



## **MEETING AGENDA**

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

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**TUESDAY, APRIL 19, 2016**

6:00 p.m. - Call to Order

### **PUBLIC INPUT**

### **AGENDA REVIEW**

### **PUBLIC HEARINGS**

1. 6:15 P.M. – Sale of town property
  - a. Tax map R44, lots 7&8 (combined sale)
  - b. Tax map R48, lot 6
2. 6:45 P.M. – Equipment donations
  - a. Fire command vehicle
  - b. Police canine vehicle

### **APPOINTMENT**

1. 7:00 P.M. – Suncook Valley Regional Development Corporation
2. Not set yet – Pittsfield Food Pantry

### **NEW BUSINESS**

#### **ACTION ITEMS**

1. Applications for Board of Selectmen vacancy
2. Board secretary resignation (Fritz)
3. Interim town hall custodian
4. Building inspection department deputy
5. 2016 Tax Anticipation Note
6. Fire command vehicle disposition
7. Economic development committee appointment – Roland Carter
8. Economic development committee appointment – Adam Cote
9. Conservation commission alternate appointment – Gordon Hackett
10. Central N.H. Regional Planning Commission representative appointment – James Pritchard
11. Dustin Park bandstand renovation – storage container placement (Park Street)
12. Website Policies
13. Assessment concerns from owner – 2&4 Manchester Street
14. NH DRED Economic Revitalization Zone designation renewal

### **COMMITTEE REPORTS**

#### **INFORMATION ITEMS**

1. 2016 State paving notification – anticipated start date April 25, 2016
  - a. South Main Street/Route 107 – project #16163E
  - b. Loudon/Pittsfield Road - project #40193
2. Wetlands Permit by Notification – 10 Catamount Road
3. Board of Selectmen – Tuesday, May 10, 2016 – NOT meeting this night

## **PUBLIC INPUT**

### **OLD BUSINESS**

1. WWTP – personnel issues (update)
2. Sale of 175 Leavitt Road trailer to Griggs MHP – (pending on deed preparation)
3. Franklin Street parking lot – tow company monitoring (3/15/16)
4. Sale of town property
  - a. Tax map R12, lot 10 – (pending on deed preparation)
  - b. Tax map R44, lots 7&8 – public hearings on 4/5/16 and 4/19/16
  - c. Tax map R48, lot 6 – public hearings on 4/5/16 and 4/19/16
5. Police cruiser repairs (3/22/16)
  - a. 2010 Charger – equipment stripped (possibly to White Farm auction)
  - b. 2012 Charger – back in service 4/15/16
6. Town hall basement (4/5/16)
7. Meeting audio files on town website (4/5/16)
8. Town owned tax-deeded properties (4/5/16)
  - a. Franklin Street parking lot – Pittsfield Players to temporarily use
  - b. 11 Watson Street (tabled 4/12/16)
  - c. 85 Catamount Road – listed by Rogers 4/14/16
  - d. Upper City Road vacant land (R18-6) – selective bid to abutters
  - e. Warren Avenue vacant land (U3-55-1) – selective bid to abutters
9. Street light removal at Route 28 & Leavitt Road (4/5/16) (pending insurance & LED option)
10. Sale of town owned property policy (4/5/16)

### **APPLICATIONS and WARRANTS**

### **CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

### **MINUTES**

1. April 5, 2016 – Public Meeting Minutes
2. April 5, 2016 – Non-Public Minutes
3. April 12, 2016 – Public Meeting Minutes
4. April 12, 2016 – Non-Public Minutes

### **NON-PUBLIC SESSION(S)**

1. RSA 91-A:3, II(d) - Consideration of the acquisition, sale, or lease of real or personal property
2. RSA 91-A:3, II(e) - Consideration or negotiation of pending claims or litigation

## **PUBLIC INPUT**

## PUBLIC HEARING MEETING NOTICE

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
Tuesday, April 19, 2016

The Board of Selectmen will hold a public hearing to accept comment on the proposed sale of town land, in accordance with RSA 41:14-a, a statute which gives the Board of Selectmen the authority to acquire and sell land and buildings through a public hearing process, that was adopted by Town Meeting on March 17, 2007.

The public hearing will be held at 6:15 p.m. on Tuesday, April 19, 2016 at the Town Office, 85 Main Street, Pittsfield, NH 03263. This will be the second of two public hearings to be held on this proposed sale.

The parcels being considered for sale are displayed on the tax maps as:

1. Map R44, Lot 7 & Lot 8 (combined sale)
2. Map R48, Lot 6

More information is available on these parcels, including the recommendations from the Planning Board and Conservation Commission, at the Town Office (85 Main Street, Pittsfield, NH) and on the town website ([www.pittsfieldnh.gov](http://www.pittsfieldnh.gov))



TOWN OF PITTSFIELD  
Planning Board  
Town Hall  
85 Main Street  
Pittsfield, New Hampshire 03263

March 10, 2016

Pittsfield Board of Selectmen  
Town Hall  
85 Main Street  
Pittsfield, NH 03263

RE: Planning board recommendation to the board of selectmen regarding the sale of property at tax map R-48, lot 6 and tax map R-44, lots 7 and 8 pursuant to RSA 41:14-a.

Dear board of selectmen:

Pursuant to RSA 41:14-a, I, the planning board reviewed the board of selectmen's proposed sales of tax map R-48, lot 6, (the pest house lot) and tax map R-44, lots 7 and 8 (the Blake Pond lot) on March 3, 2016.

For the pest house lot, the planning board recommends that the board of selectmen should sell this lot only to an abutter so that any construction associated with the lot will force the merger of the lot with abutting property. (Zoning ordinance article 4, section 2.) In developing this recommendation, the planning board considered the following factors:

1. The area of the pest house lot: approximately 1 acre or less.
2. The depth of the pest house lot: approximately 115 feet from the Tan Road right-of-way line.
3. The fact that the pest house lot's area would be nonconforming to the zoning ordinance even if the lot were in the Suburban District. The lot is in the Rural District.
4. The adjacent Hertel development on Tan Road: The planning board approved this subdivision on condition of 100-foot minimum setbacks from both Tan Road and Governor's Road. (Merrimack County Registry of Deeds plan 16737.) The purpose of these 100-foot minimum street setbacks is to protect the rural character of the Tan Road neighborhood.
5. The master plan and its finding that the townspeople value rural character.
6. The master plan and its recommendation that the population density in the rural areas of town should be sparse.
7. The zoning ordinance and its requirement that nonconforming lots should be merged with abutting property under common ownership. (Zoning ordinance article 4, section 2.)

The planning board found that, because of the pest house lot's small area and shallow depth, any development of the pest house lot would necessarily conflict with the rural development plan that the planning board established by imposing development conditions on

Planning Board Members:

Clayton Wood (Chairman)

Daren Nielson

Gerard LeDuc (Selectman Ex Officio)

Pat Heffernan (Vice-Chairman)

Roland Carter (Alternate)

Larry Konopka (Alternate for Selectman Ex Officio)

[www.pittsfield-nh.com/pb](http://www.pittsfield-nh.com/pb)

Jim Pritchard (Secretary)

Paul Nickerson (Alternate)

the Hertel subdivision. The planning board concluded that such conflicting development would likely degrade the rural character of the Hertel development, that such conflicting development would likely diminish the values of properties in the Hertel development, and that to permit such conflicting development by selling the pest house lot to anyone other than an abutter would betray the Hertel property owners' reasonable expectation that the town would stand behind the rural development plan that the planning board established by imposing development conditions on the Hertel subdivision.

For the Blake Pond lot, the planning board also recommends that the board of selectmen should sell this lot only to an abutter so that any construction associated with the lot will encourage the merger of this lot with abutting property. In developing this recommendation, the planning board considered the following information or factors:

1. Mary Pritchard's proposal to buy the Blake Pond lot. Mary Pritchard's proposal stated four major reasons for why the town should sell the Blake Pond lot to her:
  - a. The Pritchards have no plans to change the lot's use.
  - b. The Pritchards have never posted their land and have no plans to post the Blake Pond lot if the Pritchards should succeed in buying it.
  - c. The town will generate current use tax income from the sale.
  - d. The Pritchards' 49-year history as landowners in Pittsfield shows that Pritchards will be a more stable owner than the town would likely be going forward.

Mary Pritchard's proposal is attached to the planning board's minutes of March 3, 2016.

2. The fact that the Blake Pond lot is conforming under the zoning ordinance but that a very large fraction of this lot is swamp and that the rest of the lot is probably too small in dry land to be buildable. This lot has never had a building on it.

Sincerely,



Clayton Wood  
chair  
Pittsfield Planning Board

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Planning Board Members:

Clayton Wood (Chairman)

Daren Nielson

Gerard LeDuc (Selectman Ex Officio)

Pat Heffernan (Vice-Chairman)

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Larry Konopka (Alternate for Selectman Ex Officio)

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Jim Pritchard (Secretary)

Paul Nickerson (Alternate)



PITTSFIELD CONSERVATION COMMISSION  
PITTSFIELD N.H. 03263

Subject: Review of Sale of town properties under RSA41:14-a lots R44-7, R44-8, R48-6

The Pittsfield Conservation Commission held its monthly meeting on February 25<sup>th</sup> 2016 and upon request of the Pittsfield Board of Selectman reviewed the properties located in Pittsfield lots R44-7, R44-8, R48-6 located on Tan Road and discussed the highest and best uses of these properties for the townspeople of Pittsfield and the findings are as follows.

