



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

MEETING MINUTES OF TUESDAY, October 4, 2016

CALL TO ORDER

Call to order at 5:00 p.m. by Larry Konopka, Chairman

MEMBERS PRESENT

Larry Konopka, Chairman
Gerard LeDuc, Vice-Chairman
Carole Richardson
Carl Anderson
J.C. Allard

MEMBERS ABSENT

None

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

NON-PUBLIC

Larry: There is a non-public scheduled and will be recusing myself.

Jesse stated that they are waiting on Joe DiGeorge to attend the non-public meeting as well. So it was decided to do a few item on the agenda.

The board discussed a few old business items and approved the minutes, payroll, and accounts payable.

NON-PUBLIC – The board (with the exception of Chairman Konopka) went in to Non Public Session at 5:16 p.m. and came out at 5:58 p.m.

PUBLIC INPUT

Dan Schroth was present to support what Dave Simpson from the Fire Department has to say.

Dave Simpson updated the board on his progress with the things he has been doing. He also discussed the needs he feels the community has in order to help people who are having drug

issues in town, and the options he is exploring. He is reaching out as much as he can to help as many people as he can. He wanted to come speak to the board to talk about getting some Narcan kits. He also asked for funds to purchase six kits which are \$174.00 per kit to hand out to people who need them.

Larry stated he spoke with Bonnie and she has funds available to fund Dave's request.

Gerard: I make a motion to purchase six Narcan kits from the welfare budget.

Carole: Second.

Discussion:

J.C.: Is six kits enough? Dave stated no but he is hoping to explore other options to get a supply source, because the goal is not to continue to come to the town for funds.

Motion carries 5-0

AGENDA REVIEW

J.C.: Nothing.

Gerard: Nothing.

Carole: Would like an update on the budget.

Carl: Nothing.

Larry: Nothing.

Cara: Nothing.

DEPARTMENT UPDATE

1. George Bachelder – Supt. of Public Works

George stated that he is getting prepared for the possibility of the hurricane that maybe hitting us. In September there was a good storm and we have been cleaning up the down trees around town. Some sidewalks were fixed around town. He did over spend on a line item but there was some money from another line item that had some funds left over. They are also working on getting the equipment ready for winter. There are some rotten guard rail post on Winsunvale that need to be replaced, he would like to use some of the left over funds to do those repairs. He was also able to look at the Main Street property and there was some discussion on what can be done with some items that are in there.

NEW BUSINESS

ACTION ITEMS

1. Employee retirement – Philip Gordon

George: I would like to advertise for this position as soon as possible because it is a lengthy process. We are going to start preparing for winter and we need the help. Sparky has one of the biggest and most dangerous routes in town. I really need someone with experience and knows what they are doing.

Larry: What are your thoughts about hiring winter help?

George: I really need an employee, there is someone that I know who worked for me a long time ago but went to another town. I don't know if he would come back but he is someone that I could put in a truck and not worry about the liability.

Carl: I would be interested in putting someone on as an as needed type of help. I am not in favor on replacing the position.

George: I don't want to be held responsible for unqualified help. I have been down this road before when we used part time workers. I am looking for qualified help.

Larry suggested having a meeting to discuss the needs for the department. George explained that the department is doing a lot of work with the people we have. That job is going to have to be a full time job. There was some further discussion about the need, and how the determination of a qualified person is determined.

Cara read the retirement letter from Philip Gordon.

Gerard: I make a motion to approve the retirement letter from Philip Gordon.

J.C.: Second.

Discussion: None.

Motion carries 5-0

2. Scholarship donations – Harvey A. Marston Memorial Scholarship

Carl: I make a motion to accept the Harvey A. Marston Memorial Scholarship donations.

Gerard: Second.

Discussion: None.

Motion carries 5-0

3. Scholarship donations – Foss Family Scholarship Trust

Carl: I make a motion to accept the Foss Family Scholarship Trust donations.

Carole: Second.

Discussion: None

Motion carries 5-0

4. Lawn Watering Ban Regulations – draft document

Gerard: I make a motion we approve the Lawn Watering Ban Regulations.

Larry: Second.

Discussion: None

Motion carries 5-0

5. Waste Water Facility and Industrial Pre-treatment Ordinance – proposed revisions

Cara stated that the ordinance was taken to legal and DES to make sure all the additions are up to DES standards and up to date and legal. When the document was switched from PDF to Word it made it messy and she is working on cleaning it up and making it look nice.

Carole: I make a motion to approve the Waste Water Facility and Industrial Pre-Treatment Ordinance.

J.C.: Second.

Discussion: None.

Motion carries 5-0

6. Bid Results – General Assessing Services

Cara stated the entire list of companies were sent a letter and the only response was from Avitar.

Carl inquired about all the mistakes that were made earlier in the year with the utility properties. There was some discussion on how that can be avoided in the future, and how Avitar has been an asset.

Carl: I make a motion to accept the contract from Avitar for the General Assessing Services for five years.

