



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

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**MEETING MINUTES OF Tuesday, November 15, 2016**

**CALL TO ORDER**

Call to order at 5:03 p.m. by Larry Konopka, Chairman

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

**5:00 p.m. – Call to order – regular session**

Terri Shahin sent an email concerning a light on Locke Rd. and also speed limit signs being placed along the road. She stated that she has spoken to PSNH and gave those details. She also has a concern with speeding on the road. Larry stated that he will forward the email on to the other board members and have the Town Administrator discuss this issue with the department heads.

**PUBLIC INPUT – regarding agenda items only**

Mike Wolfe expressed his concern pertaining to the Town Equipment Policy and this board considering changing the policy, and the 3 donated vehicles. The board had mentioned two weeks ago that town counsel suggested not changing it but the board is still looking into changing it. Mike stated that he is concerned with response time in an emergency if these vehicles are prohibited from being taken home by the chief's.

Public Input closed 5:10 p.m.

**AGENDA REVIEW**

J.C.: None.  
Gerard: None.  
Carole: An update on the video cameras.  
Larry: None.  
Carl: None.

## **DEPARTMENT UPDATE**

### **1. George Bachelder, Superintendent of Public Works**

George stated that the department has been getting the equipment ready for winter. They are also a week behind on ditch clearing because of the shortage of help. They are working on getting caught up. George explained the details of getting the roads plowed for when there are storms and how it works. He expressed his concern on being down a full time employee and gave some examples of why he feels a full time person is needed.

### **Non-Public Session**

Gerard: I make a motion to go into Non-Public for RSA 91-A:3, II (a) & (b).

J.C. Second.

Roll call done.

Motion carries

The board went into Non-Public session from 5:16 p.m. to 5:35 p.m.

### **Return to Regular Session**

Gerard: I make a motion to seal the Non-Public minutes.

J.C.: Second.

Roll call done.

Motion carries 5-0

Carole: I make a motion to promote Brian Eldredge to Asst. Highway Superintendent step 9 with a \$1.64 per hour increase to his pay.

Carl: Second.

Discussion: None.

Motion carries 5-0

Gerard: I make a motion to promote Glenn Vulner to Light Equipment Operator to step 10 from \$15.75 to \$18.68.

Carl: Second.

Discussion: None.

Motion carries 5-0

Carole: I make a motion to hire Scott Jackson as a full time Light Equipment Operator at step 5 at \$16.16 per hour.

Carl: Second.

Discussion: None.

Motion carries 5-0

## **NEW BUSINESS**

### **ACTION ITEMS**

#### **1. Citizen request – Knights of Columbus Baby Safe Haven signage program**

The board received a letter requesting a safe haven sign put up at the fire department. Chief Pszonowsky stated the he agrees with putting a sign up, because we are already a safe haven facility.

Carole: I make a motion to approve the safe haven sign being up at the fire department.

Gerard: Second.

Discussion: J.C.: Has a concern with what is on the sign and if the sign has The Knights of Columbus being advertised on the sign. He feels that it would not be a good thing if a private organization is being advertised on a public building. There was also some discussion about the procedure in case a child is dropped off.

This motion has been tabled until the board can see a picture of the sign that will be placed on the building.

#### **2. D.A.R.E. Community sign placement request**

There was some discussion about the sign and where they come from, there was also a picture provided for the board to review.

Carole: I make a motion to approve the D.A.R.E. Community sign placement request.

Carl: Second.

Discussion: None.

Motion carries 5-0

#### **3. Funds transfer – 2016 funding of \$10,000 to Loader Capital Reserve**

Carl: I make a motion to approve the transfer of \$10,000.00 to the Loader Capital Reserve from the General Fund.

Gerard: Second.

Discussion: None.

Motion carries 5-0

#### **4. 2017 Flexible Benefit Plan Agreements**

Cara explained that when the plan changes there is a document that needs to be signed.

Gerard: I make a motion to approve and sign the 2017 Flexible Plan Agreements.

J.C.: Second.

Discussion: None.

Motion carries 5-0

#### **5. Storage Container permit extension – 322 Catamount Road**

The board received a letter from Jesse approving the permit extension. There was some discussion concerning the details of the storage containers.

Carl: I make a motion to approve the Storage Container permit extension for 322 Catamount Rd.

Gerard: Second.

Discussion: None.