Lot R44-7

This lot borders a wetland that is part of Blake Pond it has possible access for recreational fishing and winter access for the residents of Tan Road to utilize as a skating area, this lot has an area that might be useful to the Pittsfield Fire Department for a future water hydrant access point for forest fire and local fire fighting.

Lot R44-7 enhances open space access in the Tan Road area for local homes and increases property values in the area in its current state.

Lot44-8

This lot borders wetland that is part of Blake Pond the lot is nicely wooded and could have potential as an access point for recreational fishing on Blake Pond also potential picnic area for residents to utilize, this lot is a great open space that increases local property value in the local area, leaving this area undeveloped would continue to support the outflow waters from Blake Pond and enhance aquatic wildlife in its current state.



PITTSFIELD CONSERVATION COMMISSION  
PITTSFIELD N.H. 03263

R48-6

This small lot is located on western side of Tan Road; this board is advising the Pittsfield Board of Selectman to research this lot as a cultural and historical part of town and get input from the Pittsfield Historical Society as to get this lot protected and historical marker placed indicating its prior use as a "Pest House" this board feels that we need to protect our past history for future generations.

The Pittsfield Conservation Commission hopes this helps the board make an informed decision on any sale of the properties addressed, also it is suggested to have a public hearing on this matter, to get any helpful input from local and town residents as to any future uses of these properties.

Respectfully Submitted

Chris M Hill

Chairman Pittsfield Conservation Commission

**Pittsfield Conservation Commission (PCC)**  
**Deaft Minutes February 25 2016 Meeting**

**Call to Order:** 7:03 PM by Chairman Chris Hill.

**Present:** Chairman Chris Hill (CH), Secretary Diana Westgate (DW), Members Bryan Mika (BMik), Owen David (OD), Carl Wallman (CW), Alternate Bill Miskoe (BMis), Jim Pritchard (visitor)

**Meeting Minutes:** January 28 Minutes accepted as amended.

**Treasurer's Report:** NHACC dues are due to be paid.

**Old Business**

**Town Warrant Article Review.** A tax exemption for using Solar power is currently in place. We are not sure if there is one for using wood currently but it could be added at Town Meeting.

**Article 33.** This is the proposal for leasing town land for the use of the beagle club. Jim Pritchard expressed his opinion that the warrant article was poorly written and did not address a number of important issues. The PCC explained that it had no hand in writing the article, but it welcomed Pritchard's comments and suggestions to use as arguments against it when it is discussed at Town Meeting.

**Town Forest Citizens Petition (Article 34).** BMis will talk to the moderator about how articles 33 and 34 will be discussed and voted on at town meeting. The adoption of one mutually excludes the use of the land for the other so people need to be made aware of that. The Pittsfield Youth Club plans to speak in favor of the town forest petition.

**New Business**

**Potential Sale of Town Owned Map Lots.** Lots R44-7, R-44-8, R48-6 are potentially for sale. These are on Blake Pond and the Pest house lot.

**Bear Paw Update.** The annual meeting was well attended and well received.

**Saving Special Places.** This Land Conservation Conference takes place April 9<sup>th</sup>. All PCC members are encouraged to register online and attend.

**Adjournment:** 8:30 PM.

**Next meeting:** March 24.

Prepared by: DW, Secretary

## Cara Marston

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**From:** Chris <motrmech@metrocast.net>  
**Sent:** Monday, February 29, 2016 1:52 PM  
**To:** Cara Marston  
**Subject:** RE: town property sale information  
**Attachments:** Sale of land R44-7 R44-8 R48-6.docx

Cara,

I have attached what the Pittsfield Conservation Commission has for general guidance to the BOS on these lots. Let me know if there are any questions.

Chris Hill  
Pittsfield Conservation Commission  
Natural Resource Steward 2012

H 435-8879  
C 724-9003

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**From:** Cara Marston [mailto:cmarston@pittsfieldnh.gov]  
**Sent:** Thursday, February 4, 2016 3:19 PM  
**To:** Dee Fritz <dfritz@pittsfieldnh.gov>; Clayton Wood <cwood911@gmail.com>; Lawrence J. Konopka <Konopkaflooring@metrocast.net>; motrmech@metrocast.net  
**Cc:** Erica Anthony <eanthony@pittsfieldnh.gov>  
**Subject:** town property sale information

To the Planning Board and Conservation Commission:

Attached is information I have on the proposed sale of town owned property.

The three parcels that would be requested of the planning board and conservation commission to provide review and comment to the Board of Selectmen would be three lots located on tax map R48 lot 6 and R44, lots 7 & 8.

These parcels were mistakenly placed on the slate for the auction held on November 2015, as the Board of Selectmen did not follow the procedure of gaining your board/commission's review and comment and did not hold the public hearings.

At this auction tax map R44 lot 6 was "sold" for \$4,500.

Tax map R44 lots 7 and 8 were a combined sale and were sold for \$39,000. However, due to questionable boundary issues, the auction sale successful bidder requested the town void the sale. The Board accepted this request and offered the sale to the next highest bidder. This sale was agreed upon for \$16,500.

Thankfully, in between the time of the town accepting the funds for payment and the recording of the deeds for both "auction" sales, Paul Nickerson questioned the Board of Selectmen's authority to sell non-tax deeded town owned land. After research of the town meeting minutes and the state statutes, it was determined the Board had not followed the correct procedure. The deeds were not recorded and the process has been paused to start the RSA 41:14-a process.

## Cara Marston

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**From:** Clayton Wood <cwood911@gmail.com>  
**Sent:** Tuesday, March 15, 2016 1:14 PM  
**To:** Dee Fritz; Cara Marston  
**Cc:** james pritchard  
**Subject:** PB Recommendation to Board of Selectmen  
**Attachments:** PB Recommendation 20160310 R3.pdf

Dear Dee and Cara:

Attached is the letter of recommendation for the sale of town properties at tax map 48, lot 6 and tax map 44, lots 7 and 8. The letter was approved at last nights special meeting. I can make myself available to the board of selectmen if there are any questions.

Sincerely,

Clayton

(15) \*\*\*

(14) TAX DEEDED PROPERTIES IN PITTSFIELD, NH AT

# ABSOLUTE AUCTION

**2 HOMES • PONDVIEW LOTS • MOSTLY WOODED LOTS  
SATURDAY, NOVEMBER 7 AT 10:00 AM**

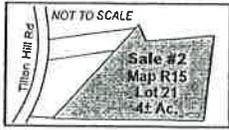
Sale to be held at the Pittsfield Middle High School, 23 Oneida Street, Pittsfield, NH

Registration begins at the Pittsfield Middle High School at 9:00 AM on day of sale.

**ID 15-324.** We have been retained by the Town of Pittsfield to sell at ABSOLUTE AUCTION (no minimums! no reserves!) these (14) properties which were acquired by Tax Collector's Deed. There are 2 homes and 12 vacant mostly wooded lots, including lots near Blake Pond and a 24± acre parcel. These valuable properties appeal to investors, developers, builders, sportsmen, abutters, or someone just looking for a good deal!

1  
Revitsky  
16,500  
2  
Robbins  
10,000  
3  
Rollinsford  
3,000  
4  
Manning  
6,500  
5 & 6  
Miskue  
39,000  
7  
Rollinsford  
4,500

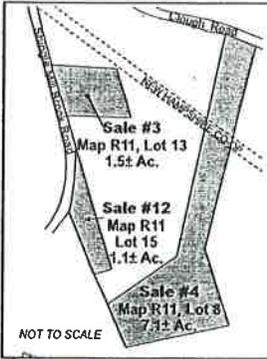
**Sale 1:** 231 Leavitt Road, Tax Map R35, Lot 19 • 2-BR cape on 1.5± acres • Rural Zoning District • Assessed value: \$88,200. 2014 taxes: \$2,569.



**Sale 2:** 79 Tilton Hill Road, Tax Map R15, Lot 21 • 4± acres, cleared and level (former home demolished) • Suburban Zoning District • Assessed value: \$63,800. 2014 taxes: \$1,858.

**Sale 3:** 28 Shingle Mill Brook Road, Tax Map R11, Lot 13 • 2-bedroom ranch on 1.5± acres • 1/Rural Zoning District • Assessed value: \$32,700. 2014 taxes: \$953.

**Sale 4:** Clough Road, Tax Map R11, Lot 8 • 7.1± acres, wooded & rolling • 1/Rural Zoning District • Assessed value: \$57,200. 2014 taxes: \$1,666.



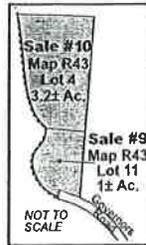
**Sale 5:** Tan Road, Tax Map R44, Lot 7 • Wooded 3.6± acre lot with great views of Blake Pond • 1/Rural Zoning District • Assessed value: \$51,200. 2014 taxes: \$1,491.

