



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

MEETING MINUTES OF Tuesday, October 10, 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
James Adams

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

PUBLIC INPUT – regarding agenda items only

None.

AGENDA REVIEW

Gerard: He will make a suggestion to table number 4. He also stated that Rymes would match the bid for propane.

Jim: None.

Carole: None.

J.C.: None.

Carl: None.

PUBLIC HEARING – 6:15 p.m. – Application for Community Tax Relief Incentive RSA 79-E

J.C. opened the public hearing for the application for Community Tax Relief Incentive RSA 79-E for No Worry Storage, LLC, owner of 1 Fayette Street.

Lee Carver sat at the table to represent No Worry Storage.

Adam Gauthier stated he is in favor of them receiving some assistance however while looking at their application and the comments on the rehab, he believes that some of the repairs have been made and is not sure the 15% that is needed to qualify is there.

Lee Carver stated that he had not intended to apply for the incentive but was approached by several citizens who suggested he apply for it because they feel it is a good thing for the town because it will show other businesses that they can apply for this incentive and improve their buildings. He further explained that after he applied for the incentive, he was approached by other people asking him why he is going after a town that is already poor asking for money. Lee stated that he wants the building to look good and be something he can be proud of and something the town can be proud of, as well. He planned to do the repairs before he was approached to apply and will continue with the repairs and improvements. Lee then offered to withdraw his application for the incentive if that is what the board would like him to do because he does not want to cause any conflict with the community. Lee also stated he had thought applying for the incentive was something he was supposed to do to show other businesses in town that they too can improve their business and the town is willing to help them do that, to better the look of the town. He will do what he needs to do to make his properties look good and successful.

Carl stated he appreciates his attitude, and thinks that Lee is making a good gesture by realizing that applying shows other businesses that we offer the incentive and at the same time realizes that it would be a cost to the town.

J.C. asked if they are planning on further improvements to the building, and Lee stated yes.

Carole confirmed with Cara about the further improvements being what the incentive would be for and not the improvements that have already been done. Lee stated that that is what he thought and the citizens that approached him stated that the other company that received this incentive had done repairs and improvements and then applied and received the incentive. Lee also stated that he wants to make the property suitable and the relief he would receive (that he estimated at \$300.00) will not determine if he makes the repairs and improvements or not. He feels that image says a lot about the business owner and the town means a lot to him. Carole stated that it is unfortunate that he did not apply sooner to take full advantage of the incentive but thinks the improvements and repairs look great. There was some discussion on the repairs that have been done and what is happening in the building.

Jim stated that it is positive to show businesses looking to come to Pittsfield that the town is willing to work with them.

Mike Wolfe stated that if we show businesses that we are willing to work with them and encourage them that coming to Pittsfield is a good thing, it is worth giving a little to occupy buildings in town and not have empty ones.

There was some discussion on the repairs and improvements that will be done and the progress. Cara estimated that they would need to have \$17,000.00 in repairs in order to qualify for the incentive.

J.C. closed the public hearing 6:27 p.m.

Carole asked if we are ready to proceed with this request this evening. Cara stated no, because another estimate of relief going forward will need to be done along with the statutory covenant needs to be drafted. She will work on the covenant and contact Lee for the further information needed.

NEW BUSINESS

ACTION ITEMS

1. Application for NH RSA 79-E Community Tax Relief – 1 Fayette Street – No Worry, LLC

Gerard: I make a motion to move forward for the incentive for 1 Fayette Street, No Worry, LLC.

Carole: Second.

Discussion: None.

Motion carries 5-0

Carl asked if they have any plans on the lot in between his building and Bell Brothers, Lee stated that is was determined by someone that they had to place the propane tanks in the middle of the lots and it makes it difficult to put anything there. But if money making allows, he would like to make that the front entrance because that would make the building handicapped-accessible which the building is not currently. Lee also stated that he is speaking with U-Haul to see if we could bring that rental service into town.

Carole asked about the telephone pole that has the transformers on it that is leaning. Lee stated he is concerned about that, as well and stated he has spoken with two electricians and Eversource gave the ok for them to turn the electric on from there. So he is not sure what else he can do and would be fine if the town would cite him for that and maybe that would help him get that fixed. Carole believes it is a hazard and Cara stated she will see if we can get it looked at and possibly get something done. Lee thanked the board and Cara and stated that they are the best.

2. Public Works propane tank/propane vendor

Gerard stated that Rymes has an underground tank at the highway garage which presents a problem for switching propane vendors. Rymes will match the bid that Dead River made if we present them with the written quote. Remaining with Rymes would save the town the cost of transferring ownership of the tank.

Gerard: I make a motion to accept Rymes's proposal.

Jim: Second.

Discussion: None.

Motion carries 5-0

Carole stated Gail Nickerson asked her if the town looked into her suggestion for Our Town Energy for savings. Cara stated she had looked into that and the commercial fees are higher than the residential fees per building and it appeared not to be a savings for commercial like it is for a resident but will continue to keep them on the vendor list.

