



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

MEETING MINUTES OF Tuesday July 25, 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
Carl Anderson
Jim Adams

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

PUBLIC INPUT – regarding agenda items only

Paul Metcalf asked if the board can shuffle the list a little bit because there is a person on the way that can speak with him about action item #1, and the board agreed to wait for that person.

AGENDA REVIEW

Gerard: SB2 update for the school district and a B.C.E.P. update in committee reports.

Carole: Would like to thank all the volunteers that helped with Old Home Day and stated that it shows that volunteers can take care of the town. They all did a wonderful job.

J.C.: None.

Jim: None.

Carl: None.

NEW BUSINESS

ACTION ITEMS

1. Additional considerations for existing excavation site – Paul & Jill Metcalf, Tan Road Pit
J.C. stated that this item is for additional consideration for an existing excavation site. Paul Metcalf stated he has been communicating with Cara and would like to bring the board up to date on what is happening. Paul stated that the last intent to excavate was approved in May. Paul introduced Steve the gentleman who has been working in the pit since 2011. They are not taking any more out but they are cleaning up the piles and working on being able to initiate reclaiming the pit. Paul stated Steve is working with Greystone Builders that have a project going on in Epsom approximately 1 mile from the pit. Steve stated they are looking to keep the pit open for the next 3 years to be able to supply Greystone with the product they had

for another project that fell through. Paul is asking permission to supply the product to them from the pit and it will take approximately 2 more years. They are not altering the terrain but removing the piles that already exist. Cara stated that the Planning Board will have to be involved when the reclaiming starts. Carl stated he does not have a problem with him supplying product to a project a mile away. Paul just wanted to make the board aware of the project and intent with the current open permit.

2. Planning Board's letter to Board of Selectmen regarding potential regional impact of a pending application of the NH Motor Speedway to the town of Loudon

J.C. stated that the planning board presented a letter to the selectboard concerning the potential regional impact from adding additional events at the NH Motor Speedway in Loudon. Cara stated that the letter came from the planning board to the selectboard and she has not received anything from the town of Loudon. Carole stated the Planning Board has concerns with the additional 21 concerts they are planning, with noise, traffic, and coverage, and they are wondering if the selectboard has any concerns. Carl asked if this was going to cost us any money. Carole was not aware of it costing any money. Carl stated then he has no concern, and that it is none of our business. Jim stated the concern that was raised is the 21 events in the time frame of the summer months. Carole stated that they are going to also allow camping. Jim stated that Canterbury is the town that will have the issue with the additional events. J.C. stated that replacing 1 event with 21 events is a concern but also the concerts will most likely not have the same attendance as a Nascar Race. Carl agreed and stated that they may not have the same attendance for each event. J.C. is not sure what type of weight we would have with any concern. Carl also stated that if the concern is the noise, a rock concert would not be as loud as a Nascar Race. Jim stated he believes Clayton just wanted us to be aware of their concerns as a planning board and if we had any concerns he could bring those as well to any meeting. Carole stated they had to inform us as an abutter and that is how it came to our Planning Board. J.C. stated that our Planning Board is planning on attending Loudon's meeting on the 27th.

3. BCEP disposal fee waiver request – Food Pantry

J.C. announced that the food pantry is looking for a disposal fee waiver for 3 freezers.

Carl: I make a motion to approve the BCEP disposal fee waiver for the food pantry.

Jim: Second.

Discussion: None.

Motion carries 5-0

Cara asked J.C. if he was ok with George taking the rest of the stuff that is down there to the dump, as well. J.C. stated he was, and made the rest of the board aware that he and Cara toured the basement to see what was left. There are things down there that need to be taken care of and is hoping that George can take care of them on a rainy day when he doesn't have more pressing items to do.

4. Parks & Recreation Commission appointment – Lynda Vogt

J.C. announced that there is an appointment for Ms. Vogt to the Parks & Recreation Commission.

Carl: I make a motion to appoint Lynda Vogt to the Parks & Recreation Commission.

Carole: Second.

Discussion: None.

Motion carries 5-0

5. Timber Yield Tax Warrant - \$448.87, 28 Wildwood Drive, Tax Map R14, Lot 11-12
J.C. announced this is a Timber Yield Tax Warrant for \$448.87.

Carl: I make a motion to approve the Timber Yield Tax Warrant in the amount of \$448.87 for 28 Wildwood Drive, Tax Map R 14, Lot 11-12.

Gerard: Second.

Discussion: None.

Motion carries 5-0

6. Notice of Intent to Cut Timber – Tilton Hill Road, Tax Map R7, Lot 2-3

J.C. announced this is a Notice of Intent to Cut Timber for Tax Map R7, Lot 2-3.