**Sale 6:** Tan Road, Tax Map R44, Lot 8 • Wooded 2.7± acre lot with potential views of Blake Pond • 1/Rural Zoning District • Assessed value: \$49,400. 2014 taxes: \$1,439.

**Sale 7:** Tan Road, Tax Map R48, Lot 6 • Wooded 1± acre lot slopes upward from grade • 1/Rural Zoning District • Assessed value: \$44,000. 2014 taxes: \$1,282.



**Sale 8:** Tan Rd., Tax Map R47, Lot 5 • Landlocked 24± acre parcel at the Epsom town line • 1/Rural Zoning District • Assessed value: \$38,900. 2014 taxes: \$1,133.



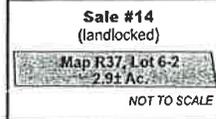
**Sale 9:** Governors Road, Tax Map R43, Lot 11 • Wooded 1± acre lot • 1/Rural Zoning District • Assessed value: \$44,000. 2014 taxes: \$1,282.

**Sale 10:** Governors Road, Tax Map R43, Lot 4 • 3.2± acres sloping upward from grade • 1/Rural Zoning District • Assessed value: \$6,400. 2014 taxes: \$186.

**Sale 11:** Catamount Road, Tax Map R30, Lot 1 • 1± acre, heavily wooded • 2/Rural Zoning District • Assessed value: \$44,000. 2014 taxes: \$1,282.

**Sale 12:** Shingle Mill Brook Road, Tax Map R11, Lot 15 • 1.1± acres, heavily wooded • 1/Rural Zoning District • Assessed value: \$26,600. 2014 taxes: \$775. (plot plan is shown on left)

**Sale 13:** Dowboro Rd., Tax Map R49, Lot 4 • 3.5± acre lot with PSNH easement • 3/Rural Zoning District • Assessed value: \$29,000. 2014 taxes: \$845.



**Sale 14:** Off Ingalls Road at Chichester town line, Tax Map R37, Lot 6-2 • Landlocked 2.9± acre parcel • 2/Rural Zoning District • Assessed value: \$5,800. 2014 taxes: \$160.

**TERMS FOR ALL PROPERTIES:** \$2,500 deposit for Sales 1 thru 9; \$1,000 deposit for Sales 10 thru 14. All deposits by cash, certified check, bank check, or other form of payment acceptable to the Town of Pittsfield at time of sale, balance due within 30 days. Conveyance by deed without covenants. Other terms may be announced at time of sale.

**PLOT PLANS & PHOTOS ARE AVAILABLE ON OUR WEBSITE**

**10% BUYER'S PREMIUM PAYABLE TO AUCTIONEER DUE AT CLOSING**

All information herein is believed but not warranted to be correct. All interested parties are advised to do their own due diligence relative to the buildability/non-buildability of any lot and all matters they deem relevant.

## James R. St. Jean AUCTIONEERS

45 Exeter Road, Epping, NH 03042, NH Lic. #2279

603-734-4348 • www.jsjauctions.com



8  
White  
13,000  
9  
Griggs  
5,500  
10  
Griggs  
2,250  
11  
Mahood  
2,250  
12  
Manning  
4,000  
13  
Anderson  
2,000  
14  
Conlin  
500  
15  
Pacheco  
16,500

\*\*\* Sale 15: 105 Linden Road \*\*\*

## **PUBLIC HEARING MEETING NOTICE**

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN

PUBLIC HEARING  
TUESDAY, April 19, 2016

The Board of Selectmen will hold a public hearing in accordance with the provisions of RSA 31:95-e to accept public comment on accepting a fire command vehicle from the Pittsfield Firefighters' Association and a police canine vehicle from the Pittsfield Police Association.

The public hearing will be held at 6:45 p.m. on Tuesday, April 19, 2016, at the Town Office, 85 Main Street, Pittsfield, NH 03263.



**PITTSFIELD FIREFIGHTERS' ASSOCIATION**

**33 CATAMOUNT ROAD - PITTSFIELD NEW HAMPSHIRE 03263**

March 31, 2016



To: Pittsfield Board of Selectmen

The Pittsfield Firefighters' Association would like to donate a fully equipped 2016 Chevrolet Tahoe not to exceed the amount of \$69,375.00. This Vehicle is intended to replace the Fire Department's current 2001 Chevrolet Suburban as the command vehicle, with the intent that the current 2001 Chevrolet Suburban will be decommissioned from service as a town vehicle.

Sincerely,

A handwritten signature in black ink, appearing to read "David Simpson". The signature is stylized and cursive.

David Simpson  
Pittsfield Firefighters' Association President



# Pittsfield Police Association

59 Main St  
Pittsfield, NH 03263

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**March 31, 2016**

To: The Pittsfield Board of Selectmen,

The Pittsfield Police Association would like to donate a fully equipped 2016 Chevrolet Tahoe not to exceed the amount of \$69,000.00. This vehicle is intended to aid the police canine program and the Pittsfield Police Department.

Sincerely,

Jay Darrah  
President, Pittsfield Police Association

# Police

\$	39,085.00
\$	2,766.07
\$	25,943.00
\$	1,200.00
<hr/>	
\$	68,994.07

# Fire

\$	39,085.00	*
\$	10,270.93	*
\$	17,865.00	*
\$	1,200.00	*
\$	954.00	*
<hr/>		
\$	69,374.93	

- 1 2016 PPV Tahoe
- 2 OME
- 3 Cruiser Outfitting
- 5 Computer
- 7 Knock Box & Setup

**Notice  
Town of Pittsfield  
Board Vacancy  
Board of Selectmen**

Notice is hereby given of a vacancy on the Pittsfield Board of Selectmen effective March 22, 2016.

The Pittsfield Board of Selectmen will appoint an eligible person to fill the vacancy until the 2017 annual town elections. Interested eligible voters of the Town of Pittsfield who wish to be considered for appointment by the Selectboard may submit a letter of interest before April 19, 2016 to Cara Marston, Town Administrator, 85 Main Street, Pittsfield, New Hampshire 03263 or [cmarston@pittsfieldnh.gov](mailto:cmarston@pittsfieldnh.gov).

Town of Pittsfield  
2016 Board of Selectmen Vacancy

resignation received: 3/16/2016  
resignation accepted: 3/22/2016  
SV Sun advertised: 3/30/2016 & 4/13/2016  
applications due: 4/19/2016  
review/interviews: 4/26/2016  
selection date: 4/26/2016

applicants

1 Allard, James	3/29/2016
2 Carter, Roland	3/28/2016
3 Gauthier, Adam	3/24/2016
4 O'Hara, Arthur	4/14/2016
5 Whareem, Robert	4/14/2016

note

Dan Schroth wrote a letter (4/12/16) stating that Fred Hast should be appointed "because he deserves it and will benefit our town"

Town	Building Inspector/Code Enforcement Officer	Deputy Inspector	Selectboard member involved	Set hours	Notes
Barnstead	Fab Cusson	None	No	Tuesday 5:00 PM - 7:00 PM and other by appointment	6-10 hours inspection and 12 hours for secretarial duties
Chichester	John Freeman				Waiting for response
Epsom	Jay Hickey Zoning Compliance Officer (not called Building Inspector	None	No	No set hours but he is there often during Town Office hours.	Epsom Town Hall Office Hours - Mon 8:00 AM - 1:00 PM & 4:30 PM - 6:30 PM, Tues 10:00 AM - 3:00 PM, Thurs & Fri 8:00 AM - 3:00 PM, 2nd & last Sat 8:00 AM - 12:00 PM
Gilmanton	Building Inspector/CEO is a sub-contractor	None	No	Yes 3 days per week 3 hours at a time	Paul Branscombe, Town Administrator for Gilmanton is the person who responded to the email. He did not list the name of the current Building Inspector and their website just indicates that this position is "contracted".
Loudon	Rick Wright	Bill Lake	No	Yes Mon - Fri 8:00 AM - 4:00 PM	Office is located at Fire Dept. There is a fulltime secretary on site who works for both FD and Building/Code Office. The BI/CEO work approximately 20-24 hours per week, and inspections are scheduled Monday-Wednesday when possible.
Northwood	Dale Sylvia				Waiting for response



**Town of Pittsfield, NH**  
**Summary of Terms and Conditions**  
April 13, 2016

THE TERMS AND CONDITIONS HEREIN ARE FOR THE SOLE USE OF THE TOWN OF PITTSFIELD, NH AND ARE NOT TO BE SHARED WITH OTHER BANKING INSTITUTIONS OR THEIR AGENTS.

