

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

MEETING MINUTES OF Tuesday, October 24, 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

Fred Okrent stated in regards to item number 3 under old business, that the voter petition for the formation of the water district was submitted in April. He feels that it is beyond time to hold the hearings and call the meeting. In RSA 52 in several places it states the word shall - and that is not a permissive word, it is mandatory.

AGENDA REVIEW

Gerard: Fred Okrent has a few people to be appointed to the budget committee.

Jim: None.

Carole: Planning question under action items, and Carole was asked why the board has not appointed a budget person to the B.C.E.P., Cara will have that open position posted on the town website.

J.C.: None.

Carl: None.

NEW BUSINESS

ACTION ITEMS

1. Utility Partners FY2018 year 4 contract adjustment – 1.6%

J.C. announced item number 1 and stated this an annual adjustment per the contract.

Gerard: I make a motion to accept Utility Partners FY2018 year 4 contract adjustment of 1.6%.

Carole: Second.

Discussion: Carole asked if this comes out of the sewer fund (sewer user fees) and not from the tax payers, and Cara confirmed it was part of the sewer fund's budget.

Motion carries 5-0

2. FY2018 Pittsfield DWI Patrols Grant – \$3,675.00

J.C. announced item number 2.

Gerard: I make a motion to accept the FY2018 Pittsfield DWI Patrols Grant in the amount of \$3,675.00.

Carole: Second.

Discussion: Carole asked if this was the first year we have done this and Cara stated they have done this for a long time and that the grant file goes back to the early 2000's.

Carole asked if it has been around this amount, and Cara stated yes. In the past the DWI grant was more than the Step grant but they have combined several separate patrol grants into the STEP grant and the higher amount flipped from DWI to STEP but the bottom line is around the same.

J.C. inquired about the money going into the police department budget, and Cara stated it comes into the general fund and offsets the payroll costs for the police department.

Gerard questioned the department being shorthanded and having extra patrols. Carole thought this was for overtime, and Cara stated yes it helps round out and cover some of the overtime costs for extra coverage of town events.

J.C. asked if the state dictates where the patrols are done, Sgt. Di George stated they dictate some roads and some dates but after those required dates we can choose based on town events and current trends of motor vehicle complaints.

Carl asked if these are extra patrols in addition to the hours the department are already doing. Sgt. Di George stated yes, the officers have their regular 40 hour work week and then after that there are patrols that need to be covered and if an officer is able to cover those patrols they would sign up for those.

Carl inquired with Sgt. Di George about the department being stretched and asked if that has changed, and Sgt. Di George stated that it has not changed, however the grants are looking into the year 2018 and they are hoping to be at full staff and that these shifts are available to full and part time officers.

J.C. asked if the patrols are not performed are we required to give back the grant funds, Cara and Sgt. Di George explained that no, that this is a re-imbusement based grant and we do not receive the grant funds up front.

Motion carries 4-1. Gerard opposes

3. FY2018 Pittsfield Step Grant – \$6,092.83

J.C. announced item number 3 and stated it is similar to item number 2.

Gerard: I make a motion to accept FY2018 Pittsfield Step Grant in the amount of \$6,092.83.

Carole: Second.

Discussion: Carole asked if this can be used for the same circumstances, and Cara confirmed yes.

Motion carries 4-1. Gerard opposes

4. Cable TV franchise renewal & broadband planning

J.C. announced item number 4 and stated he understands this to be an invitation extended to us.

Cara explained that Clayton Wood is willing to put the time in like he did before with the cable contract renewal. The State is looking to see if towns would be interested in forming a consortium to have more leverage in some of the dealings with contracts and help share in the legal costs for this cable contract renewal.

Carole stated that Clayton would like a selectboard member to go along and J.C. stated he would be interested depending on when the meetings are.

Clayton confirmed he is willing to help the board through this and gave some details of the process. Clayton also mentioned that there is no time frame for the process yet and explained what information they would need to gather. Clayton will gather the information that was given at the meeting that was held this evening and relay the information to the board and discuss what the next step would be.

5. ADDED – BUDGET COMMITTEE OPENING – WAS NOT AN ACTION ITEM

Fred Okrent stated he has been informed of an opening on the budget committee and he is in the process of appointing Randy Severance to that position, and also understands there may be another position opening and he has a good candidate in mind for that. J.C. expressed his hope that this transition will happen before the budget process starts so they can be a part of the entire process.