Carl: I make a motion to approve the Intent to Cut Timber for Tilton Hill Road, Tax Map R7, Lot 2-3

Gerard: Second.

Discussion: J.C. stated that there is an issue with this and that the owner instigated cutting before the approval. The cutting has already been started. Cara stated that part of it was cut and the Department of Revenue and Forest and Land took inventory of what had been cut already and the operation has been shut down until it is approved.

Cara stated that the state officials found no wetlands issue and the property taxes are current. J.C. also stated that there is a related issue with a land use concern with this property, as well. There was some discussion concerning the selectboard's role in land use authority and a restrictive covenant that is currently recorded on the property. Cara has made the Planning Board and Jesse aware of the issue. J.C. stated that this is an issue that is not connected with the Notice of Intent to Cut application, but was discovered when processing the application.

Motion carries 4-1 J.C. opposes

7. Application for All Veterans' Tax Credit – 10 Manchester Street, Tax Map U1, Lot 85

J.C. announced this is an application for an All Veterans' Tax Credit for Tax Map U1, Lot 85. Carl confirmed with Cara that they meet the qualifications.

Carl: I make a motion to approve the All Veterans' Tax Credit for 10 Manchester Street, Tax Map U1, Lot 85.

Carole: Second

Discussion: None.

Motion carries 5-0

COMMITTEE REPORTS

Gerard informed the board that John Freeman emailed some dates to him concerning the SB2 meeting. There will be a deliberative session and the voting day for the teacher's contract. The deliberative session will be on August 17th at the school and voting day will be September 19th here at the town hall. The polls will be open from 7 a.m. till 7 p.m. They are hoping to hear back from the Secretary of State's office to see if we can use ballots that are not required to go through the ballot machine to be able to save money. They are wanting to use a yes or no piece of paper and hand count at the end of the night. J.C. inquired about the Supervisors of the Checklist being notified. Gerard stated they have been and he thinks the town should notify them as well, Cara stated they are aware. Gerard stated they are required to be at the deliberative session, as well. Carole confirmed that the deliberative session will not be a voting time. Gerard stated the deliberative session will be held at the elementary school at 7 p.m.

Gerard informed the board that the employees at B.C.E.P. are unhappy and would like to have their own set of interviews for the open position. Carl asked what he means, and Gerard stated they would like to keep it in house and not spread it around. Gerard stated that the 3 people from Pittsfield would like to have the position advertised but they were over ridden by the 3 other town's members on the committee. Gerard stated that they will have the in house people interviewed and if there is not a selection from those candidates, then they will go out of house. Gerard also stated that the administrator feels he has the overall authority to run the facility without addressing the committee. Some committee members have an issue with that. Jim confirmed with Gerard that they would like to interview the 3 in house candidates first, then advertise. Jim asked who will be selecting the new administrator, and Gerard stated the 4 selectmen that are on the B.C.E.P. board. There was some discussion concerning the job description and Gerard will go in to the B.C.E.P. tomorrow and ask for the previous job description and get that to Cara so she can forward that to the selectboard. Carl stated he supports Gerard's position to advertise the job out of house. J.C. supports promoting with-in but should have a good pool to decide from to begin with.

J.C. stated that the CDC had a successful day at Old Home Day and received public input. There is a meeting tomorrow night. Roland stated that he will be attending the Planning Board meeting in Loudon to get some more information on the NHMS application.

INFORMATION ITEMS

1. Hazard Mitigation Plan Update 2017 – final approval received from FEMA

J.C. stated the Hazard Mitigation Plan was approved by FEMA and it lasts 5 years. Cara stated if they meet every year and go over some items it will not be so much work every 5 years.

2. Roads Scholar Program achievement – Glen Vulner

J.C. congratulated Glen Vulner on completing the Road Scholar Program and they will send a letter to him.

3. Old Home Day donations

Cara stated that Sanels donated some wax and auto detailing items for the town equipment to be cleaned for the Old Home Day Parade. There were some other items, including the flags, for the parade that a town employee purchased, as well.

Carl: I make a motion to accept with appreciation all the Old Home Day donations that were made.

Gerard: Second.

Discussion: None.

Motion carries 5-0

OLD BUSINESS

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

J.C. stated that he and Cara walked through the basement and there are some items that need to be disposed of and George will take care of them when he gets some time to do so. They also have to get the Fire Chief back to approve the placement of the wall so HSA can continue to work down there. Cara stated they are waiting to hear where the placement of the wall can be and that will determine how much it will cost and if we would have to go out to bid or not.