*The proposed terms and conditions are provided for discussion purposes only and do not constitute an offer, agreement or commitment. The actual terms and conditions upon which the Bank would enter into an agreement with the Town of Pittsfield, NH are subject to satisfactory completion of due diligence, credit approval, documentation and other such terms and conditions that may be deemed necessary by the Bank.*

- Borrower: Town of Pittsfield, NH (the "Borrower")
- Bank: Citizens Bank, N.A. ("Citizens" or the "Bank")  
900 Elm Street  
Manchester, NH 03101  
Contact: Christine Therrien, Sr. Vice President  
(603) 634-7174
- Facility: Tax Anticipation Note: Term Loan
- Amount: Up to \$500,000
- Purpose: Operating Expenses
- Amortization: Principal and Interest due at maturity
- Term / Interest Rate: Up to nine months fixed at 2.29% (indicative rate based on Bank's cost of funds as of 4/12/16)
- Bank Fees: Waived
- Prepayment Penalty: None
- Operating Accounts: The Borrower shall maintain its primary operating accounts with Bank.
- Reporting: The following financial statements will include balance sheet, income statement, cash flow statement, occupancy statistics and compliance certificate.
- Furnish to Citizens Bank, audited financial statements including but not limited to a balance sheet and statement of income and expense at the end of each fiscal year, certified by the Controller or Auditor, or be in form and substance satisfactory to Citizens Bank, no later than 270 days after fiscal year end.

- The Borrower will adopt an annual budget as required by law and will furnish to Citizens Bank a copy of such budget.

Conditions Precedent (but not limited) to closing include:

- 1) The Borrower is responsible for furnishing appropriate loan documentation from Bond/Legal Counsel acceptable to Citizens Bank. Cost of this documentation/review will be the responsibility of borrower;
- 2) The Borrower is responsible for furnishing an unqualified Legal Opinion from Bond/Legal Counsel acceptable to Citizens Bank. Cost of this opinion will be the responsibility of borrower;
- 3) No material adverse change in the financial condition, business, or prospects of the Borrower up to the point of closing;
- 4) Such other usual and customary representations and warranties and closing conditions for credit facilities of this type and purpose, and other requirements as may be determined by Citizens as a result of its due diligence.

Expenses: All expenses in connection with the above-described credit facility are to be borne by the Borrower, including but not limited to all legal fees.

Cost/Capital Adequacy: If after the date of the Tax-Exempt Private Placement , any change in any law or regulation or in the interpretation thereof by any court or administrative or governmental authority charged with the administration thereof shall impose, modify, or deem applicable any reserve, special deposit or similar requirement which would impose on the Bank any additional costs relating to the issuance or maintenance of the Private Placement, Borrower agrees to pay as of the effective date of such costs.

If the foregoing is acceptable to you, please sign and return one copy of this letter by April 29, 2016, after which date the Summary Terms and Conditions presented herein are null and void.

Citizens Bank, N.A.

Christine Therrien  
Sr. Vice President  
Government Banking Division

Accepted on behalf of the Borrower:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Cara Marston

---

**From:** Therrien, Chris <Christine.Therrien@CITIZENSBANK.com>  
**Sent:** Wednesday, April 13, 2016 4:02 PM  
**To:** Cara Marston  
**Cc:** Charest, Laurie L  
**Subject:** Town of Pittsfield  
**Attachments:** Termsheet TAN \$500M Town of Pittsfield 04 13 16.pdf

Hi Cara,

Attached please find Citizens Banks Termsheet for the \$500M TAN. Please let me know if you have any questions.

Have a nice day!

Thank you,

Chris

Citizens Bank is a brand name of Citizens Bank, N.A. and Citizens Bank of Pennsylvania.

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Projected Cash Flow Statement for Year Ending 2016

ENTITY: TOWN OF PITTSFIELD, NH

	Actual/Estimated Receipts*	Actual/Estimated Payments**	Cumulative Surplus (Deficit)
Cash on Hand January 1, 2016			1,485,863
Month			
January	227,272	474,741	1,238,394
February	255,991	1,021,923	472,462
March	106,465	727,231	(148,304)
April	178,000	300,000	(270,304)
May	323,997	560,000	(506,307)
June	3,197,721	510,000	2,181,414
July	571,564	908,300	1,844,678
August	226,626	1,134,000	937,304
September	145,761	614,100	468,965
October	224,151	1,166,000	(472,884)
November	1,466,350	827,900	165,566
December	2,712,616	2,063,100	815,082

Working Capital Expenditures for 2015: 3,871,092

(i.e., current operating expenses)

5% of working capital 193,555

Maximum tax-exempt borrowing allowed: 770,359

= largest cumulative deficit plus 5% of working capital

\* Not including receipt of proceeds of tax or revenue anticipation notes.  
 \*\* Not including repayment of tax or revenue anticipation notes.

Government Banking  
Risk Rating Worksheet

**Taxpayer/rate payer concentration: Town of Pittsfield**

**Top 5 payers are:**

<u>Name</u>	<u>Taxpayer Bill Amount \$\$'s</u>	<u>% of total taxes</u>	<u>Delinquent? (Y/N)</u>	<u>Comments</u>
Public Service Co of NH	238,302	2.95%	N	
Pittsfield Aqueduct Company	308,972	3.82%	N	
Globe Holding Company LLC	79,352	0.98%	N	
128 South Main LLC	60,697	0.75%	N	
Amenico Green Solutions LLC	54,607	0.68%	N	
<b>Total</b>		<b>8.51%</b>		

**2015 Tax Levy Total (\$'s)**

**8,080,257**

**Current collection rate:**

% of 2015 Tax Levy collected: 95.26 as of 4/7/16  
% of 2014 Tax Levy collected: 96.27 as of 4/7/16  
% of 2013 Tax Levy collected: 97.08 as of 4/7/16  
% of 2012 Tax Levy collected: 99.55 as of 4/7/16  
% of 2011 Tax Levy collected: 99.71 as of 4/7/16  
% of 2010 Tax Levy collected: 99.93 as of 4/7/16

**Officer Comments:**

## Cara Marston

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**From:** Pike, Keith G <Keith.Pike@td.com>  
**Sent:** Friday, April 15, 2016 9:00 AM  
**To:** Cara Marston  
**Cc:** Whipple, Tracey J  
**Subject:** RE: TAN request

Hi Cara,

I have confirmed with the Municipal Lender that due to timing and lack of core banking relationship that we would pass on bidding on TAN. If anything changes or I can help in any way please let me know. I really would love the opportunity to help the Town in any way. Have a nice weekend.

Thank you,

Keith

Keith Pike | Vice President | Government Banking

**TD Bank, America's Most Convenient Bank**

143 North Main Street Concord, NH,03301

T: 603-228-9162 | C:603-660-3719 | Mailstop NH1-080-000

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**From:** Cara Marston [mailto:cmarston@pittsfieldnh.gov]  
**Sent:** Thursday, April 14, 2016 5:08 PM  
**To:** Pike, Keith G  
**Subject:** RE: TAN request

Thank you.

---

**From:** Pike, Keith G [mailto:Keith.Pike@td.com]  
**Sent:** Thursday, April 14, 2016 4:42 PM  
**To:** Cara Marston <cmarston@pittsfieldnh.gov>  
**Subject:** RE: TAN request

Ok I will see what I can do. As long as Citizens bid you should be good. I will let you know.

Thank you,

Keith

Keith Pike | Vice President | Government Banking

**TD Bank, America's Most Convenient Bank**

143 North Main Street Concord, NH,03301



TOWN OF PITTSFIELD  
Planning Board  
Town Hall  
85 Main Street  
Pittsfield, New Hampshire 03263

April 12, 2016

Pittsfield Board of Selectmen  
Town Hall  
85 Main Street  
Pittsfield, NH 03263

RE: Nominations to the Central New Hampshire Regional Planning Commission.

Dear Selectmen:

The Planning Board approved the nomination of Jim Pritchard (2016 – 2020) as one of two representatives of Pittsfield to the Central New Hampshire Regional Planning Commission (CNHRPC) at our April 7, 2016 meeting. This appointment requires the action of the board of selectmen. For your convenience, I have enclosed the appointment procedures and form that will require your signature after the Board of Selectmen make their decision. Ted Mitchell (2014 - 2018) is the second representative to this commission.

Sincerely;

Clayton Wood, chair

Enclosure: Notice of Appointment to the Central New Hampshire Regional Planning Commission

Planning Board Members:

Clayton Wood (Chairman)

Pat Heffernan (Member)

Gerard LeDuc (Selectman Ex Officio)

Daren Nielson (Vice-Chairman)

Roland Carter (Alternate)

Carole Richardson (Selectman Ex Officio Alternate)

Jim Pritchard (Secretary)

Paul Nickerson (Alternate)

**Appointment Procedures for Representation to the  
Central New Hampshire Regional Planning Commission**

In accordance with RSA 36:46-III, Representatives to the CNHRPC shall be nominated by the Planning Board from the residents of the community and the names of such persons shall be submitted to the Board of Selectmen for consideration. Representatives may also be elected or appointed officials of your community. The CNHRPC is then informed in writing (may use form below) by the Selectmen of the appointments. The Commission should also be informed of any resignations of Representatives.