6. ADDED – PLANNING BOARD REQUEST

Carole stated the Planning Board wanted her to talk with the board about an email that Jim Pritchard sent to George requesting him to measure and make a list of dead end roads in the community so they can address the issue of the roads meeting requirements because of the concern of fire trucks not being able to turn around.

Carl asked if this is in reference to adding turn arounds, and he expressed that he is not in favor of George going around and measuring roads.

Carole stated she is just bringing this to the board because she is the representative for that board and feels it should be on record that it was discussed.

J.C. asked Chief Pszonowsky if he had anything to add. Chief Pszonowsky stated that the department is aware of the roads and that George and his crew plows them and has sufficient room to do that so the department trucks will have enough room, as well.

Jim stated that he feels George and his crew are busy enough and adding this is not necessary, and if the Fire Chief has an issue then we can look at that.

J.C. asked Clayton as the Chair of the Planning Board if he had any issues.

Clayton stated he is not aware of any particular problem, it was brought to the planning board's attention during the class 6 road issue we just had a few roads in town that were not in compliance. Clayton stated he had thought with George's experience and knowledge

of the roads in town he could put together a list of dead end roads that may have an issue so the planning board can see the magnitude of the problem. Jim stated he thought George's reference to the issue was the width of the roads, George had stated during that issue that some town roads are not the required 24 feet. Jim stated that he believes if the Fire Chief has an issue he can bring that to George and they can address the problem.

Gerard stated he has taken rides around town, like J.C., during storms riding along on plow routes and they have not seen an issue.

J.C. asked where the issue is and what action the board needs to take if any, and feels that if the fire trucks have not had an issue we are alright for the moment and if an issue comes up it can be addressed then. Jim stated the he believes we have a good cohesive group of departments that work well together.

7. ADDED – PES HALLOWEEN PARADE PERMIT

Cara brought forward a parade permit request for the Pittsfield School District that was dropped off late yesterday. The parade is this coming Friday and the late request is due to the parade route being altered from its original intended route for this year.

Carl: I make a motion to approve the parade permit for the Pittsfield School District on October 27, 2017.

Carole: Second.

Discussion: Gerard stated he likes the old parade route better, J.C. stated that we are not the people to decide the route.

Motion carries 5-0

8. ADDED – 2017 TAX RATE

Cara stated she received the green light to set the tax rate from DRA and was not sure if the board would like to set the tax rate. She just received this information late yesterday afternoon and got it to the board as quickly as she could.

Carl stated he would like to have more time to look at the information.

Cara mentioned that there could be a cash flow problem if they wait a few weeks to set the tax rate. If the board does not meet until the next scheduled time on the 14th of November that would push out the DRA approving the rate until the 16th and the bills would not get out until the 20th, so they would get sent out the week of Thanksgiving and due the week of Christmas.

Cara stated they could have an extra meeting with just the tax rate if the board would like.

The board agreed to have an extra meeting on October 31, 2017 at 6:00 p.m. just to set the rate.

COMMITTEE REPORTS

Gerard stated that the B.C.E.P. will meet on Thursday night and they will be discussing the budget.

Roland Carter presented the board with some information concerning what the CDC is working on. Roland stated they have been working with UNH Co-Operative Extension, who

will be offering some training sessions for various types of boards and committees. Roland provided a list of the courses and stated they can be flexible when they come here. Roland also informed the board that they have been working with the CRDC concerning obtaining a grant to fund hiring a person to write a larger grant to obtain a town planner. Roland stated that he doesn't think we need a full time person that a part time person could be beneficial to the town. Roland stated that UNH could be of some help with that, as well.

Carole asked Roland if he knew that Merrimack County will write grants for us, and Roland stated he did know that and that he does have a person speaking to them about some grant writing as well.

Roland expressed to the board that he feels having a town planner would be good for the town to get things rolling faster because it takes time to accomplish goals that are set to help the town grow.

Having a person working 20 to 25 hours a week would be great. There are a lot of good things happening in town now without our help but to keep those things happening and moving forward it will take someone that is able to put that time in who is knowledgeable.

Carl thanked Roland for all the work he and the committee are doing.

INFORMATION ITEMS

1. 2018 HealthTrust health insurance rate - decrease of 10.8%

J.C. announced number 1, there was no further discussion.

2. September 2017 monthly Waste Water Treatment report

J.C. confirmed the board received the information in their packet.

3. Public Hearing – November 14, 2017 – 6 p.m. – proposed sale of town property – Gamble proposal

J.C. announced number 3, and is hoping for a good turnout for the meeting.