3. Bids for vehicles & miscellaneous equipment

J.C opened the four envelopes that were submitted and read the following bids:

Case bulldozer for \$1,000.00 (Gordon) and \$600.00 (Johnson)
Sterling dump truck for \$1,000.00 (Gordon)
3-point hitch 6-foot mower for \$350.00 (Wolfe) and \$300.00 (Gordon)
50-gallon hydro seeder for \$50.00 (Wolfe)
3-point hitch sprayer for \$50.00 (Wolfe)

No bids were received for the:

Ford F-350 dump truck with plow
Chevy 3/4ton 4x4 with plow & crane
Yazoo/Kees mower
Wacker trash pumps
Miscellaneous scrap metal

Gerard: I make a motion to accept all high bids.

Carl: Second.

Discussion: None.

Motion carries 5-0

Cara asked what they would like to do with the remainder of the items. J.C. stated to inform the department heads of the winning bids and to ask for their recommendations for the remaining items.

4. Town photocopiers leases expiring

Gerard: I make a motion to table until the next meeting.

Jim: Second.

Discussion: Carole asked when the leases are up, and Cara stated one is at the end of October and the others are in November and we can go month to month until the decisions are made.

Motion carries 5-0

5. 2017 NH DRA Form MS-434 - Revised Estimated Revenues

Cara stated that these are the 2017 revised estimated revenues that we are submitting to the DRA for them to set the tax rate. In the spring we send in an estimate for town meeting and this is a revised report on what has actually come in.

Gerard: I make a motion to accept the Revised Estimated Revenues for the 2017 NH DRA Form MS-434.

Carole: Second.

Discussion: None.

Motion Carries 5-0

6. 2017 NH DRA Form MS-535 – Auditor’s 2016 Financial Report of the Town Budget

Cara stated this establishes the fund balance that we need to set the tax rate. This is the last piece of information we are responsible for in order to be put in queue for the DRA to set the tax rate. Cara is pretty sure the county is all set but not sure about the school. Carole asked if we received any money back from the school, the school will be asked for that amount.

Gerard: I make a motion to accept the 2017 MS-535 for the 2016 Financial Report.

Jim: Second.

Discussion: None.

Motion carries 5-0

7. Lt. John J. Dunne Memorial Scholarship Trust addition - \$500.00

This is an addition to an established scholarship trust fund.

Carl: I make a motion to accept the Lt. John J. Dunne Memorial Scholarship Trust in the amount of \$500.00.

Carole: Second.

Discussion: None

Motion carries 5-0

8. NH Community Publications – 2017-2018 Map

This proposal was accepted back in March and it was updated after elections, it is a free service but the board needs to sign off on it.

Carole: I make a motion to accept the NH Community Publications 2017-2018 Map.

Jim: Second.

Discussion: None.

Motion carries 5-0

9. Timber Yield Tax Warrant – Tax Map R5 Lot 6, \$444.02

J.C. announced that item number 9 is a Timber Tax Warrant for Tax Map R5 Lot 6 in the amount of \$444.02.

Carl: I make a motion to sign the Timber Yield Tax Warrant for Tax Map R5 Lot 6 in the amount of \$444.02.

Jim: Second.

Discussion: None.

Motion carries 5-0

10. Abatement – \$585.45 (payment plan residual interest) – 185 Wildwood Drive

J.C. announced that item number 10. Cara stated this is so Erica can abate the difference between 6% interest and the statutory 12 or 18% that is calculated by the tax system. This was an agreement that was approved by a previous board where they deviated from the state statute’s interest rate. When the owner makes a payment in accordance with the

agreement the interest rate is reduced and the difference needs to be abated because the tax software cannot deviate from statute and amounts cannot be abated from the tax balances without a vote.

Gerard: I make a motion to approve the abatement in the amount of \$585.45 for Tax Map R14 lot 37, 185 Wildwood Drive.

Jim: Second.

Discussion: None.

Motion carries 5-0

11. Tax status of 365 Dowboro Road

Gerard: I make a motion to deed 365 Dowboro Road back to the property owner it was tax deeded from.

Carl: Second.

Discussion: None.

Motion carries 5-0

COMMITTEE REPORTS

Gerard stated that Lisa Stevens is now the administrator for B.C.E.P.

Carole asked if they now need a treasurer and Gerard stated yes, and that the administrator has the authority to hire and fire staff. Carl asked who sets the wages, Gerard stated the committee does that. Jim confirmed with Gerard that the treasurer was at a much higher rate than the position of the new administrator. Jim confirmed with Gerard that they did not hire at the same rate as the retiring administrator was being paid. Gerard informed the board that new administrator was hired at \$55,000.00 and the old administrator was making \$65,000.00. Carole confirmed with Gerard that she is taking a pay cut to take this position on.

