



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

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**MEETING MINUTES OF TUESDAY, October 11, 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

**PUBLIC INPUT – regarding agenda items only**

None

**AGENDA REVIEW**

J.C.: None.  
Gerard: None.  
Carole: None.  
Larry: None.  
Carl: None.

**DEPARTMENT UPDATE**

1. Jeffrey Cain – Chief of Police

Chief Cain and Sgt. DiGeorge thanked the board for having them and presented them with a packet. He explained the personnel that is with the department and their positions. He further explained while going through the packet the responsibilities of the department and each employee. The board asked questions and Chief Cain and Sgt. DiGeorge answered those questions. There was discussion concerning call volume, the SRO position, the duties that are being distributed that Sgt. Walter was responsible for, and how patrol shifts are covered. Chief Cain and Sgt. DiGeorge also explained how events in town around the year

effects the department and how the department handles them. Some members of the Budget Committee were present and asked questions as well. There was some discussion concerning SWAT and training and the cost that relates to them.

Larry: What would you like to see for advertising for help?

Chief Cain: I have tried to show you what the demands are for the department and what the needs are for the community. I don't want to say we don't need more help, but we need what we have. With that being said rolling into budget season, if there are any ideas or a thought process of looking at cutting the department and with that position being on hold while we need it, I understand that. If you also look at the responsibilities that we have in house with the amount of paperwork and work coming in, I would ask that I be allowed to fill the supervisor's position in house. A lot of the stuff that the position does is not stuff that is fair to ask of a patrolman to handle with their peers. There is a lot of administrative stuff, and supervisory stuff that I would like to see filled by a person in house, and then see where we are at. I would at least like to advertise to start receiving applications. The process takes 30 to 45 five days, and if we start that now we could have a list together for post budget. Then if we decide to keep that position we would not have to wait the additional 30 to 45 days.

Larry: Is the board ok with having this on next week's agenda?

Chief Cain: I would anticipate that Sgt. Walter would be at the top step for pay level with the number of years he was here, and that position was already budgeted for. And there would be a savings because when we put someone in there they would not go the top step.

Larry: Can you please get all this information together to bring to next week's meeting.

## **NEW BUSINESS**

### **ACTION ITEMS**

#### **1. Warrant for State General Election – November 8, 2016**

Gerard: I make a motion to accept the Warrant for the State General Election for November 8, 2016.

Carl: Second.

Discussion: None.

Motion carries 5-0

#### **2. Parade permit – Pittsfield Elementary School Halloween Parade – October 28, 2016**

Carole: I make a motion to approve the Paraded Permit for the Pittsfield Elementary School Halloween Parade for October 28, 2016.

J.C.: Second.

Discussion: None.

Motion carries 5-0

### **3. Bi-weekly payroll**

Cara looked into this by request and would like the board's permission to move forward.

Carole: I think it's a great idea, and could save time.

Larry asked if Cara has talked with the employees.

Cara: I have not, but can, it was part of the last collective bargaining but the interest had fallen by the wayside and I just want to make sure the board would like to move forward.

### **4. Request to advertise for Public Works Equipment Operator**

Gerard: I make a motion to advertise for a full time Public Works Equipment Operator.

Larry: Second.

Discussion:

Carl: I think we should advertise for part time not full time. The full time pay and benefits are crippling the town.

Larry: I think we should advertise for both, and maybe get a call list in case we need someone for back up. We can see what candidates we get, if we get a good candidate for full time then we can go from there. And possibly have a person for an on call basis.

Carole: I think we should advertise for both and see what we get. But that doesn't mean we hire anyone.

J.C.: This motion originates from a request to advertise to fill a position that will be vacated by a retiring employee, which is a budgeted full time position. There is at least a notion to think that we should go to a part time position.

Larry: I went and spoke to George and he really suggests a full time position, he feels we really need it. Larry then gave an example of what was done a few years ago.

J.C.: There is more to this position than plowing snow. They grade roads, repair sidewalks, and we even have had them clean out tax deeded property. We are putting an awful lot on this department as far as man hours.

Motion carries 4-1 Carl opposes.

Carl: I make a motion to advertise for a part time Public Works Equipment Operator.

Carole: Second.

Discussion: None.

Motion carries 5-0

Cara: George had also gone through the draft I put together and suggested we advertise for a light equipment operator. Also wanted some municipal experience as well, because of the equipment we are putting them in and the work they will be doing.

### **5. Electrical Permit Fee waiver request**

Gerard: I make a motion to approve the Electrical Permit Fee waiver request for the Pittsfield Players.

Carole: Second.

Discussion:

J.C.: I think if we approve this waiver we should for any non-profit that needs a permit for work.

Motion carries 5-0

#### **6. Building Inspector revised job description**

Gerard: I make a motion to approve the Building Inspector revised job description.

Carl: Second.

Discussion: None

Motion carries 5-0

#### **7. Lawn Watering Restrictions Regulations - Section X determination of fines**

Gerard: I make a motion to approve the Lawn Watering Restrictions.

Larry: Second.

Discussion: None.

Motion carries 5-0

Cara: What would you like the penalties to be?

There was some discussion about how it would be enforced and what the penalties would be.