OLD BUSINESS

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

Cara stated that the basement was looked at this morning to obtain the measurements to get a cost estimate together for the work to be done in-house to be able to comply with the code.

J.C. confirmed that the highway department will be doing the work and Cara stated, yes that Brian is the carpenter of the group and the department is always willing to help where needed. They cleaned up the basement and went above and beyond like always to get the work done to save the tax payers money at the same time.

2. Sale of town owned/tax-deeded property

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

J.C. stated that there are hearings on the 14th and the 28th.

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)

J.C. stated that the point was taken during the public input earlier.

Carl stated he is prepared to make a proposal and motion. Carl then stated the next step that needs to be taken is for the selectboard to establish the bounds for the village district and then set the date for the village district meeting.

J.C. asked Fred Okrent if this is the same as the meeting you are referring to. Fred stated the suggested boundaries have been submitted by the committee, if you feel you need to hold a public hearing you can but it is not necessary it's time to call a meeting.

J.C. asked for clarification of what the meeting will be for. Carl stated that meeting will decide if there is going to be a district, we set the boundaries and set a date for a meeting for this district.

Jim inquired about the district boundaries that were proposed.

Carl stated the selectboard sets the boundaries. Carl stated the law's description is that the bounds be suitable and convenient. Carl feels that suitable means everyone who has a stake in this, and feels that the entire town of Pittsfield has a stake in the purchase of Pittsfield Aqueduct. It has been suggested that our highway department do repairs and work on the water system, billing would go through Erica's office, and if the district decides they would like to purchase the water district Mr. Sancoucy will be looking for another \$200,000.00 to bring this forward. So, suitable means that everyone in town has a stake in this, and should have a say. And convenient would be the boundaries of the town.

Carl: I make a motion to establish the bounds of the Village Water District as the town boundary lines are laid out as they are now, and the meeting to be held on December 16, 2017 at 10:00 a.m. at the Pittsfield Elementary School, if available.

Jim: Second.

Discussion: None.

Motion carries 4-1 Gerard opposes.

Carl mentioned having a meeting with Mr. Okrent regarding the moderation of the meeting at a future date.

Gerard stated that has already been discussed at their committee meeting and it was decided that Fred would step down as committee chair and the vice chair Bill Miskoe would step up so Fred can moderate the meeting.

Carl stated the municipal association recommended the man who has been the chairman of this committee should not moderate the meeting.

4. Pittsfield Historical Society proposed relocation (6/13/17, review requested on hold 7/31/17)
Cara stated she heard from Mark Riel and there are no updates at this moment.

5. Application for NH RSA 79-E Community Tax Relief – 1 Fayette Street – No Worry, LLC (10/10/17)

J.C. stated this was tabled last meeting to think about. Carole stated she had thought it was tabled to gather more information.

Cara stated it was voted on to move forward but, yes, more information was needed first and we have some of that to keep the process going. We were waiting to determine, based on the timing of the proposed work, if they are going to meet the minimum required to

grant the relief. However, until the assessors go out in the spring for assessing pickups we will not know the actual relief, but according to the estimate, they will meet the threshold. As the board voted to grant the relief, the 79-E application checklist has to be finished and then discuss the covenant and how many years you would like to grant the relief. The Board went through the questions on the application that determined the grounds for granting the relief and discussed how many years to set the tax relief at.

Jim: I make a motion to set the relief at 3 years.

Carole: Second.

Discussion: None.

Motion carries 5-0

Cara stated that with the covenant the applicant can be bound to the terms of the covenant beyond the number of year of relief and she gave those details. The board decided to not extend the obligation but discussed some ideas and decided to ask them if they could dress up the area around the propane tanks. Cara will update the covenant and have it available for the next meeting.

6. Town photocopiers leases expiring (tabled 10/10/17)

J.C. announced item number 6 and stated it was tabled at the last meeting.

Gerard: I make a motion to accept the bid from Seacoast Business Machine for the photo copiers

Jim: Second.

Discussion: Carole asked if everyone will have the same copiers, Cara stated the three copiers will all be a little different in terms of speed and drawers but the capability will all be the same. Carole asked who copies in color, Cara stated the police department is required to do some of their reports in color. Carole confirmed with Cara the current contracts run out at the end of October and November, but this new contract will put everyone on the same schedule. Also that the new contract includes everything except staples.

