



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

MEETING MINUTES OF TUESDAY, September 20, 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

Bonnie Theriault, Administrative Assistant
Ammy Ramsey, Recording Secretary

PUBLIC INPUT

Adam Gauthier: Under action items number one pertaining to the BOS meeting sign-up sheet, I was wondering if this is for the board members or the public to sign?

Larry: I was bringing this up for the public to sign.

Adam: I think that's going a little too far, sorry.

Larry: Thank you.

Mike Wolfe: I hope the board does the right thing and moves forward and posts the open police position to prevent relying overtime.

Larry: Thank you.

Closed at 6:03 p.m.

AGENDA REVIEW

J.C.: Nothing.

Gerard: Nothing.

Carole: Nothing.

Carl: Nothing.

Larry: Meeting times under action items.

PUBLIC HEARING

1. 6:15 p.m. – Waste Water Facility and Industrial Pre-treatment Ordinance proposed revisions

Called to order at 6:25 p.m.

Larry: We have a public hearing on the Waste Water Facility and Industrial Pre-treatment Ordinance proposed revisions. We have Bill Gilpatric here to give a little presentation.

Bill: The ordinance usually needs to be updated every five years to go with your permit. Your other permit was done in 2007 which wasn't your fault it had to do with the EPA, they just updated it and this one goes hand in hand with that one. The only thing that changes is some of the wording, like Super-Intendent changes to the Board of Selectmen.

Larry: I would like to open this up to public input, does anyone have any questions?

Erica Anthony: I wanted to clarify that there are no significant changes to the ordinance just some verbiage of the ordinance and no changes to the facility or rates.

Bill: No changes to the facility or rates, just some ordinance verbiage.

Paul Nickerson inquired about the work that may need to be done at the Waste Water Facility. Bill gave a brief description on the work to Paul.

Carole: whose responsibility is it to do this update to the ordinance every five years?

Bill: The EPA writes your transfer permit, so it would be the government.

Larry: One question that had been asked by residents is where the town's responsibility lays with repairs to the lines.

Bill: It is the resident's responsibility to repair from the main line to the home. Because we don't know what type of pipe was laid at the time of hook up?

Joe Darrah: It is not uncommon for the home owners to be responsible for that. If you look at other towns they have the same guidelines.

Gerard: The chemical that you use to treat you can only get from one source is that correct?

Bill: Yes, it is trucked in from a place in Mass. and that's the closest.

Closed public input at 6:33 p.m.

APPOINTMENTS

1. 7:00 p.m. – citizen concern

Paul Provencal presented an issue he has been dealing with for 3 years with his neighbor. Paul stated that he spoke with Chief Cain a few months ago about his concerns and feels that nothing ever happened. He stated that his neighbor finally got arrested for dealing

methamphetamines and presented the board with reports of the arrest. He feels that something more could have been done, but is not sure if Chief Cain could have. He inquired about the K-9 we have and wondered if the department used him. He stated it's a horrible thing to have to deal with for three years with people coming and going all hours of the day and night and the noise. Carl asked if it was three years and Paul was not sure if it was two or three. Carole asked how many times he called the police. Paul stated he did not call the police, he only spoke with the Chief twice.

Chief Cain addressed the board and stated that back in 2014 shortly after he was appointed Chief, Larry (the board chair) requested that he go and speak with Mr. Provencal about concerns he has with his neighborhood. Chief Cain at that time went and spoke with him at his place of business and they spoke in length about his concerns and Chief Cain asked at that time if he has called the police department with complaints and Mr. Provencal stated he had not. Chief Cain then suggested to Mr. Provencal to call the department with his complaints and concerns at any time day or night. If we get calls, we can address the problems and at least address the noise concerns and get names and build something from there. Chief Cain stated that the Pittsfield Police Department has not received one phone call from Mr. Provencal since 2014. Chief Cain did a follow up a few months ago and suggested the same. In the past 6 weeks since that conversation the department has not received any phone calls. Chief Cain stated the residence that Mr. Provencal is referring to has only one log note since 2014 and that was for a pistol permit. Chief Cain checked with the crime line about any anonymous tips for that residence or area and there were none. The department takes these things very seriously but we need the public's help, we need people to call and report things that are happening to be able to address the concerns people have. As far as the drug issue in town and what more can be done, currently we have investigated 147 cases that directly or indirectly involve drugs. Out of those 147 we made 62 arrests, 33 are felony level, and currently have filed 140 criminal related drug complaints with the Concord District Court. We are addressing the drug problem here in town we are doing the best we can to address these concerns. If there is a problem in a specific area, we need a complaint to at least address it.