**NOTICE OF APPOINTMENT TO THE  
CENTRAL NEW HAMPSHIRE  
REGIONAL PLANNING COMMISSION**

The Town of \_\_\_\_\_, a member of the Central New Hampshire Regional Planning Commission entitled to full voting privileges, hereby notifies the Central New Hampshire Regional Planning Commission that we have appointed the following Town Representatives(s) to the Commission:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address (if any)

\_\_\_\_\_  
E-Mail Address (if any)

\_\_\_\_\_  
Date of Appointment

\_\_\_\_\_  
Date of Appointment

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

## Cara Marston

---

**From:** Clayton Wood <cwood911@gmail.com>  
**Sent:** Tuesday, April 12, 2016 2:37 PM  
**To:** Cara Marston  
**Cc:** Carole Richardson; Daren Nielsen; Dee Fritz; Gerard LeDuc; james pritchard; Jesse Pacheco; Pat Heffernan; Roland Carter  
**Subject:** Nomination to the CNHRPC  
**Attachments:** PB2BOS Letter CHNRPC Nomination 20160412.pdf; CNHRPC Notice of Appointment.pdf

Hi Cara,

Please forward the attached letter and enclosure from the planning board to the board of selectmen.

Sincerely,

Clayton

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 36

#### REGIONAL PLANNING COMMISSIONS

#### Regional Planning Commissions

#### Section 36:46

##### **36:46 Formation of Regional Planning Commissions. –**

I. If no regional planning commission exists in any specific planning region as delineated by the office of energy and planning, then 2 or more municipalities in said planning region and having planning boards may, by ordinance or resolution adopted by the respective legislative bodies of said municipalities, form a regional planning commission.

II. If a regional planning commission already exists in any specific planning region as delineated by the office of energy and planning, then any municipality in said planning region and having a planning board may, by ordinance or resolution adopted by the respective legislative body of said municipality, become a member of the regional planning commission. A regional planning commission may also include municipalities located in an adjacent state.

III. Each municipality which shall become a member of a regional planning commission shall be entitled to 2 representatives on said commission. A municipality with a population of over 10,000 but less than 25,000 shall be entitled to have 3 representatives on said commission and a municipality with a population of over 25,000 shall be entitled to have 4 representatives on said commission. Population as set forth in this section shall be deemed to be determined by the last federal census. Representatives to a regional planning commission shall be nominated by the planning board of each municipality from the residents thereof and shall be appointed by the municipal officers of each municipality. Representatives may be elected or appointed officials of the municipality or county. In any county or counties in which a regional planning commission has been formed, the county may, by resolution of its county commissioners, become a member of said regional planning commission and shall be entitled to appoint 2 representatives on said commission. The terms of office of members of a regional planning commission shall be for 4 years, but initial appointments shall be for 2 and 4 years. In municipalities entitled to 3 or more representatives, initial appointment shall be for 2, 3 and 4 years. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments. Municipalities and counties may also appoint alternate representatives. A representative to a regional planning commission shall, when acting within the scope of his official duties and authority, be deemed to be acting as an agent of both the regional planning commission and of the municipality or county which he represents. In addition, regional planning commissions are encouraged to consult, at their discretion, with agencies and institutions operating within the region whose activities influence planning and development in that region.

**Source.** 1969, 324:1. 1991, 72:4, eff. July 12, 1991. 2000, 200:3, eff. July 29, 2000. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004.

Rec'd via  
email  
3/15/16

To Whom It May Concern:

I am writing in regards to the property I own in the town of Pittsfield NH. This property is known as 2 & 4 Manchester St. and is referenced on Map: 000-U01 Lot: 83. This past year my property tax amount increased by \$1406.00. I am aware that the town performed a revaluation of my property in 2015 and made some adjustments in the property valuation. However, upon reviewing the changes that were made I am concerned that some errors were made in calculating the valuation of my property.

Comparing the "2010 Base Year Building Valuation" on the 2014 tax card to the "2015 Base Year Building Valuation" on the 2015 tax card, I have the following questions and concerns:

1. Why did the base new market cost increase by 21.5% on 4 Manchester St?
2. Since no improvements, remodels, or additions have been done, why did the "Condition for Age" depreciation change from average to good on 2 Manchester St? Is this an error?
3. Since no improvements, remodels, or additions have been done, why was the "Functional" depreciation (10%) removed entirely on #2 Manchester St and lowered (from 20% to 10%) on 4 Manchester St? Is this an error?

For reference here is a comparison of the "Base Year Building Valuation" that appears on the tax cards:

**2014 Tax Card**

#2 Manchester St

Market Cost New: \$157,612

Condition for Age: Average 25%

Functional: 10%

Building Value: \$102,400

#4 Manchester St

Market cost new: \$97,502

Condition for Age: Average 14%

Functional: 20%

Building Value \$64,400

**2015 Tax Card**

#2 Manchester St

Market Cost New: \$171,574

Condition for Age Good 22%

Functional:

Building Value= \$133,800

#4 Manchester St

Market Cost New: \$118,249

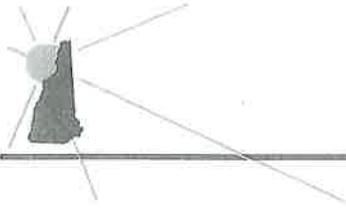
Condition for Age: Average 17%

Functional: 10%

Building Value: \$86,300

Since becoming the owner of this property, I have not built any additions, done any remodeling or made any changes to the structure. This is why I believe the above referenced issues are errors. I look forward to hearing from you with an explanation of these apparent inaccuracies.

Thank you,  
*Samuel McKeen*  
Samuel McKeen



# *Avitar Associates of New England, Inc.*

*A Municipal Services Company*

March 29, 2016

**Samuel McKeen**  
55 Main Street  
Cambridge, ME 04923



**Re: 3/11/16 email to Town about assessment**

Dear Mr. McKeen;

Your email of 3/11/16 was forwarded to me as the Assessor for the town on 3/15/16 for review and response to your concerns as outlined in the attached letter. The town underwent a full update of values for tax year 2015. As a result of this update, new land and building base rates were developed, along with an entirely new CAMA (computer assisted mass appraisal) and depreciation models. As such, comparisons to how data was listed from the previous update in 2010 to the one completed in 2015 are not meaningful. Further, once values were finalized and submitted to the State, a new tax rate was determined.

When we visited the property on 1/22/14, we noted from the exterior that the home was in good condition relative to its age. At that visit, we left a door tag indicating why we visited the property. Subsequent to that visit, we mailed out a letter requesting the homeowner contact us to arrange for an interior inspection to ensure all of the data listed was accurate. We received no response to the letter. We performed a town wide update in 2015 and sent notices of new (preliminary) values to all taxpayers in town. The letter indicated a procedure to call and arrange for a meeting to discuss the assessment with the Assessor. That letter also went unanswered. The values were adopted and put into place and the final notice of tax was based on the new established value.

While you may not have made any improvements or made any additions to the property, property values do change over time. In fact, during the 2015 update, we found from analyzing older sales that property values were actually appreciating. As such, as a result of simply changes in the real estate market, assessments do change over time without any changes affected by the homeowner. It is the dynamics of the real estate market in general. Further, we found when analyzing the sales of older homes in town that the prior model was undervaluing these properties by over-stating depreciation.

I am enclosing a copy of your record card for your review. I would urge you to review the physical data on the card, ie. number of bedrooms, bathrooms, floors, walls, etc. to determine if the data appears accurately listed or not. If you feel there are physical data errors, we could arrange for an inspection of the improvements on the property.

Sincerely,

**Loren J. Martin, CNHA, Sr. Assessor**  
**President, Assessing Operations**

LJM/sjc  
Enclosure

cc: Town of Pittsfield ✓

Rec'd via email  
4/12/16

To the Pittsfield Select Board:

This letter is in response to the correspondence I received from Mr. Loren J. Martin of Avitar Associates of New England in regards to the questions I had asked about potential errors that were made in calculating the valuation of my property, which is known as 2 & 4 Manchester St. and is referenced on Map: 000-U01 Lot: 83.

I was disappointed with the response I received as it did not specifically address the changes that were made to Condition for Age and Functional Depreciations'. Mr. Martin stated that, "comparisons to how data was listed from the previous update in 2010 and to the one completed in 2015 are not meaningful." In other words comparing prior tax card information to the new one is comparing apples to oranges. This is rather disconcerting as how is a tax payer to know if their property is being taxed fairly and is consistent with their prior tax card information? As stated in my previous letter, I have maintained the property and have not made any additions or altered the floor plan or done anything that would require updating of the information recorded on the tax card. Mr. Martin seems to imply that assumptions were made based on the inability to enter the property for inspection. I was under the impression that tax cards were kept as an accurate representation of each property and when a revaluation is done, the information recorded on the property's tax card is used to determine property value and not assumptions. Also my family has moved from the property and we now live in Maine. Being available for an inspection was not a possibility for me this past year.

Mr. Martin also referenced that part of the increased value is due to property values appreciating based on real estate market trends. While this may be true for "older homes in town", it is quite obvious based on market data that Multi-Family rental properties have not been appreciating. In fact, if anything, they have been depreciating. For example, the current valuation of my property (\$251,800) is on par with the valuation in 2008 when I purchased the property for \$220,000. Based on the current real estate market it is not possible that I could sell my property for anywhere near the amount I purchased it for in 2008. To further illustrate this point I have included this past years' sales of Multi-family properties in Pittsfield for your reference.