2. Sale of town owned/tax-deeded property

a. 81 Main Street – (7/26/16)

Carl stated that Mr. Gamble has a proposal to purchase 81 Main Street, he is currently rehabbing 114 Main Street. This is a piece of property that has been discussed before, and it was determined that it will need a lot of work. There is also a deed issue that would be costly to rectify. The proposal is for \$5,300.00, which includes \$300.00 to go to Donna Ward for her work in the sale of this property from before. They discussed demolishing and removing the barn by November 1st. The agreement states that there is a cloud on the title and he is prepared to remove that cloud and move forward with rehabbing the property.

Carl: I make a motion to accept and authorize Cara to sign the purchase and sales agreement for 81 Main Street for \$5,300.00.

Carole: Second.

Discussion: Jim asked what the lot size of the property, Carl stated he is not sure but it is a small lot. J.C. stated the Historical Society has come before this board concerning this property, but they have made proposals concerning other properties and are no longer interested in 81 Main Street.

Motion carries 5-0

J.C. applauded Mr. Gamble for what he is doing at 114 Main Street, he is doing a great job in rehabbing that property.

b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)

J.C. asked Cara if the Historical Society will be on the next meeting’s agenda to discuss this property. Cara stated we will need to have 2 public hearings to receive public comment, along with the Planning Board and Conservation Commission recommendation, because it’s a partial town-purchased property and not solely a tax-deeded property. Carl asked if we could wait to see what they are going to do. There was some more discussion pertaining to linking up the Historical Society, planning and conservation. It was decided to schedule the public hearings in September.

c. Broadway (U3-7) – (5/2/2017)

Cara stated this is the old Timco property that the purchase and sale was agreed to with Sanel, we have a revised deed that their lawyer has prepared. Carl confirmed that it is ready to close.

Carl: I make a motion to close on the sale of tax deeded lot of U3-7 to Sanel Corporation (SAS Realty Limited Partnership).

Gerard: Second.

Discussion: None.

Motion carries 4-1 Carole abstains

3. Joy Street Pump Station concern (8/16/16, building/health to follow up)

J.C. stated there is a meeting tomorrow at 10 a.m. that he will be attending along with Cara, Chief Pszonowsky, Waste Water, Jesse Pacheco, and Rustic Crust. Carl asked if Cara could find out how much it would cost to install the trap, Cara believed it is around \$5,000.00.

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

Gerard stated they had a meeting and are working on revising the boundaries. Jim asked if we are spending any money, and Gerard stated there is no money left in the account. Jim asked how much we have spent, and Cara stated roughly \$108,000.00. Jim confirmed that no more money can be spent. J.C.

stated that we are waiting for the committee to propose a set of boundaries that the selectboard will set. Carl stated that after we set the boundaries the selectboard will schedule a vote for those people that are domiciled in the boundaries. Cara stated that it will cost money for the hearings and the special meeting, unless it goes to the regular town meeting.

Library Sewer

J.C. stated that the issue is fixed and working.

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

Carl: Second.

Discussion: None.

Motion carries 5-0

2. Payroll

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

Carl: Second.

Discussion: None.

Motion carries 5-0

MINUTES

1. July 11, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the July 11, 2017 Public Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carries 4-1 Carl abstains

PUBLIC INPUT

Dick Daniels asked about action item #6, he owns the property next to that property and was wondering about the covenants on the properties in that area that he just heard about. Cara stated that there are several properties that have covenants on them and Cara will email what she found in the registry to him. Mr. Daniels also asked who enforces these, usually an organization enforces these issues and he is wondering if the town is willing to take on the expense to enforce them. Cara stated that she is not aware of a homeowners association established there that will enforce them so she is not sure who would. Dan Mahone asked if the town is responsible to enforce them. Cara stated without sending this to counsel she is not sure. There was some discussion pertaining to the covenants about having animals for a commercial purpose and the covenant is for 30 years which will end in 2021.

Mr. Gamble stated he would like the board to be aware that if the Historical Society does not want 37 Main St. he would be interested in purchasing that property and rehabbing that building, as well.

Adam Gauthier stated he appreciated seeing the Selectboard members at Old Home Day.

Carl made a motion to adjourn, but there was some discussion regarding going into non-public and the appropriate RSA to enter into non-public. Carl withdrew his motion to adjourn.

Carl: I make a motion to enter into non-public under RSA 91-A:3, II (a)

Jim: Second.

Discussion: None.

Roll call was done and all approved.

The Board returned to public session at 8:36 p.m.

Jim: I make a motion to seal the non-public minutes as they may affect adversely the reputation of any person other than a member of this board.

Carl: Second

Motion carries with a 5-0 roll call (2/3 achieved) vote, all approved.

