



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

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**MEETING MINUTES OF TUESDAY, November 1, 2016**

**5:00 p.m. – Board of Selectmen met to set the 2016 tax rate**

A meeting to set the tax rate was called to order at 5:02 p.m. by Larry Konopka, Chairman. The Board discussed the options of the tax rate by using different amounts of fund balance. The agreed upon using \$120,000 of fund balance to arrive at the 2016 tax rate of \$32.25, which will be a \$1.97 increase over the previous year's rate of \$30.28.

**CALL TO ORDER – regular session**

Regular session was called to order at 6:02 p.m. by Larry Konopka, Chairman

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

**PUBLIC INPUT – regarding agenda items only**

Fred Hast inquired about the town owned property and the sale amounts. Carl stated \$20,000.00 each. Fred then inquired about how many people were interested and some other comments about how the sales could have been handled differently.

Mike Wolfe would like to get an update on what is happening with the food pantry and code issues down stairs.

Fred Hast would like to see down stairs fixed up a little more and inquired about a crash bar being put on the door.

Closed 6:08 p.m.

## **AGENDA REVIEW**

J.C.: None.

Gerard: B.C.E.P. for committee reports.

Carole: Street light concerns in information items.

Carl: Would like a letter sent to SVRDC and the EDC about 37 Main Street in action items.

Larry: None.

## **DEPARTMENT UPDATE**

### **1. Peter Pszonowsky – Fire Department organizational overview**

Chief Pszonowsky presented a handout with the information about the Fire Department, which included personnel and their duties. He explained the trucks and equipment are checked daily and how that is handled. There were graph charts that show the calls and what the calls are for. Pete explained the billing process and how that works. The Board asked some questions and Pete answered those questions and expressed that everyone is always welcome at the station and can email or call anytime.

## **NEW BUSINESS**

### **ACTION ITEMS**

#### **1. Funds transfer request – \$549 to Ambulance Fund for paramedic intercept collected**

Carole: I make a motion to approve the fund transfer request of \$549.00 for the paramedic intercept.

Gerard: Second.

Discussion: None.

Motion carries 5-0

#### **2. Repurchase deed – 40 Chestnut Street**

Cara: This property was taxed deeded this year, and the bank was contacted and the check was sent to Pittsfield, Maine by mistake. With the help of Valerie Anderson to line us up with a bank contact, we got this situated and have received the amount owed. We now can sign the property back over.

Carl: I make a motion to transfer the deed for 40 Chestnut Street back to TD Bank.

J.C.: Second.

Discussion: None.

Motion carries 5-0

#### **3. 2016 Sewer User Warrant – Quarter #3**

Gerard: I make a motion to approve the 2016 3<sup>rd</sup> quarter sewer user warrant in the amount of \$117,040.21.

Carl: Second.

Discussion: None.

Motion carries 5-0

#### **4. Letter regarding the re-development of 37 Main Street**

Carl would like to send a letter to the SVRDC and EDC in reference to the upcoming transfer of the deed for 37 Main Street back to the town from Mr. Miskoe. A few months ago those organizations came to the selectboard with proposals but at that time were not ready to act. Now that the property has been cleaned up and is expected to be transferred back to

the town, it would give those organizations time to come up with a proposal to present to the selectboard again. There was some further discussion about funds and how those could be used. It was also decided to include the Pittsfield Center Development Corporation (PCDC).

Larry: We need a motion to approve the draft of this letter and upon approval by Cara be sent to SVRDC, EDC, and the PCDC.

Gerard: So moved.

Carole: Second.

Discussion: None.

Motion carries 5-0

## **COMMITTEE REPORTS**

Gerard: The B.C.E.P. will be coming to each town and requesting an additional \$100,000.00 (combined total from all towns). The reason for this is because over the past 16 years there has been a decrease in the metal recyclables. The fund balance has been depleted over the past 16 years for this reason, and they do not want to continue to deplete the fund balance because they are going to be in need of replacing some large equipment in the near future.

There was some further discussion concerning pay and insurance for the employees. The board expressed their concerns and Gerard will come back with some information and convey this board's concerns to the B.C.E.P board.

## **INFORMATION ITEMS**

### **1. Memo from Tax Collector – batch of 2016 2nd quarter bills not delivered.**

Cara explained that there was a batch of 2<sup>nd</sup> quarter sewer bills that may not have been delivered, because there was a sequence of bills that are usually paid on time and they have not have been paid. Erica is going to put a notice in the 3<sup>rd</sup> quarter bills apologizing for any inconvenience and waiving any interest fees that may have occurred from the 2<sup>nd</sup> quarter bill (until the due date of the 3<sup>rd</sup> quarter bill).