Lastly if it is concluded that there are no errors in my properties valuation than I would like an explanation for the extreme variation in the valuations of other comparable Multi-family properties. For example, three properties that are listed below that are comparable to my property:

17 Manchester St. Map: 000-U01 Lot: 49 - **2015 Valuation \$183,400** (2014 Valuation \$172,900)

1 Tilton Hill Road. Map: 000-U01 Lot: 55 - **2015 Valuation: \$115,300** (2014 Valuation \$170,900)

31 Main St. Map: 000-U03 Lot: 46 - **2015 Valuation \$190,000** (2014 Valuation \$215,200)

Why are these valuations so much less than my property? These properties are comparable in size, age and number of units, so if an income approach is used in determining value since these are rental properties, then they should be similar in valuation to my property. Could I please receive an explanation of the significant difference in values of comparable Multi-family properties?

In conclusion, please know that I am fully aware of the difficult job you have and the many complaints you receive about taxes. Please also know that I am not upset about paying taxes as long as the criteria in determining the taxes amount I must pay is accurate and fair. I spend a significant amount of money each year maintaining the condition of my property. Higher taxes limit the amount of upkeep I can afford to do and we know those are not the type of rental properties you want in town. Thank you for your time.

Respectfully,

*Samuel McKeen*  
Samuel McKeen



### Most recent sales of Multi-family properties in Pittsfield NH

Sel T	MLS	P T	Address	Town	State	County	List \$	Sell \$	# Units	Year Built	LO	SO	Closed Date	DUC	DOM
CL	4403055	M	2 Chestnut St	Pittsfield	NH	Merrimack	\$59,900	\$59,000	2	1847	3054	3054	10/08/2015	6	232
CL	4454986	M	146 Concord Hill Rd	Pittsfield	NH	Merrimack	\$59,900	\$55,500	4	1850	2519	2519	03/29/2016	48	126
CL	4393444	M	21 Park Street	Pittsfield	NH	Merrimack	\$109,900	\$100,000	2	2001	5049	5049	03/24/2016	2	496
CL	4380075	M	7 Marshall Ct	Pittsfield	NH	Merrimack	\$114,900	\$105,000	2	1900	3171	1439	11/23/2015	63	392

OWNER INFORMATION		SALES HISTORY		PICTURE
CARVER AND SON LLC		Date	Book Page Type	Price Grantor
983 FIRST NH TURNPIKE		10/09/2015	3494 421 U137	59,000 FEDERAL NATIONAL MORT
NORTHWOOD, NH 03261		01/28/2015	3467 2504 U151	154,595 LOUNSBERRY, JOHN
		05/27/2008	3067 1382 Q1	167,533 KIM, YOUNG-JOO & AE-JA

LISTING HISTORY		NOTES	
01/02/13	JBVM	BRICK: 2-4 BR UNITS, GARAGE EST. DUE TO FENCE, 09:DNPU SMLL PLSTC	
11/02/12	INSP	SHED; 1/13 NO INFO FROM TENANT, DNVI, SOME REAR + GAR MEAS EST	
01/28/10	DJSV	DUE TO FENCE; 9/15 FORSALE AP \$68,900 U-1-37	
04/22/09	JDRM		
04/03/06	BLRM		

EXTRA FEATURES VALUATION		MUNICIPAL SOFTWARE BY AVITAR	
Feature Type	Units Length x Width	Size Adj	Rate
		Cond	Market Value
		Notes	

PARCEL TOTAL TAXABLE VALUE	
Year	Building Features Land
2014	\$ 113,700 \$ 0 \$ 44,000
	Parcel Total: \$ 157,700
2015	\$ 129,800 \$ 0 \$ 23,000
	Parcel Total: \$ 152,800
2016	\$ 129,800 \$ 0 \$ 23,000
	Parcel Total: \$ 152,800

LAND VALUATION	
Zone: URBAN	Minimum Acreage: 0.25 Minimum Frontage: 50
Land Type	Units Base Rate NC Adj Site Road DWay Topography Cond Ad Valorem SPI R Tax Value Notes
2F RES	0.190 ac 23,000 E 100 100 100 100 -- LEVEL 100 23,000 0 N 23,000
	<b>0.190 ac</b> 23,000

LAND VALUATION	
Site: AVERAGE Driveway: PAVED Road: PAVED	

**BUILDING DETAILS**  
 Model: 2.50 STORY MULTI FAM  
 Roof: GABLE OR HIP/ASPHALT  
 Ext: BR ON MASONRY/CLAP BOARD  
 Int: PLASTERED  
 Floor: CARPET  
 Heat: OIL/HOT WATER  
 Bedrooms: 6 Baths: 4.0 Fixtures: 10  
 Extra Kitchens: 1 Fireplaces:  
 A/C: No Generators:  
 Quality: A1 AVG+10  
 Com. Wall:  
 Size Adj: 0.8721 Base Rate: RMF 66.00  
 Bldg. Rate: 0.9468  
 Sq. Foot Cost: \$ 62.49

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
ATU	ATTIC	1408	0.10	141
UFF	UPPER FLR FIN	1408	1.00	1408
FFF	FST FLR FIN	2017	1.00	2017
CRL	CRAWL SPACE	2017	0.05	101
OPF	OPEN PORCH	96	0.25	24
GAR	GARAGE	671	0.45	302
<b>GLA:</b>	<b>3,425</b>	<b>7,617</b>		<b>3,993</b>

**2015 BASE YEAR BUILDING VALUATION**

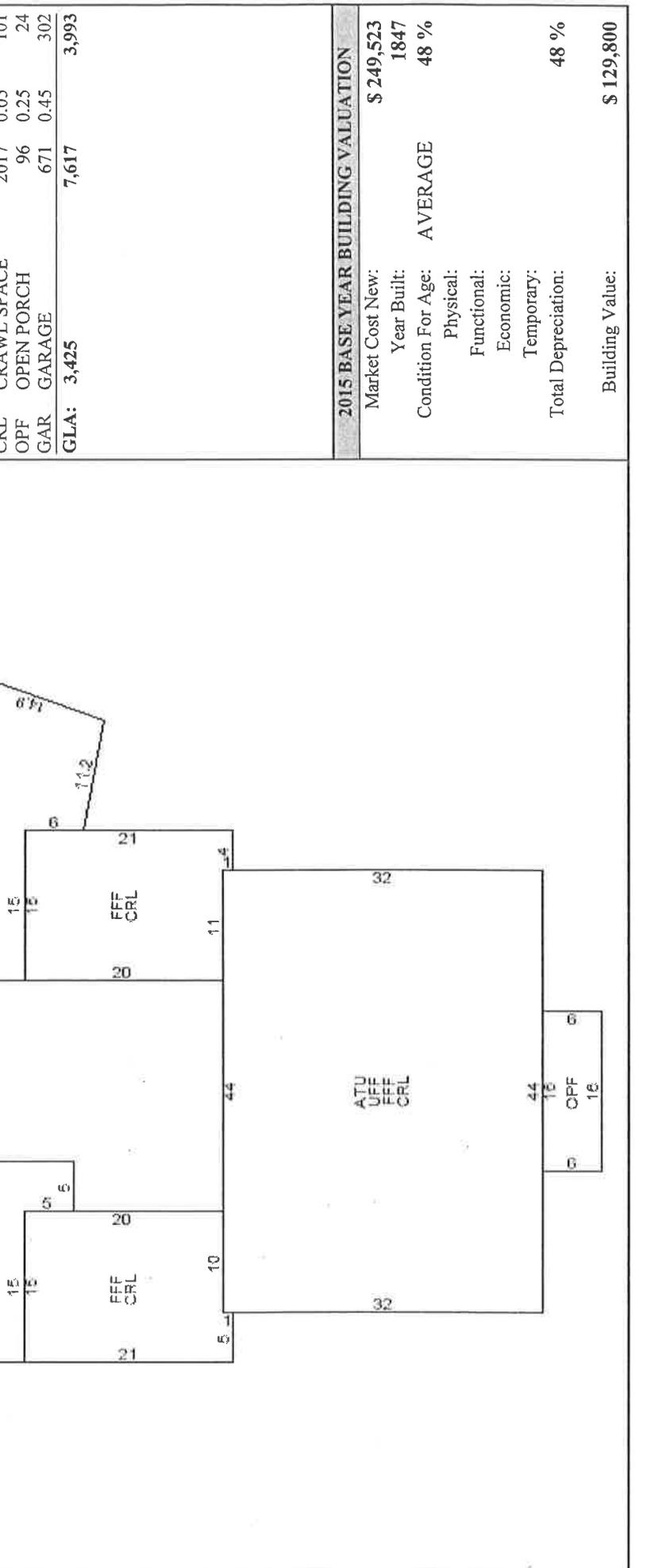
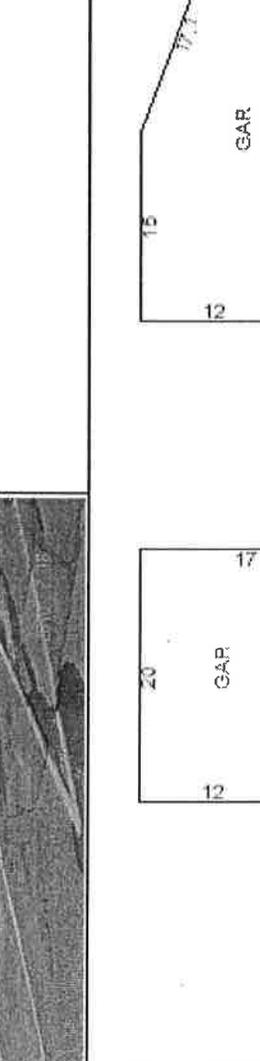
Market Cost New:	\$ 249,523
Year Built:	1847
Condition For Age:	AVERAGE
Physical:	48 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	48 %
Building Value:	\$ 129,800