Bob Schiferle stated that the budget season is coming and the schedule will be addressed soon. Gerard stated that the school will be going first because of the SB2 and snow dates will have to be made. Cara asked when the first budget meeting will be, Bob stated he would like to talk with her about that because he would like to have a training session for the first meeting so they can go over the workbooks and other details. Carole asked if there were any openings on the committee, Bob stated not at this time.

J.C. stated the Community Development Committee has been working with the County Extension Service for help with writing some grants and he is optimistic that there is some progress being made for plans to help grow the community.

INFORMATION ITEMS

1. 2017 County of Merrimack tax apportionment - \$716,410.00

J.C. stated that this is our bill in case anyone was wondering what this amount is.

2. September 2017 Transportation Advisory Committee update

J.C. stated that this is a report from the committee.

OLD BUSINESS

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

J.C. confirmed with Cara that not much has been done because the Highway Department has not had much time to do that work because they are going to be doing that work on a rainy day.

2. Sale of town owned/tax-deeded property

a. 33 Main Street – (formerly numbered #37, deeded “back” to town, discussed 1/3/17)

The board received comment from planning and conservation and the public hearings can be set. There was some discussion on when to hold the public hearings.

The public hearings will be scheduled and advertised for November 14th and the 28th and the board can vote on December 12, 2017

3. 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)

There was some discussion concerning the procedures that need to happen in order to set the boundaries, how the formation of the committee was formed, and what will need to happen after the boundaries are set.

4. Pittsfield Historical Society proposed relocation (6/13/17, review requested on hold 7/31/17)

Cara stated she will ask them to see if they have any progress to update the board with.

5. 2017 Tax Deeds (land only) Tax Map R4 Lots 1, 1-6, & 1-7 (tabled 9/26/17)

Carl stated he requested at the last meeting to table the recording of the deeds until he spoke with the previous owner. He contacted the former owner and he informed Carl that he recognizes that he failed to do what was needed to keep these properties. Carl stated that the only amount he could come up with at the moment is \$5,000.00 and that is not enough to pay what is owed.

Carl: I make a motion to record the deeds with the registry.

Gerard: Second.

Discussion: Carl stated the person was appreciative of the effort taken by the board to contact him.

Motion carries 5-0

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

Jim: 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 26, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the September 26, 2017 Public Meeting Minutes.

Carole: Second.

Discussion: Carole handed Ammy a few corrections.

Motion carries 5-0, approved with Carole’s corrections

2. September 26, 2017 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the September 26, 2017 Non-Public Meeting Minutes.

Jim: Second.

Discussion: None.

Motion carries 5-0

PUBLIC INPUT

Randy Severance stated that during the committee reports of this meeting it was asked and answered if there were any openings on the Budget Committee. Randy stated that Noreen Rollins is on the budget committee and her home has just been sold and her plans are to move out of town. So he believes there will be an opening. J.C. confirmed with Bob that he has not received a resignation from Mrs. Rollins.

Adam Gauthier stated the new streetlights look great in town and inquired about the street light that is on Main Street by the Joy Street entrance by Amenico. Cara stated that we are the last town in the state to have one of these lights and there is no LED option for this style of light. Cara will inquire the cost to have it removed.

Carl: I make a motion to adjourn.

Carole: Second.

Discussion: None.

Motion carries 5-0

Approved:


James C. Allard, Chairman

20 Nov 2017
Date



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

TUESDAY, OCTOBER 10, 2017

6:00 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

PUBLIC HEARING – 6:15 p.m. – Application for Community Tax Relief Incentive RSA 79-E

NEW BUSINESS

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2. Public Works propane tank/propane vendor
3. Bids for vehicles & miscellaneous equipment
4. Town photocopiers leases expiring
5. 2017 NH DRA Form MS-434 - Revised Estimated Revenues
6. 2017 NH DRA Form MS-535 – Auditor’s 2016 Financial Report of the Town Budget
7. Lt. John J. Dunne Memorial Scholarship Trust addition - \$500.00
8. NH Community Publications – 2017-2018 Map
9. Timber Yield Tax Warrant – Tax Map R5 Lot 6, \$444.02
10. Abatement – \$585.45 (payment plan residual interest) – 185 Wildwood Drive
11. Tax status of 365 Dowboro Road

COMMITTEE REPORTS

INFORMATION ITEMS

1. 2017 County of Merrimack tax apportionment - \$716,410.00
2. September 2017 Transportation Advisory Committee update

OLD BUSINESS

1. Town hall basement code issues (4/5/16)
2. Sale of town owned/tax-deeded property
 - a. 37 Main Street – (deeded “back” to town, discussed 1/3/17)
3. 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)
4. Pittsfield Historical Society proposed relocation (6/13/17, review requested on hold 7/31/17)
5. 2017 Tax Deeds (land only) Tax Map R4 Lots 1, 1-6, & 1-7 (tabled 9/26/17)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. September 26, 2017 – Meeting Minutes
2. September 26, 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.