Motion carries 5-0

## **COMMITTEE REPORTS**

None.

## **INFORMATION ITEMS**

### **1. Wastewater Treatment Facility – October 2016 report**

Cara stated the chemical added to maintain the allowable phosphorus levels has been successful and will not be used at the same level for the winter months.

### **2. Surveillance Cameras**

Chief Cain explained the work started today and explained the process of the work.

## **OLD BUSINESS**

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

Carl stated that he would like to clear some misunderstandings about the reason the board is looking into this policy. He also would like this board's permission to gather all the current policies and put it into one policy that the board can agree on and consult legal. Larry asked to clarify that it will not impact the chief's or K-9 from taking their vehicles home. Carl stated that is not the intention and never has been. The other board members agreed with that statement and stated that it was never the intention in reviewing the policy. Larry stated he does not have a problem with Carl taking the current policies and making them into one with this board's agreement. Larry also stated he agrees with Mike and thinks the chief's and the K-9 vehicles should be taken home with them. The board agreed that Carl can make the current policies into one.

## **CHECK MANIFESTS**

### **1. Accounts Payable**

Gerard: I make a motion to approve accounts payable.

J.C.: Second.

Discussion.

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. November 1, 2016 – Public Meeting Minutes**

Tabled until next meeting.

Gerard: I make a motion to table approving the public meeting minutes for November 1, 2016

Carole: Second.

Discussion: None.

Motion carries 5-0

## **PUBLIC INPUT**

Terri Shahin asked if the town ordinances are available on our website. Cara stated that they are not, and that Ammy is working on gathering and organizing the policies and ordinances. But this process is going to take some time because there are so many and they have not been filed correctly in the past.

Adam Gauthier asked if there is a limit to a number of extensions someone can keep applying for one regarding storage containers. Cara stated those conditions. Adam stated that he asked because this particular home owner is using the storage container for a garage sale set up.

Terri Shahin asked if the policies were never filed correctly if they were not valid. Cara stated that would not be the case because they were voted on and signed but not filed correctly in the past.

Robert Freese would like to encourage the board surrounding the vehicle use policy, that while consolidation is great and he is for it. In respect to the vehicle policy concerning the K-9 unit and the two chief's vehicles, as one of the major donators of those vehicles and I would expect that those vehicles would be used for their intended purposes without being further constrained by a vehicle use policy. He apologized if Carl was offended but stated that this is a community as a whole and we work really hard together to move things forward. He strongly urges the board to use time looking into increasing revenue by perhaps developing Rt. 28 and spending efforts on the positive side. Instead of continuing to try and tear down everything that your community has built, and your town managers and departments have worked hard to improve. He also stated that he is not sure how much more can be cut.

Public input closed

Cara mentioned if everyone received a copy of the letter that Carl drafted regarding 33/37 Main Street project that will be going out. There was some discussion concerning the letter and who it will be sent to.

## **6:00 p.m. – Board of Selectmen will be meeting with the Budget Committee**

### **Budget Committee Members Present**

Robert Schiferle  
Louis Houle  
Faith Whittier  
Helen Schopmeyer  
Helen Schiff  
Gail Nickerson  
Jacob Kitson  
Mark Riel  
Ralph Odell

Opened up at 6:09 p.m.

Bob Schiferle opened the discussion asking Cara to explain the reports so the committee can review them and understand them.

Cara Marston explained the reports handed out. There was some discussion about the tax rate and how it was effected by the revenue from the sale of town owned property.

### **Joseph Carpenter Library**

Bill Tahnk gave a power point presentation hand out for everyone's review. He further explained some details about expenses.

Bill stated that the work is completed from the approval from the town meeting. He also stated that they are challenged with having enough personnel but have managed so far.

There was a small increase for electricity because there was an air conditioner added for the summer months.

Adam Gauthier asked about the cost and bid process for the repairs done and the computer replacement. Bill answered those questions.

Larry thanked Bill.

### **Executive Budget**

Cara explained the executive budget and the differences.

### **Town Clerk Budget**

Erica was not able to make it to this meeting but will come to another meeting if the committee would like her to.

The budget committee asked some questions and Cara answered those questions.

**Insurance**

There was some discussion concerning the insurance increase and the buy-out amounts.

**Financial Administration**

There were some questions concerning the amounts of some wages and if they are contractual. Cara answered those questions.