Carl: I make a motion to increase the part time patrol officers pay rate to \$20.00 per hour for the existing part time patrol officers and to future part time patrol officer hires as their experience relates.

Jim stated that J.C. should inform Chief Cain of the increase in part time patrol officers pay.

Motion carries 4-1 (J.C.)

Carl: I make a motion to adjourn.

Carole: Second.

Discussion: None.

Motion carries 5-0

Approved:


James C. Allard, Chairman


Date

TOWN OF PITTSFIELD – BOARD OF SELECTMEN
Nonpublic Session Minutes

Date: July 25, 2017

Members Present: James Allard, Chair
Gerard LeDuc, Vice Chair
Carl Anderson
Carole Richardson
Jim Adams

Motion to enter Nonpublic Session made by Anderson seconded by Adams.

Specific Statutory Reason cited as foundation for the nonpublic session:

- 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.*
- RSA 91-A:3, II (b) *The hiring of any person as a public employee.*
- RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
- RSA 91-A:3, II (d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- RSA 91-A:3, II (e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*
- RSA 91-A:3, II (f) *(adult parole board applications)*
- RSA 91-A:3, II (g) *(corrections facility security)*
- RSA 91-A:3, II (h) *(business finance authority applications)*
- RSA 91-A:3, II (i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*
- RSA 91-A:3, II (j) *(adjudicative proceeding per RSAs 541 & 541-A -state commissions-)*
- RSA 91-A:3, II (k) *(school board/school district)*
- RSA 91-A:3, II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even when legal counsel is not present.*

Roll Call vote to enter nonpublic session: James Allard – Yes
Gerard LeDuc - Yes
Carl Anderson – Yes
Carole Richardson – Yes
Jim Adams - Yes

NONPUBLIC SESSION

Remove public meeting tape//STOP recorder (if applicable).

Entered nonpublic session at 7:32 p.m.

Other persons present during nonpublic session: Cara Marston, Town Administrator

Description of matters discussed and final decisions made:

1. The Board discussed the possibility of increasing the wage for part time officers to spark some interest as other surrounding town's departments have been hiring part time officers at higher wages than our current pay scale as previously advised by Chief Cain. Marston offered to check the rates that surrounding towns were paying. It was determined that this was not necessary. The Board discussed that this increase would be for the existing officers to possibly encourage them to take on more shifts and allows the Chief to propose a higher rate of pay for experienced potential hires.
Anderson made a motion to increase the part time patrol officers, motion was seconded by LeDuc. Motion carried 4-1 (Allard).

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions 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 decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. 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.*

Motion to leave nonpublic session & return to public session by Anderson, seconded by LeDuc.

Motion: PASSED

PUBLIC MEETING RESUMED

Public session reconvened at 8:36 p.m.

Motion made to seal these minutes? Motion was made by LeDuc, seconded Anderson, because it was determined that divulgence of this information likely would:

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

Roll Call vote to seal minutes: James Allard – Yes
Gerard LeDuc - Yes
Carl Anderson – Yes
Carole Richardson – Yes
Jim Adams – Yes

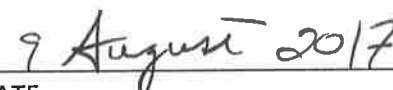
Motion: PASSED (2/3 majority required)

Minutes recorded by: Cara Marston, Town Administrator

APPROVED:



JAMES C. ALLARD



DATE



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

TUESDAY, JULY 25, 2017

6:00 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Additional considerations for existing excavation site – Paul & Jill Metcalf, Tan Road Pit
2. Planning Board's letter to Board of Selectmen regarding potential regional impact of a pending application of the NH Motor Speedway to the town of Loudon
3. BCEP disposal fee waiver request – Food Pantry
4. Parks & Recreation Commission appointment – Lynda Vogt
5. Timber Yield Tax Warrant - \$448.87, 28 Wildwood Drive, Tax Map R14, Lot 11-12
6. Notice of Intent to Cut Timber – Tilton Hill Road, Tax Map R7, Lot 2-3
7. Application for All Veterans' Tax Credit – 10 Manchester Street, Tax Map U1, Lot 85

COMMITTEE REPORTS

INFORMATION ITEMS

1. Hazard Mitigation Plan Update 2017 – final approval received from FEMA
2. Roads Scholar Program achievement – Glen Vulner
3. Old Home Day donations

OLD BUSINESS

1. Town hall basement code issues (4/5/16)
2. Sale of town owned/tax-deeded property
 - a. 81 Main Street – (7/26/16)
 - b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)
 - c. Broadway (U3-7) – (5/2/2017)
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. 33/37 Main Street (6/27/17)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. July 11, 2017 – Meeting 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.