**TAXABLE DISTRICTS**

District	Percentage

**PERMITS**

Date	Project Type	Notes
12/23/15	ELECTRICAL	
10/11/13	DEMOLITION	



OWNER INFORMATION		SALES HISTORY			PICTURE		
WORTHEN, JULIEE BETH 31 BERRY AVENUE PITTSFIELD, NH 03263		Date	Book	Page	Type	Price	Grantor
		03/29/2016	3510	0169	U137	55,533	US BANK NATIONAL
		10/31/2013	3418	307	U151	135,983	MUNN JR, RICHARD A

LISTING HISTORY		NOTES	
12/18/12	KCVM	WHT; 12/12 INFO FROM H.O DNVI=BAD TIME; EST SOME FIN IN BARN, HSU	
11/02/12	INSP	TO HSF, 5 METERS EST 4 FAMILY, CORR BED + BATH COUNT;	
01/24/08	TNRM		

EXTRA FEATURES VALUATION						MUNICIPAL SOFTWARE BY AVITAR	
Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Market Value	Notes
LEAN-TO	200	10 x 20	140	4.00	100	1,120	ATT BARN
FIREPLACE 1-STAND	1		100	3,000.00	100	3,000	
BARN-1STRY/LOFT	1,989	39 x 51	68	18.00	150	36,518	EST SOME FIN
PATIO	384	24 x 16	102	7.00	25	685	SHAPE
						<b>41,300</b>	
						<b>PARCEL TOTAL TAXABLE VALUE</b>	
Year	Building	Features	Land				
2014	\$ 155,900	\$ 47,100	\$ 59,500				
			Parcel Total:	\$ 261,800			
2015	\$ 94,600	\$ 41,300	\$ 46,600				
			Parcel Total:	\$ 182,500			
2016	\$ 94,600	\$ 41,300	\$ 46,600				
			Parcel Total:	\$ 182,500			

LAND VALUATION						Site: AVERAGE Driveway: DIRT/GRAVEL Road: PAVED								
Zone:	Suburban W&S	Minimum Acreage:	1.00	Minimum Frontage:	150									
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
4F RES	1,000 ac	47,000	E	100	100	100	95	100 -- LEVEL	100	44,700	0	N	44,700	
4F RES	0.750 ac	x 2,500	X	100				100 -- LEVEL	100	1,900	0	N	1,900	
											<b>1.750 ac</b>		<b>46,600</b>	

**PICTURE**



**OWNER**  
**WORTHEN, JULEE BETH**  
 31 BERRY AVENUE  
 PITTSFIELD, NH 03263

**TAXABLE DISTRICTS**

District	Percentage

**PERMITS**

Date	Project Type	Notes

**BUILDING DETAILS**

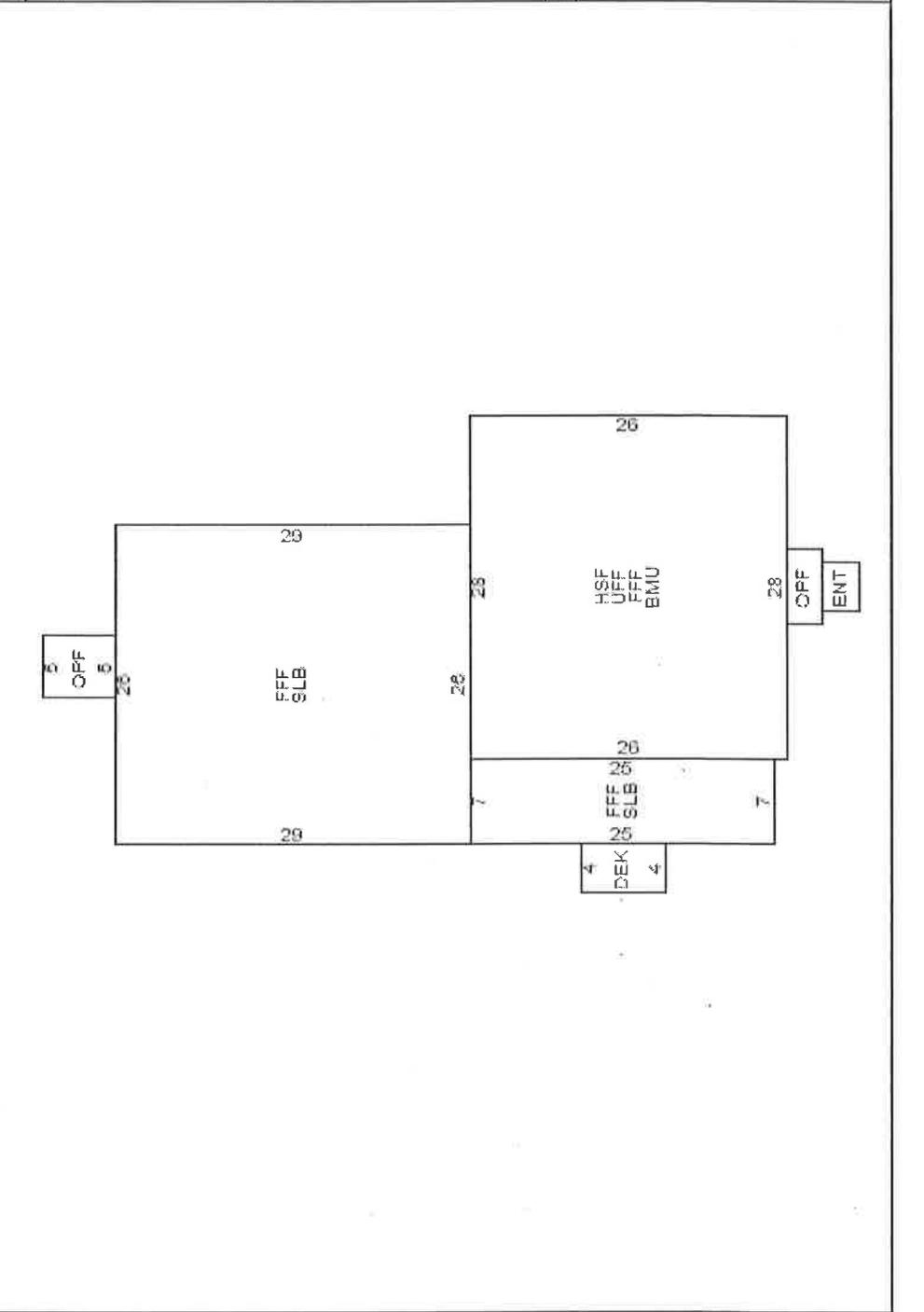
Model: 2.50 STORY COLONIAL  
 Roof: GABLE OR HIP/PREFAB METALS  
 Ext: VINYL SIDING  
 Int: DRYWALL/PLASTERED  
 Floor: CARPET  
 Heat: OIL/HOT WATER  
 Bedrooms: 8 Baths: 5.0 Fixtures: 15  
 Extra Kitchens: 3 Fireplaces:  
 A/C: No Generators:  
 Quality: A0 AVG  
 Com. Wall:  
 Size Adj: 0.9196 Base Rate: RMF 66.00  
 Bldg. Rate: 0.9595  
 Sq. Foot Cost: \$ 63.33

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	1657	1.00	1657
SLB	SLAB	929	0.00	0
DEK	DECK/ENTRANCE	28	0.10	3
OPF	OPEN PORCH	48	0.25	12
ENT	ENTRY WAY	12	0.10	1
HSF	1/2 STRY FIN	728	0.50	364
UFF	UPPER FLR FIN	728	1.00	728
BMU	BSMNT	728	0.15	109
<b>GLA:</b>	<b>2,749</b>	<b>4,858</b>		<b>2,874</b>

**2015 BASE YEAR BUILDING VALUATION**

Market Cost New:	\$ 182,010
Year Built:	1850
Condition For Age:	AVERAGE
Physical:	48 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	48 %
Building Value:	\$ 94,600



OWNER INFORMATION		SALES HISTORY		PICTURE	
<b>COUTO, MATTHEW</b>  503 ASHLEY DRIVE  PEMBROKE, NH 03275		<b>Date</b> 03/25/2016 09/03/2008	<b>Book Page Type</b> 3509 1766 Q1 3085 1137 U138	<b>Price Grantor</b> 100,000 BUATTI TRUST BUATTI SR, JAMES	