Carole: I make a motion to set the violation to be a warning for the first violation, the second violation a fine of \$250.00, and any additional violations be in the amount of \$500.00.

J.C.: Second.

Discussion: None.

Motion carries 5-0

### **COMMITTEE REPORTS**

Gerard: The Aqueduct Committee is looking forward to the hearing on the 22<sup>nd</sup> at 10:00 a.m.

Carole: The Planning Board is working diligently on the zoning regulations and doing a great job. And there is going to be a couple of public hearings coming up.

### **INFORMATION ITEMS**

1. Public Hearing on Housing Standards Agency's fee increase request – Tuesday, October 18, 2016.

There was some discussion concerning the time and fees.

### **OLD BUSINESS**

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

b. 114 Main Street – (under agreement 8/2/16)

c. 31 Berry Avenue – (under agreement 8/10/16)

Carl: 31 Berry Ave. and 114 Main St. need extensions for the purchase and sales agreement. These are title issues that would come up with anyone purchasing these properties. The title company is working hard to get them resolved.

Carl: I make a motion to extend the closing date until November 15, 2016.

Gerard: Second.

Discussion: None.

Motion carries 5-0

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

There was some discussion concerning a holding tank and a time frame for that.

Larry: I need a motion to go into Non-Public

Carole: So moved.

Carl: Second.

Roll call was done and motion passed.

## **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)

Gerard: I make a motion to sign the deed for 33 and 37 Main St.

Carl: Second.

Discussion:

Larry: I am still feeling this is too quick.

Cara: Counsel is comfortable with the purchase and sales agreement.

Carl: It can only be deeded back to the town.

J.C.: I need to abstain.

Motion carries 3-2 J.C. and Larry abstain.

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

Cara: I tabulated the budget on the thirteen year study of the purchase of the Aqueduct and forwarded that by email to you.

There was some discussion on the figures and what is left in the budget and what was appropriated.

## **APPLICATIONS and WARRANTS**

### **1. Timber Tax – R37-3-3, Ingalls Road**

Carl: I make a motion to approve the Timber Tax for R37-3-3, Ingalls Rd.

Carole: Second.

Discussion: None.

Motion carries 5-0

**2. Land Use Change Tax – R46-10, 1059 Catamount Road**

Carole asked Cara for an explanation. Cara explained that the property is being taken out of current use by the assessors, because part of the property was sold and does not meet the criteria for current use any longer.

Carl: I make a motion to accept the Land Use Change Tax for R46-10, 1059 Catamount Rd.

J.C.: Second.

Discussion: None.

Motion carries 5-0

**CHECK MANIFESTS**

**1.Accounts Payable**

Gerard: I make a motion to approve accounts payable.

Carole: Second.

Discussion: None.

Motion carries 5-0

**2. Payroll**

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

J.C.: Second.

Discussion:

Motion carries 5-0

**MINUTES**

**1.October 4, 2016 – Public Meeting Minutes**

Gerard: I make a motion to approve the October 4, 2016 Public Meeting Minutes.

Carl: Second.

Discussion:

Carole: I just have a few grammatical changes. Those were given to Ammy.

Motion carries 5-0

**3. October 4, 2016 – Non-Public Meeting Minutes**

Gerard: I make a motion to approve the October 4, 2016 Non-Public Un sealed Meeting Minutes.

J.C.: Second.

Discussion: None.

Motion carries 5-0

There was some discussion about the concerns with Dave Simpson and his newly appointed role. Information is going to be requested for the next meeting.

**PUBLIC INPUT**

Paul Richardson: The town put a 1 inch top coat on Tilton Hill Rd. and Daroska Rd. today, and I was wondering if the selectman considered tar, oil and sand. He further described the

process and how it effects the roads. He feels that this would be something to consider the next time.

Adam Gauthier: Would like to know the tax levy for the timber?

Cara explained that it is 10% of the stumpage value, and further explained the process with the state and how the town processes the tax.

Adam also asked what part time hours are considered for the town.

Cara explained that as well.

J.C.: I make a motion to adjourn.

Carole: Second.

Discussion: None.

Motion carries 5-0

Meeting adjourned 7:58 p.m.

Approved:

  
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Lawrence Konopka, Chairman

  
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Date



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

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**TUESDAY, OCTOBER 11, 2016**

**5:00 p.m.** – Call to order

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**DEPARTMENT UPDATE**

1. Jeffrey Cain – Chief of Police

**NEW BUSINESS**

**ACTION ITEMS**

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2. Parade permit – Pittsfield Elementary School Halloween Parade – October 28, 2016
3. Bi-weekly payroll
4. Request to advertise for Public Works Equipment Operator
5. Electrical Permit Fee waiver request
6. Building Inspector revised job description
7. Lawn Watering Restrictions Regulations - Section X determination of fines

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Public Hearing on Housing Standards Agency's fee increase request – Tuesday, October 18, 2016

**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. Town equipment policy changes (tabled 9/20/16)
6. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

**APPLICATIONS and WARRANTS**

1. Timber Tax – R37-3-3, Ingalls Road
2. Land Use Change Tax – R46-10, 1059 Catamount Road

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. October 4, 2016 – Public Meeting Minutes
2. October 4, 2016 – Non-Public Meeting Minutes

**PUBLIC INPUT**