Cara also mentioned that with this new contract we will be able to track the use of paper between departments, all departments that use the copier here at the town hall currently have a user code but with this new software we can track the use of paper.

Carl mentioned that the amount of paperwork that is needed to operate is astronomical. Carole inquired about the departments required to print things out. There was some discussion explaining that we all do as much as we can by email but a lot is still needed to be printed.

Carole confirmed with Cara that the amount is \$634.66 per month.

Carole asked if we get much revenue for copies and Cara stated we get maybe \$100.00 per year. With information being available online the copier fee revenue has gone down.

Motion carries 5-0

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.

Jim: Second.

Discussion: None.

Motion carries 5-0

MINUTES

1. October 10, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the October 10, 2017 Public Meeting Minutes.

Carole: Second.

Discussion: Carole gave Ammy some corrections.

Motion carries 5-0

PUBLIC INPUT

Bob Schiferle inquired about the potential cash issue by delaying setting the tax rate. Cara stated her concern is that the county tax is due mid-December with a firm deadline, so if the bills don't get out to be due by then there could potentially be a problem. Cara explained that we have payroll and the school to pay as well and the cash available to do everything could be tight.

Carl asked what would happen if we were late paying the county, and Cara stated they have a high interest rate.

J.C. confirmed with Cara that the DRA got Cara the information late yesterday.

Bob confirmed with Cara the risk to the town would be the interest. Cara stated that this is the first time in many years that we have not done a tax anticipation note, one of the reasons being the tax collections have been favorable. We have usually taken out loans in February but did not need to this year but we are running into 2 weeks in December that look close. We will hold back on paying bills that we can.

J.C. confirmed with Cara that the special meeting would help with that risk.

Adam Gauthier inquired about the days listed in the grants and if we do not do all of those if we do not receive the grant, Cara stated we get reimbursed for the patrols we do.

Kevin Gibson stated that there was a comment from the live stream concerning the copier company, they suggested looking into a company called Intergrated Office Solutions.

Also, he would like the board to reconsider the 79-E because he is not sure about range of the estimate that was submitted. Cara stated the applicants gave a list of the improvement projects they would like the board to grant the relief on.

Kevin then gave some of his details regarding the Halloween parade route change.

Carl: I make a motion to go into Non-Public Session under RSA 91-A:3, II (a), (c), & (e).

Carole: Second.

Discussion: None - Roll call was done and all approved.

The Board returned to public session.

Carl: 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.

Carole: Second

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

Cara stated that there is an item of business for an employee's resignation.

Gerard: I make a motion to accept Dave Simpson's resignation from the Pittsfield Fire Department.

Jim: Second.

Discussion: None.

Motion carries 5-0

Gerard: I make a motion to keep Dave Simpson on as per-diem as recommended by the Fire Chief.

Jim: Second.

Discussion: None.

Motion carries 5-0

Carl: I make a motion to revoke the authorization to administer the Zoning Ordinance from the Building Inspector and place it back in the hands of the Board of Selectmen effective November 1st.

Gerard: Second.

Discussion: None.

Roll call was done and all approved.

There was some discussion concerning storage trailers around town and how to enforce the current ordinance fairly. The board also discussed how to make changes to the ordinance to be more specific and how the storage trailers could be taxed and what can be assessed.


Carl: I make a motion to adjourn.

Jim: Second.

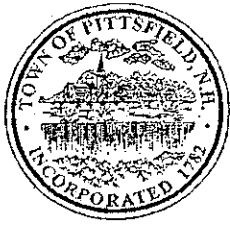
Discussion: None.

Motion carries

Approved:


James C. Allard, Chairman

28 Nov 2017
Date



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

TUESDAY, OCTOBER 24, 2017

6:00 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Utility Partners FY2018 year 4 contract adjustment – 1.6%
2. FY2018 Pittsfield DWI Patrols Grant – \$3,675.00
3. FY2018 Pittsfield Step Grant – \$6,092.83
4. Cable TV franchise renewal & broadband planning

COMMITTEE REPORTS

INFORMATION ITEMS

1. 2018 HealthTrust health insurance rate - decrease of 10.8%
2. September 2017 monthly Waste Water Treatment report
3. Public Hearing – November 14, 2017 – 6 p.m. – proposed sale of town property – Gamble proposal

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. Application for NH RSA 79-E Community Tax Relief – 1 Fayette Street – No Worry, LLC (10/10/17)
6. Town photocopiers leases expiring (tabled 10/10/17)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. October 10, 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.