Mr. Provencal stated he didn't realize that the police department was being aggressive with drug issues in town and supports the department for that and appreciates their hard work. And acknowledged he should have called.

Chief Cain stated that the department wants to be involved and wants to help the community with the issues and concerns. The department recently posted the "see something, say something" campaign on the town's website and their website.

Carole asked some questions about the drug dog and how he is used to help with the drug issue in town. Sgt. DiGeorge was present and answered those questions.

NEW BUSINESS

ACTION ITEMS

1. Discussion on use of a Board of Selectmen meeting sign in sheet

Larry: I spoke with the town administrator last week concerning this, we have in the minutes from last week that a citizen spoke but he was not present at the meeting. I think if we did this it would prevent mistakes like this from happening. I know that other towns have a sign-in sheet for the public. It's more for the minute taker to know who was present at the

meeting. Now that Ammy is doing the minutes and she will be here every week we may not need to do this, but maybe do one if she is not present so when Ammy or someone does the minutes they are aware of who is here. This is not for public record its more for the minute taker to be accurate. Is the board ok with that? Each member of the board did agree.

2. Employee resignation – Selectboard Minutes Clerk, Cyndi Hetu

Gerard: I make a motion to accept the resignation of Cyndi Hetu.

Carl: Second.

Discussion:

Larry: Would we like to send a letter of thanks for her service and congratulations on her full time job?

Carole: Yes

Motion carries 5-0

3. 2016 State Form MS-1, Summary Inventory of Valuation, additional form needed

Gerard: I would like to make a motion to sign the MS-1 form.

Carl: Second.

Discussion:

Bonnie: We got a call from the DRA and they have upgraded their forms and they requested the updated form be signed as well.

Motion carries 5-0

4. 2016 State Form MS-535, 2015 Financial Report of the Town

Carole: I make a motion that we sign the 2016 State Form MS-535, 2015 Financial Report of the Town.

J.C.: Second.

Discussion:

Gerard: At the top of the form it states 2016.

Larry: You're right, we can just call it the 2016 MS-535 form.

Motion carries 5-0

5. FEMA Grant, 42 Chestnut Street demolition project, additional form needed

Bonnie explained the form has a few spots to be signed and not dated at this time.

Larry: We need a motion to sign the additional exhibit scope of work form a for the FEMA Grant form for the demolition project.

Gerard: So moved.

Carl: Second.

Discussion: None.

Motion carries 5-0

6. Contribution Assurance Program FY2017-FY2019 – Workers' Compensation Program Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex3) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex3 risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage

provided by Primex3 in each year of membership shall be as then set forth in the Coverage Documents of Primex3.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Pittsfield adopted on 09-20-2016.

Gerard: I make a motion to authorize the Town Administrator to sign the agreement for the Contribution Assurance Program FY2017-FY2019-Workers' Compensation Program.

Carl: Second.

Discussion: None

Motion carries 5-0

7. Contribution Assurance Program FY2017-FY2019 – Property & Liability Program

Bonnie read the Contribution Assurance Program as follows:

Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex3) to enter into it Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and condition of Primex3 risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex3 in each year of membership shall be as then set forth in the Coverage Documents of Primex3.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Pittsfield adopted on 09-20-2016.

Gerard: I make a motion to authorize the Town Administrator to sign the Property & Liability Contribution Assurance Program.

J.C.: Second.

Discussion: None.

Motion carries 5-0

8. Part Time Police Officer appointment request – Richard C. Walter, Jr.

Chief Cain: At the last meeting I mentioned with the pending retirement of Sgt. Walter and his years of dedicated service to the town, his 18 years of experience and his work with the youth. It would be my recommendation to appoint Sgt. Walter to a part time officer effective October 1st so he can continue working on some of the projects he has going on at the department as well as his work with the youth of this community.

Larry: Any questions from the board? No board members had questions at that time.

Larry: You talked with us a while back about having a communication meeting to explain to us how your department works. Do you think we should have that meeting before we do anything with item number 8 and 9 and post that position?

Chief Cain: I don't see how the two would correlate.