### **2. Notice of the City of Franklin's forum on education stabilization grant elimination – Monday, November 14, 2016 at the Franklin Opera House, 316 Central Street, Franklin**

Larry explained this item and there were no questions.

### **3. Street lighting**

Carole has a concern about the lighting in front of the Police Department and the cross walks by the old funeral home on Main Street. There was some discussion and Cara will talk with Donna from Eversource for options and Sgt. DiGeorge will check the area.

### **4. Election assignments**

There was some discussion concerning having a quorum of Selectmen for Election Day and who can be at the town hall and what times.

## **OLD BUSINESS**

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

Larry would like to set up a time to meet with the food pantry representatives.

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

a. 81 Main Street – (under agreement 8/23/16)

Carl: I make a motion to approve Cara to sign a closing extension until November 30, 2016 for 81 Main Street.

J.C.: Second.

Discussion: None.

Motion carries 5-0

### **4. Town equipment policy changes (tabled 9/20/16)**

Gerard stated that the board just received a new Town Equipment Policy. There was some discussion concerning the policies that are currently in place and the one that was sent to town counsel.

Carl: I make a motion to table it.

Carole: Second.

Discussion: None.

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 Deposit.

J.C.: Second.

Discussion: None.

Motion carries 5-0

## **MINUTES**

### **1. October 18, 2016 – Public Meeting Minutes**

Gerard: I make a motion to approve the Public Meeting Minutes for October 18, 2016.

J.C.: Second.

Discussion: Carole asked if the officer's name and salary could be added to the minutes for transparency purposes. There was some discussion concerning the officer's name and salary and it was determined that if it was not mentioned it should not be added to the minutes.

Carl would like to add his comment about the 21% pay increase.

Larry expressed his concerns with Carl's letter stating the increase but not stating the savings of \$4,900.00.

Motion carries 4-1 Carole abstains

## 2. October 25, 2016 – Public Meeting Minutes

Gerard: I make a motion to approve the Public Meeting Minutes for October 25, 2016.

J.C.: Second.

Discussion: None.

Motion carries 5-0

## 3. October 18, 2016 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the Non-Public Meeting Minutes for October 18, 2016.

J.C.: Second.

Discussion: None.

Motion carries 4-1 Carole abstains.

## PUBLIC INPUT

Noreen Rollins inquired about the location of the food pantry. She also asked about the Deputy Fire Chief position and the person living in town. Chief Pszonowsky answered her question and she also asked Chief Pszonowsky about the paramedic intercepts. He answered those questions as well.

Fred Hast inquired about the reason why the person that was recommended a few months ago for the Deputy Fire Chief position was not approved. He feels the person recommended is very qualified, he has experience, and knows the department and the town.

Mike Wolfe mentioned that the school will be going through the budget as an FYI for this board and he also forwarded information to the board as well, and explained a little about that information.

Adam Gauthier was wondering if the order of the minutes on the website could be arranged by date. Cara stated she will ask Clayton. Bob Schiferle gave an explanation and how to look at a different page. He also asked if the PCDC should be contacted about the project coming up with their current situation. Adam also thanked Carl for all his hard work with the sale of the town owned property.

Noreen Rollins inquired about an update on the High School Tuition Study Committee and Carl gave the update.

Carole: I make a motion to adjourn.

Carl: Second.

Discussion: None.

Motion carries 5-0

Meeting adjourned 8:02 p.m.

Approved:

  
Lawrence Konopka, Chairman

12/6/16  
Date



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

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**TUESDAY, NOVEMBER 1, 2016**

5:00 p.m. – Board of Selectmen will be meeting to set the tax rate in the Selectmen's Office

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

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**DEPARTMENT UPDATE**

1. Peter Pszonowsky – Fire Department organizational overview

**NEW BUSINESS**

**ACTION ITEMS**

1. Funds transfer request – \$549 to Ambulance Fund for paramedic intercept collected
2. Repurchase deed – 40 Chestnut Street
3. 2016 Sewer User Warrant – Quarter #3

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Memo from Tax Collector – batch of 2016 2<sup>nd</sup> quarter bills not delivered
2. Notice of the City of Franklin's forum on education stabilization grant elimination – Monday, November 14, 2016 at the Franklin Opera House, 316 Central Street, Franklin

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

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. October 18, 2016 – Public Meeting Minutes
2. October 25, 2016 – Public Meeting Minutes
3. October 18, 2016 – Non-Public Meeting Minutes

**PUBLIC INPUT**