years ago to widen 106 to ensure both races would stay but they were not able to accomplish that, so the race that is left is in jeopardy. So this would be an opportunity for the people to try and raise some money. Jim and J.C. stated that 21 events over the summer would be almost every weekend. Clayton apologized for the letter being late but they had to have a meeting before putting it together, but they also included the letter from the Town of Canterbury that expresses their concern. The variance letter from the Zoning Board and the site plan from the Planning Board is included as well. Clayton stated they expected to not have a problem with a concert in place of the race but when they found out more information it became more of a concern. J.C. stated he assumes that places like Meadowbrook may have an issue with this as well. Clayton stated he does not know if they would have any say in this, but this board does because of the regional impact as an abutter town. Clayton stated that some of their concerns are the impact it will have on our police department and Chief Cain did address that which is indicated in the letter. And also the traffic concern which has not been looked into by the regional planning board, and the possible noise which would be equal to the data provided, the overnight camping, and crime. Clayton stated he has been to NASCAR events and he feels the clientele is different compared to a rock or country concert. Clayton stated they will be holding a hearing here on the 20th to hear any local concerns, and then send a representative to the meeting in Loudon with any concerns.

J.C. stated there will be a CDC meeting here tomorrow night at 6:30 p.m. and Roland stated that he and the chair for the Planning Steering Committee had discussed dissolving that committee. J.C. stated it was created by the selectboard and they would be the ones to do so. They are no longer meeting and has few members. J.C. stated he would entertain a motion to dissolve the Planning Steering Committee which was supposed to be the umbrella for the SVDRC and the EDC.

Gerard: I make a motion to dissolve the Planning Steering Committee.

Carole: Second.

Discussion: None.

Motion carries 4-0

INFORMATION ITEMS

1. Waste Water Treatment Facility – June report

Gerard mentioned that the phosphorus levels are good.

2. Brownfields Advisory Committee – June meeting notes

OLD BUSINESS

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

Carole asked when we are going to address this issue, this has been on the agenda for a long time. She inquired about having the money for this project, and she keeps asking these questions and gets no answers. She thought we had to do this under the fire chief, and that the highway crew was going to do the work and give us a price to do it. She is tired of seeing this on the agenda and nothing getting done, because she thought we had to do it. J.C. stated he thought we had to do it if we were keeping the food pantry down there. Carole stated no because HSA is down there and without this work being done there should not be any offices down there at all, and that it is a safety issue. Carole confirmed with Bonnie that there are still people working down there. Jim asked who is down there and about the work that needs to be done. J.C. stated he will call the chief in the morning to see if he can get any information. J.C. asked about the highway crew doing the work. Gerard inquired about them being able to do the work now with the budget being so tight. Carole stated she believes the money is coming from the building fund. She would like to get some answers and get moving on getting this off the agenda. J.C. stated he would take this on and see if he can get any answers.

4. Voter petition for formation of a Village Water District (4/4/17)

a. Public Hearing on proposed boundaries for a Village Water District (tabled 6/27/17)

Gerard stated they would have to wait for the aqueduct to have their meeting to get more information on this item. Gerard stated he guarantees they have already lost one member of the committee. Gerard stated the member sent out an email that stated he will never do business with the town again. J.C. stated that the chairman is still in place. Jim inquired about the \$190,000.00 of town funds for the consultant work done so far.

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

Carole: Second.

Discussion: None.

Motion carries 4-0

2. Payroll

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

Jim: Second.

Discussion: None.

Motion carries 4-0

MINUTES

1. June 27, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the June 27, 2017 Public Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carries 4-0

2. June 27, 2017 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the June 27, 2017 Non-Public Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carries 3-1 Jim abstains

PUBLIC INPUT

Adam Gauthier asked about the situation with the Clark Street Dam. J.C. attended a meeting at the dam with the dam safety engineer from the state and the Town Administrator. The state declared several years ago that the dam is at low risk. The spillway has been determined to be too narrow to accommodate a 100 year flood that it is supposed to be able to and needs replacement. A previous selectboard committed the replacement of the dam by December 31, 2017 and failed to forward this information. Fortunately the state understands this common mistake and stated we could come back to them with a new time frame. We have been proceeding because there is an equal issue at the dam at White's Pond and they are hoping to piggy back with the engineer looking at both and save money. Cara is working with the engineer and negotiating with them to see how much this will cost. Adam asked if there is any rough estimate from the other years. J.C. stated the estimate from 5 years ago it was around \$400,000.00. But in any case it is a sizable amount of money for the tax payers, so we will need to find out the communities feelings on how much Clark's Pond means to this community. This will be a time sensitive issue but for the moment the state is not breathing down our necks. The state has been out to look at it and if it were to fail it would not have much of a destructive impact other than traffic on Fairview. There was some discussion concerning raising funds for the repair of the dam.

Mike Wolfe stated the in last week's sun there was an letter to the editor regarding the handicap access to the food pantry and suggested the board address the fact that the food pantry is not town owned or run by the town. There was some discussion about the handicap accessibility when a Grace Capital Church representative is there to open their doors. If they are not there people would have to go up some loading dock steal grate stairs. Mike just read the letter and it seems to point blame at the town, and insinuates the generosity of Mr. Dillon is not good enough and he could take that personally and Mike would hate for that to happen. J.C. stated he will read the letter that he had not had a chance to do that.

Adam Gauthier asked about the construction on the library, and J.C. had not heard what the time frame is. Mike Wolfe stated there was some equipment in that area this morning. J.C. does not believe it would interfere with the Old Home Day Parade but will check into that.

Carole: I make a motion to adjourn.

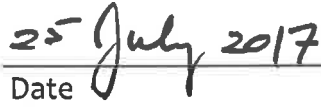
Jim: Second.

Discussion: None.

Motion carries 4-0

Approved:


James C. Allard, Chairman


Date



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

TUESDAY, JULY 11, 2017

6:00 p.m. – Call to order – Regular Session

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Annual notice to NH DRA regarding PA-28 Inventory of Taxable Property Forms for 2018
2. Civil forfeiture fines abatement request

COMMITTEE REPORTS

INFORMATION ITEMS

1. Waste Water Treatment Facility – June report
2. Brownfields Advisory Committee – June meeting notes

OLD BUSINESS

1. Town hall basement code issues (4/5/16)
2. Sale of town owned/tax-deeded property (7/26/16)
 - a. 81 Main Street
 - b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)
3. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. Voter petition for formation of a Village Water District (4/4/17)
 - a. Public Hearing on proposed boundaries for a Village Water District (tabled 6/27/17)
5. Pittsfield Historical Society proposed relocation
 - a. 81 Main Street (6/13/17)
 - b. 37 Main Street (6/27/17)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. June 27, 2017 – Meeting Minutes
2. June 27, 2017 – Non-Public Session Minutes

PUBLIC INPUT

Public Input standards: The Board of Selectmen may accept the public’s input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less.

NONPUBLIC SESSION

The Board of Selectmen may enter into Nonpublic Session under RSA 91-A:3

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