Larry: I am looking forward to that meeting to see what the police department needs are. What are the board's thoughts?

Gerard: I would wait for the communication meeting.

Carole: I have some personnel questions myself, pertaining to rank and what they are doing. With being a new board member I think it would be helpful. I know that you talked about a communication meeting and I think this would be a great time to do it.

Chief Cain: I am all for the communication meeting but I'm not sure how that correlates with keeping Sgt. Walter with the department he has been with for 18 years as a part time officer.

Larry: I'm just a little confused myself, I remember a while back you were in here and you stated you did not need any part time officers.

Chief Cain: At that time we had two vacant part time positions, and still do but would not at that time advertise and go through the hiring process. Also at that time I was not anticipating Sgt. Walter retiring and that a fact he is currently with the department and involved in several programs it seemed like a natural decision. I did say that I did not have the intent in doing the process and hiring any outside help at that time because of what we currently had. Again at that point I was not anticipating the retirement of Sgt. Walter.

Larry: I'm not looking at it as Sgt. Walter I am looking at it as a police department, we have three new board members here. I feel the communication meeting would be helpful in informing this board of the needs of the department. I have been a selectman for a while so I know what your needs are more than a new board member would. I would like to have the communication meeting as soon as possible so everyone knows what the picture is. It's nothing personal for the position, it's just seeing what the department needs.

Carl: I make a motion to table the item.

Carole: Second.

Discussion: None

Motion carries 5-0

9. Vacant position and promotion request

Carl: I make a motion to table the item.

Gerard: Second.

Discussion: None

Motion carries 5-0

There was some discussion and a time was set to start the October 4th meeting at 4 p.m. to have communication meeting with Chief Cain.

10. Town equipment policy changes

Larry: I would like a motion to table this item.

Carl: I make a motion to table this item.

Gerard: Second.

Discussion: None.

Motion carries 5-0

11. Corrections to approved Board of Selectmen August 9, 2016 minutes

Larry: Has everyone had a chance to see these?

J.C.: Yes.

Carl: I have not had a chance to see them.

Carole: Have we already approved those changes?

Larry: Yes. Can I have a motion?

Gerard: So moved.

J.C.: Second.

Discussion:

Carole pointed out that the minutes were from the 9th not the 16th (as noted on the agenda).

Larry: Can we withdraw the motion and second.

J.C.: I withdraw my second.

Gerard: I withdraw my motion.

Larry: I would like a motion to approve the amended August 9, 2016 minutes.

Gerard: So moved.

J.C.: Second.

Discussion: None.

Motion carries 5-0

12. Meeting time discussion

Larry: During the summer we moved the meeting time for 6, but was wondering if the board would be interested in moving the meeting time to 5. We would get a chance to get more on the agenda and get more done.

Carl: It would be hard for me to get here for 5 but if that's what everyone wants I will deal with it. Sometimes it's hard to get a day's work done and get here for a 5 o'clock meeting. It would be my preference to keep it at 6.

Carole: I think it would be better for the public as well to keep it for 6, as people are just getting home from work around 5.

Larry: We can keep it at 6 for now and meet earlier when needed. We are just starting budget season, and it may be needed to meet earlier.

INFORMATION ITEMS

1. Budget & Finance Workshop – Selectmen's Office closed on September 20, 2016

Bonnie stated the training was very informative and there were some budget committee members there as well. We were given books if anyone would like to look at one I have mine.

Bob Schiferle: I enjoyed it very much, especially the update of state funding and the cuts and different options available.

2. Economic Development Committee – new Chair appointed, Adam Cote

Larry: The EDC has elected a new Chair and Vice Chair. The new Chair is Adam Cote and the Vice Chair is Roland Carter. The member count is at 7, member Lynn Roberts stepped down and Heidi Asdot has joined as a new member.

3. **Second Public Hearing on proposed new Disorderly Residence Ordinance & revisions to the Animal Control Ordinance scheduled for Tuesday, September 27, 2016**
4. **Sale of town owned tax-deeded property – (5/24/16)**
Carl gave a brief description of the properties listed below as sold or under agreement.
(Item 5 below and items in old business section)
5. **Five parcel combined offer – property SOLD 9/14/2016, \$109,800.00**
 - 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 117 – Depot/Franklin Street (parking lot)

OLD BUSINESS

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

Larry: This item is nothing to discuss at this time.