Gerard: Second.

Discussion: None.

Motion carries 5-0

7. 40 Chestnut Street

Cara stated that we have not recorded the deed. There has been some contact with the people living there and there is no rent being collected by the previous owner. There was some discussion on the situation and how we could handle it.

Carl: I make the motion to record the deed for 40 Chestnut Street.

Gerard: Second.

Discussion: None.

Motion carries 5-0

COMMITTEE REPORTS

Carole attended the Foss Family Scholarship meeting and enjoyed the meeting and felt it was well attended.

J.C. attended the EDC meeting and there have been some changes and he felt that they are moving in the right direction. They are a good group of people and will work hard.

Gerard: The Aqueduct Committee is going to be meeting to gather information for the next informational meeting.

INFORMATION ITEMS

Gerard: The Building Inspector agreed to office hours for Mondays from 5-7 p.m. and Wednesdays 8-10 a.m. He also will be separating hours worked for Building, Zoning, planning and HSA. If he goes over in hours we will be able to see why.

Cara stated that the Town Clerk/Tax Collector's office will be closed October 20th and 21st.

OLD BUSINESS

2. Sale of town owned tax-deeded property (7/26/16)
 - b. 114 Main Street – (under agreement 8/2/16)

Carl stated that the property was supposed to close but it has not because there is an issue with the title. Carl suggested an extension for this process.

Cara explained that one of the listed title owners is deceased and they have to deal with that before moving forward. Cara further described the details.

Carl: I make a motion to authorize Cara to sign a 30 day extension for the purchase and sales agreement for 114 Main Street.

Gerard: Second.

Discussion: None

Motion carries 5-0

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

There was a meeting on 10-03-2016 with Rustic Crust, Larry, Cara, WWTP, and Jesse. WWTP has also done some research and found that Joy St. pump station had never needed to be pumped until Rustic Crust moved to 5 Main Street, the issue is that there are no grease traps at that location but there are at their main location. They are looking into putting in a holding tank in down on Joy Street. The other restaurants in town will be checked to see if they could be responsible in any way. There was some further discussion on what has been done and what can be done for the future.

5. Pittsfield Bid Policy – proposed revisions (9/6/16)

Cara presented the draft Bid Policy.

Gerard: I make a motion to accept the Pittsfield Bid Policy.

J.C.: Second.

Discussion: None

Motion carries 5-0

7. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

There was some discussion about the amounts of money going into this project with not having much return. Each member stated their opinions. Details on how the purchase would happen and who would make decisions was also discussed.

APPLICATIONS and WARRANTS – (none)

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 deposit.

Carole: Second.

Discussion: None.

Motion carries 5-0

MINUTES

1. September 27, 2016 – Public Meeting Minutes

J.C.: I make a motion to approve the Public Meeting Minutes from September 27, 2016.

Carl: Second.

Discussion:

Carole has a few grammatical changes and will forward them to Ammy.

Motion carries 5-0

2. September 27, 2016 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the Non-Public Meeting Minutes from September 27, 2016.

Carole: Second.

Discussion: None

Motion carries 4-1 Larry abstarins

PUBLIC INPUT

Valerie Anderson asked about how Dave Simpson finds out about the people he is contacting. The board stated that he gets tips from the police department and also the calls that he goes on but no other EMT's do.

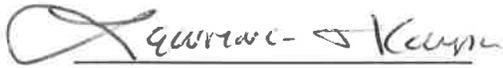
Carole: I make a motion to adjourn.

Carl: Second.

Motion carries 5-0

Meeting adjourned at 7:18 p.m.

Approved:


Lawrence Konopka, Chairman

10/18/16
Date



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

TUESDAY, OCTOBER 4, 2016

5:00 p.m. - Call to order - possibly meeting in non-public session

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

PUBLIC INPUT - regarding agenda items only

AGENDA REVIEW

DEPARTMENT UPDATE

1. George Bachelder - Supt. of Public Works

NEW BUSINESS

ACTION ITEMS

1. Employee retirement - Philip Gordon
2. Scholarship donations - Harvey A. Marston Memorial Scholarship
3. Scholarship donations - Foss Family Scholarship Trust
4. Lawn Watering Ban Regulations - draft document
5. Waste Water Facility and Industrial Pre-treatment Ordinance - proposed revisions
6. Bid Results - General Assessing Services

COMMITTEE REPORTS

INFORMATION ITEMS

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 - (under agreement 8/23/16)
 - b. 114 Main Street - (under agreement 8/2/16)
 - c. 31 Berry Avenue - (under agreement 8/10/16)
3. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. 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)
5. Pittsfield Bid Policy - proposed revisions (9/6/16)
6. Town equipment policy changes (tabled 9/20/16)
7. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

APPLICATIONS and WARRANTS - (none)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. September 27, 2016 – Public Meeting Minutes
2. September 27, 2016 – Non-Public Meeting Minutes

PUBLIC INPUT