**Revaluation**

Cara explained some details.

**Planning and Zoning**

Cara explained some increases and decreases. Helen Schiff asked about the server expense and how that is divided among the departments. Cara gave the explanation.

There was some clarification about printing the master plan.

There was a decrease from email.

There was some discussion about the secretary's line item.

Adam Gauthier asked about the Zoning boards advertising amount. Cara explained that expenditure.

**General Government Buildings**

Mark Riel asked how the person is working out and Cara explained that it was not working out so well because George is short-handed and they don't have the time. There was some discussion and explanation. And moving this line item to the highway department.

There was some discussion about custodian's and looking into a cleaning service.

Adam Gauthier asked about the town clock and the capital reserve.

There was some discussion about copier and the expenses with the departments.

**Cemeteries and Regional Associations**

There was discussion about the property and liability insurance not needed so the budget went down.

There was some discussion about a lawn mower and other equipment needed.

**Building Inspector**

Cara explained the decrease in the budget is because of the decrease in hours worked. Also about how the hours are divided.

There were some questions concerning books and training sessions.

### **Housing Standards**

Questions were asked about the computer services and advertising. Those questions were answered.

### **Emergency Management**

Mark Riel asked about the training and storage cost and Rob Freese explained those costs.

### **Solid Waste**

Gerard explained the proposed increase. There was some discussion around the costs and expenses.

### **Dam Fees**

Cara explained those.

### **Animal Control**

There were some questions and Chief Cain answered those questions.

### **Welfare**

There was some discussion about the numbers and how great they look.

There was some discussion about the Community Action line item.

The contribution amount going to CASA from this community had not been given before but a few people would like to see this given this year.

### **Parks and Recreation**

Cara explained the decreases and increases.

There was some discussion about the electricity at Dustin Park and the lighting.

### **Patriotic Purposes**

No discussion.

### **Economic Development**

The Budget Committee would like to hear from the EDC to explain how the money has been spent and what their plans are.

### **Debt Service**

Cara explained this is the scheduled payment.

### **Capital Outlay**

There was discussion about the capital outlay when each department made presentations to the budget committee.

There were some questions and those were answered.

The budget committee left the meeting.

There was some discussion about what is going to be on the agenda for next week.

The Selectboard discussed how they will go through the budget and when. Cara explained she will ask some questions and make some updates to the budget and have it ready for next week. The board decided that they will go through the budget at 5 and have the regular meeting at 6.

There was some discussion concerning the budget with the cost of books and training line items. Larry recused himself from this discussion and motion. There was some further discussion concerning the building inspector being certified.

J.C.: I make a motion to require the Town of Pittsfield's Building Inspector to be certified by April 1, 2017.

Carl: Second.

Discussion: Carole would like to know the consequences if the certification does not happen.

J.C.: Rescinds his first motion.

Carl: I withdraw my second.

J.C.: I make a motion to require the incumbent Building Inspector to become certified as a Building Inspector by March 15, 2017.

Carl: Second.

Discussion: None.

Motion carries 4-0 Larry was seated in the audience.

There was some discussion about the budget and some line items.

Carl: I make a motion to adjourn.

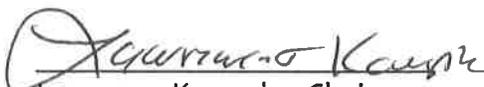
Gerard: Second.

Discussion:

Motion carries 5-0

Meeting adjourned 9:10 p.m.

Approved:

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Lawrence Konopka, Chairman                      Date                      12/6/16



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

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**TUESDAY, NOVEMBER 15, 2016**

5:00 p.m. – Call to order – regular session

6:00 p.m. – Board of Selectmen will be meeting with the Budget Committee

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**DEPARTMENT UPDATE**

1. George Bachelder, Superintendent of Public Works

**NEW BUSINESS**

**ACTION ITEMS**

1. Citizen request – Knights of Columbus Baby Safe Haven signage program
2. D.A.R.E. Community sign placement request
3. Funds transfer – 2016 funding of \$10,000 to Loader Capital Reserve
4. 2017 Flexible Benefit Plan Agreements
5. Storage Container permit extension – 322 Catamount Road

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Wastewater Treatment Facility – October 2016 report

**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. November 1, 2016 – Public Meeting Minutes

**PUBLIC INPUT**