2. Sale of town owned tax-deeded property (7/26/16)

- a. 81 Main Street – (under agreement 8/23/16)
- b. 114 Main Street – (under agreement 8/2/16)
- c. 31 Berry Avenue – (under agreement 8/10/16)

3. Storage Container Permit – 41 Carroll Street – (tabled 8/9/16 for building inspector input)

J.C.: What is the status on the storage container permit?

Larry: We sent the paperwork to the Building Inspector.

4. Security System Upgrade Quote – Police Department (8/9/16, another quote)

5. Security System Installation Quote – Town Hall (8/9/16, another quote)

Chief Cain presented both quotes and requested a waiver to the bid policy because the third person contacted for a bid request declined because of the travel time.

Chief Cain explained the differences between the quotes and the positioning of the cameras at the town hall. After speaking with both alarm companies and the Merrimack County Sheriff's office, Capital Alarm came in with a lower number. But they would not have the ability to tie the town hall system into the DVR that has already been purchased at the police department. He further explained the details of the quotes and what they offer. The figures were talked about and details were given about the services and equipment that would be installed.

Larry stated that he believes this would be a good idea to have and that the funds would be taken from the building maintenance fund.

Carl: I feel that we should put the cameras up that we need now instead of having to put additional cameras up later. I don't think it would be cheaper to wait and install additional cameras later.

Chief Cain gave the position of all the cameras that we currently have and where the additional cameras would be placed.

Larry: I need a motion to accept the bid from Northeast Security for \$9,321.00 for the security system installation.

Carl: So moved.

Carole: Second.

Discussion:

J.C.: I'm opposed, when we in this room have asked the public for ideas on how to save money in this community. This does not seem to rise to the level of need that we should be spending tax dollars on a nice to have item such as cameras.

Larry: I can tell you that for insurance and liability reasons it would be beneficial.

Chief Cain: We currently have four cameras that are out of service at the police department that could be a liability. It is my understanding that in very recent months there have been vandalism to town hall employee's vehicles. If we would have had cameras we could have looked at the tape.

Carl: I don't look at this a nice to have item, I see it as a need.

Larry: I think the liability alone is a concern.

Carole: Will this help our insurance costs?

Bonnie: I don't know if that has been looked into, but I don't think it would hurt.

Gerard: It will help us in the long run with things. If someone would slip and fall or fake that they did. It will also help the police officers in many ways.

There was some further discussion concerning the potential savings in the long run. How it would be beneficial to do all the cameras now instead of later. The concern of employees and public leaving in the dark.

Motion carries 4-1 J.C. opposes

5. Tax Collector's Deed Waivers (8/9/16, twenty-eight of thirty-two tax deed list parcels processed)

Erica: We have nine signed waivers currently, two are pending, and I tax deeded property U04-00012 today, the cut off time for them was noon time today and we did not hear anything from them. I hope to have the two pending waivers resolved by Friday.

Carl: I make a motion to sign the deed waiver for U06-0008.

Carole: Seconded.

Motion carries 5-0

J.C. I make a motion to approve the deed waiver and agreement for U01-0036.

Gerard: Second.

Discussion: None.
Motion carries 5-0

Larry: I need a motion to approve the deed waiver and agreement for U05-0017.

J.C.: So moved.

Gerard: Second.

Discussion: None.

Motion carries 5-0

Bonnie presented a deed waiver and agreement for U01-0036 that was discussed at a previous meeting with the home owner and the board. The home owner has not come in yet to sign this agreement. She stated there may have been a misunderstanding and asked the board if they wanted to grant an extension or go forward in a different direction.

Carl: I make a motion to extend the time allowed for the signing of the agreement until Friday September 23, 2016 closing time for U01-0036.

Gerard: Second.

Discussion:

J.C.: This is an agreement that we made in this room and they did not comply.

There was some discussion of a possible misunderstanding of the person having to come in and sign the agreement.

Motion carries 3-2 J.C. and Gerard opposes.

Erica informed the board that a property that was coming up for the deeding process has filed for bankruptcy and that put a stay on the deeding process.

APPLICATIONS and WARRANTS

1. Abatement – accounting entry, funds collected - tax map R37, lot 2

Bonnie gave the details of the abatement.

Gerard: I make a motion to approve the abatement for R37-0002 in the amount of \$1519.03.

Carl: Second.

Discussion: None.

Motion carries 5-0

2. Land Use Change Tax Warrant – housekeeping release – (3 parcels) tax map R14, lot 62, tax map R22, lot 1C, & tax map R22, lot 5

Bonnie explained the situation for these properties. There was some discussion about the details and what would be the result of the change.

Larry: I need a motion for the Land Use Change Tax Warrant for R14-0062, R22-001c, and R22-0005.

Carl: So moved.

Gerard: Second.

Discussion:

J.C.: Are they entitled to a refund?

Bonnie: No.

Motion carries 5-0

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve accounts payable.

J.C. Second.

Discussion: None.

Motion carries 5-0

2. Payroll

Gerard: I make a motion to approve payroll and direct deposits.

Carl: Second.

Discussion: None.

Motion carries 5-0

MINUTES

1. September 6, 2016 – Public Meeting Minutes

Gerard: I make a motion to approve the September 6, 2016 minutes with corrections.

Carl: Second.

Discussion:

Carole: I have some corrections. Carole stated all her corrections for the record.

Motion carries 4-1 Carl abstains

2. September 6, 2016 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the Non-Public Minutes for September 6, 2016

J.C.: Second.

Discussion:

Carole: I would like to table this.

Gerard withdrew his motion and J.C. withdrew his second.

Carole: I make a motion to table the approval of the Non-Public minutes from September 6, 2016.

J.C.: Second.

Discussion: None.

Motion carries to table 5-0

3. September 13, 2016 – Public Meeting Minutes

Carole: I make a motion to approve the minutes for September 13, 2016.

Carl: Second.

Discussion: None.

Motion carries 4-1 J.C. abstain

PUBLIC INPUT

Chief Cain wanted clarification to an email he sent and stated the following:

In effort to keep communication open and to address the concerns of the board in reference to details in Loudon, and following the motion that was made by the board as I currently understand it. My intentions for this upcoming race would be as follows, as stated we will not bring any cruisers to use as part of the race detail in anyway. I was intending to bring the cruiser that I am currently assigned to and parking and securing it at the Loudon PD while we work the detail. In no way will it be used for the detail, it will only be used as a means to

respond back to Pittsfield in the event of an emergency that needs an immediate response by me as the Chief of Police or the Asst. Emergency Management Director. Situations have occurred in the past to where we had to clear Loudon and respond to Pittsfield. My concern is that with the event of this magnitude that it would be difficult to respond from the track in personal vehicle threw traffic in a timely manner. The cruiser in no way would be used for the detail. It will simply be a means of transportation for me to respond to Pittsfield in case of an emergency, following the same principals as if it would be parked at my residence. From my residence to the track is approximately six miles. So my request and seeking input from the motion that was made by the board.

There was some discussion concerning the details of the motion and the specifics. The Board of Selectmen stated they did not see a problem with Chief Cain parking his vehicle at the Loudon PD that will be based at the Loudon Speedway.

Jennifer Cole wanted to share her disappointment, and explained that she came to the Board of Selectmen five or six years ago to share her concerns about a bad experience she and her family had with the police department. She now feels that we have an effective police department. She also feels that Sgt. Walter should be approved for the part time position, with the 18 years of experience and the dedication he has given this town and the work he has done with the youth of this community has been a positive part in building an effective department. She thinks he deserves the part time position.

Mike Wolfe stated that two weeks ago a board member made it very clear that they didn't need to meet with the police chief for a meeting to know what the department does. And now that same board member states that they can't make a decision until they have that meeting to find out what the police department does. And would like to see some consistency. And also agrees with Jennifer and is extremely disappointed with the complete lack of disrespect and value this board shows the employees of this town. He stated he is ashamed to be a part of this community with this board because he has never seen such lack of value and respect given to this towns employees.

Noreen Rollins asked if the revisions to the disorderly and animal ordinance are on the website. And in her opinion the board is doing what was asked of them to do, and that this it is not personal to any employee. She does not understand why everyone feels that it is personal. She stated that nobody is saying that this officer is not worthy of a part time position, all we are saying is that we can't afford the taxes in this town. She feels disappointed that people are saying its personal attacks because it is not, it is just a way to make budget cuts.

Adam Gauthier asked if there is an update from the High School Tuition Committee? Carl stated that there is not one yet. And also I am disappointed with not appointing Sgt. Walter as a part time position as he feels it would save money and gave a couple reasons how it would. He also stated that it seems that there may be a personal agenda against the police and fire departments. He feels that the departments have been taking a beating this year, and they are doing the best for us. He also inquired about the RSA concerning the amount of members permitted to be behind closed doors at one time with-out a non-public being posted. Larry stated he did not know the RSA off the top of his head but that you are not able to discuss town business in a closed room. Adam inquired about a majority of Selectmen

being in a closed room for 45 minutes before the last meeting. Larry explained that they were not discussing town business, and gave a description of what happened. Carl stated that there was nothing discussed with reference to town business.

Public input closed 7:35 p.m.

Carl: I have been accused of having a personal vendetta against the police department and fire department since day one. I have nothing against anyone on the police or fire department. When I took this job and got elected by 356 people of this town, they are looking for me to do something. And that is to take care of the budget, and try and get what most of the people want and get the budgets under control. That might not agree with what you see and I understand that but, the majority is who I have to answer to. The point is that we feel the budget is too high and we have to make cuts and they might not be what some people like but they have to be done.

Carole: I make a motion to adjourn.

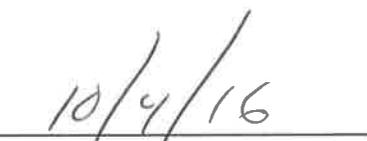
Carl: Second.

Motion carries 5-0

Meeting adjourned at 7:47 p.m.

Approved:


Lawrence Konopka, Chairman


Date



MEETING AGENDA

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

TUESDAY, SEPTEMBER 20, 2016

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

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

PUBLIC HEARING

1. 6:15 p.m. – Waste Water Facility and Industrial Pre-treatment Ordinance proposed revisions

APPOINTMENTS

1. 7:00 p.m. – citizen concern

NEW BUSINESS

ACTION ITEMS

1. Discussion on use of a Board of Selectmen meeting sign in sheet
2. Employee resignation – Selectboard Minutes Clerk, Cyndi Hetu
3. 2016 State Form MS-1, Summary Inventory of Valuation, additional form needed
4. 2016 State Form MS-535, 2015 Financial Report of the Town
5. FEMA Grant, 42 Chestnut Street demolition project, additional form needed
6. Contribution Assurance Program FY2017-FY2019 – Workers' Compensation Program
7. Contribution Assurance Program FY2017-FY2019 – Property & Liability Program
8. Part Time Police Officer appointment request – Richard C. Walter, Jr.
9. Vacant position and promotion request
10. Town equipment policy changes
11. Corrections to approved Board of Selectmen August 9, 2016 minutes

COMMITTEE REPORTS

INFORMATION ITEMS

1. Budget & Finance Workshop – Selectmen's Office will be closed on September 20, 2016
2. Economic Development Committee – new Chair appointed, Adam Cote
3. Second Public Hearing on proposed new Disorderly Residence Ordinance & revisions to the Animal Control Ordinance scheduled for Tuesday, September 27, 2016
4. Sale of town owned tax-deeded property – (5/24/16)
 - a. Five parcel combined offer – property SOLD 9/14/2016
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 - c. 31 Berry Avenue – (under agreement 8/10/16)
3. Storage Container Permit – 41 Carroll Street – (tabled 8/9/16 for building inspector input)
4. Security System Upgrade Quote – Police Department (8/9/16, another quote)
5. Security System Installation Quote – Town Hall (8/9/16, another quote)
6. Tax Collector's Deed Waivers (8/9/16, twenty-eight of thirty-two tax deed list parcels processed)
7. Joy Street Pump Station concern (8/16/16, building/health to follow up)
8. Sale of town owned & tax-deeded property – two-parcel purchase (8/23/16 offer acceptance)
 - a. 33 Main Street
 - b. 37 Main Street (5 condo units)
9. Pittsfield Bid Policy – proposed revisions (9/6/16)

APPLICATIONS and WARRANTS

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2. Land Use Change Tax Warrant – housekeeping release – (3 parcels) tax map R14, lot 62, tax map R22, lot 1C, & tax map R22, lot 5

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. September 6, 2016 – Public Meeting Minutes
2. September 6, 2016 – Non-Public Meeting Minutes
3. September 13, 2016 – Public Meeting Minutes

PUBLIC INPUT