LISTING HISTORY		NOTES	
09/04/14 ERCL 01/17/14 JBVM 11/20/13 INSP 12/03/09 KSRL 05/01/09 JDRM 09/18/03 GFRL	WHITE; LIMITED PARKING; APTS 230WK; 1/14 NOH; 9/14 BUILT ON OLD EST 1930 SLB; ELECT BACKUP; K&B ORIG; (2) UNITS-BOTH 3BED/1BTH; (1) AVG, (1) GOOD; 7/15 4-SALE AP \$109,900;		

EXTRA FEATURES VALUATION			
<b>Feature Type</b>	<b>Units</b>	<b>Length x Width</b>	<b>Size Adj</b>
LEAN-TO	40	4 x 10	400
		<b>Rate</b>	<b>Cond</b>
		4.00	70
			<b>Market Value</b>
			448 OVER STAIRS
			<b>400</b>

MUNICIPAL SOFTWARE BY AVITAR			
<b>PITTSFIELD ASSESSING OFFICE</b>			
PARCEL TOTAL TAXABLE VALUE			
<b>Year</b>	<b>Building</b>	<b>Features</b>	<b>Land</b>
2014	\$ 122,600	\$ 400	\$ 22,200
		Parcel Total: \$ 145,200	
2015	\$ 122,400	\$ 400	\$ 5,400
		Parcel Total: \$ 128,200	
2016	\$ 122,400	\$ 400	\$ 5,400
		Parcel Total: \$ 128,200	

LAND VALUATION					
<b>Zone:</b> COMMERCIAL	<b>Minimum Acreage:</b> 0.25	<b>Minimum Frontage:</b> 50	<b>Site:</b> FAIR	<b>Driveway:</b> PAVED	<b>Road:</b> PAVED
<b>Land Type</b>	<b>Units</b>	<b>Base Rate</b>	<b>NC</b>	<b>Adj</b>	<b>Site</b>
2F RES	0.030 ac	5,722 E	100	95	100
	<b>0.030 ac</b>				
			<b>RDWay</b>	<b>Topography</b>	<b>Cond</b>
			100	100 -- LEVEL	100
					<b>Ad Valorem</b>
					5,400
					<b>SPI</b>
					0
					<b>R</b>
					0
					<b>N</b>
					5,400
					<b>Tax Value</b>
					<b>5,400</b>

LAND VALUATION					
<b>Zone:</b> COMMERCIAL	<b>Minimum Acreage:</b> 0.25	<b>Minimum Frontage:</b> 50	<b>Site:</b> FAIR	<b>Driveway:</b> PAVED	<b>Road:</b> PAVED
<b>Land Type</b>	<b>Units</b>	<b>Base Rate</b>	<b>NC</b>	<b>Adj</b>	<b>Site</b>
2F RES	0.030 ac	5,722 E	100	95	100
	<b>0.030 ac</b>				
			<b>RDWay</b>	<b>Topography</b>	<b>Cond</b>
			100	100 -- LEVEL	100
					<b>Ad Valorem</b>
					5,400
					<b>SPI</b>
					0
					<b>R</b>
					0
					<b>N</b>
					5,400
					<b>Tax Value</b>
					<b>5,400</b>

TAXABLE DISTRICTS	
District	Percentage

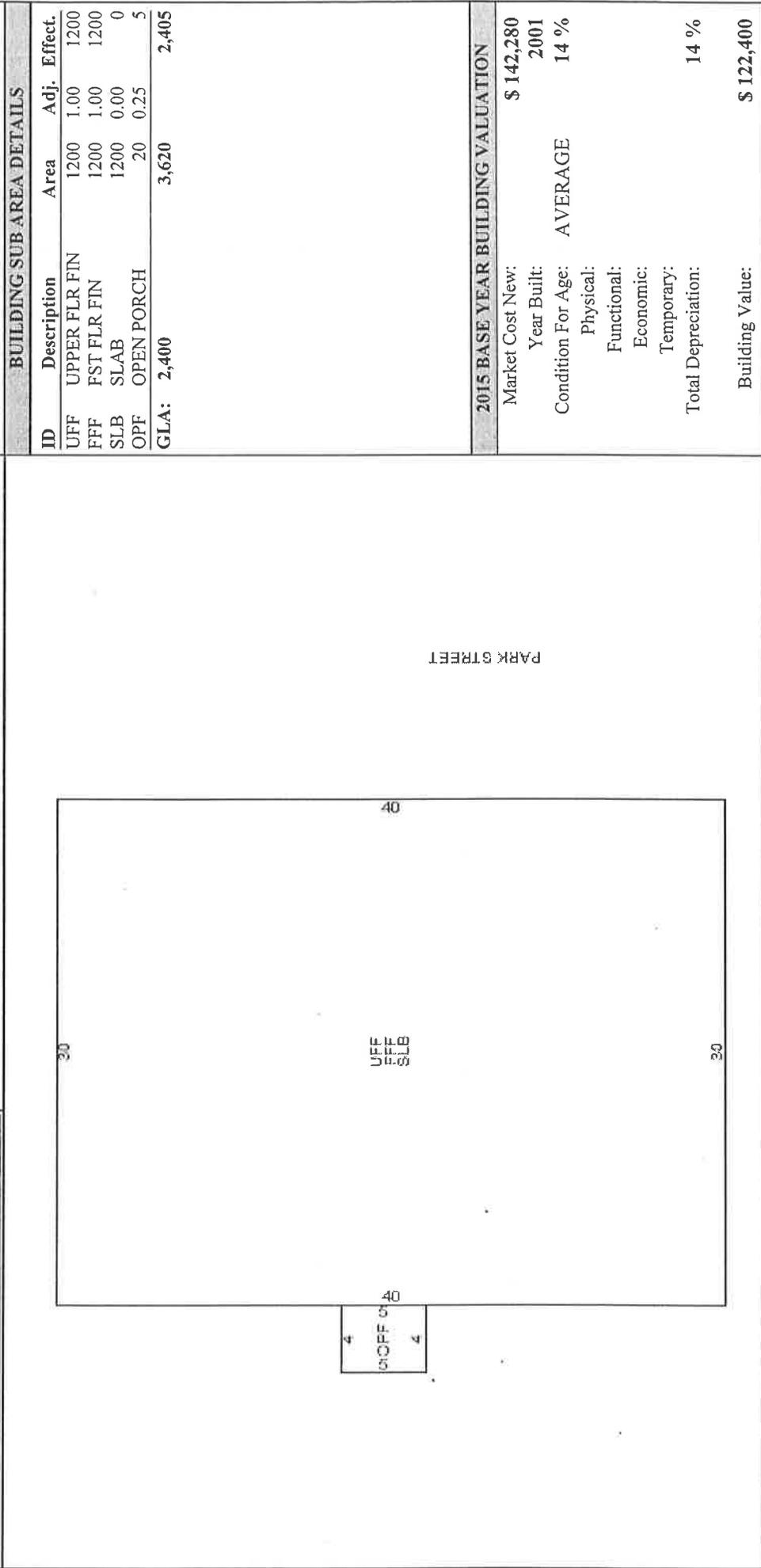
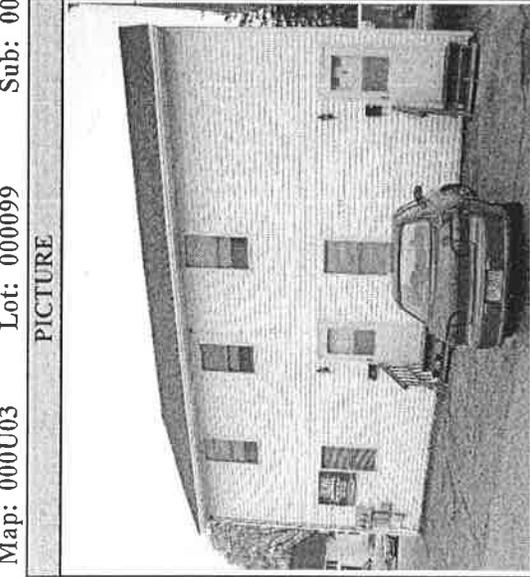
OWNER	
<b>COUTO, MATTHEW</b>	
503 ASHLEY DRIVE	
PEMBROKE, NH 03275	

PERMITS		
Date	Project Type	Notes

BUILDING DETAILS			
Model:	2.00 STORY MULTI FAM	Base Rate:	RMF 66.00
Roof:	GABLE OR HIP/ASPHALT	Bldg. Rate:	0.8963
Ext:	VINYL SIDING	Sq. Foot Cost:	\$ 59.16
Int:	DRYWALL		
Floor:	CARPET/LINOLEUM OR SIM		
Heat:	GAS/FA NO DUCTS		
Bedrooms:	6	Baths:	2.0
		Fixtures:	6
		Fireplaces:	
		Generators:	
A/C:	No		
Quality:	A0 AVG		
Com. Wall:			
Size Adj:	0.9527		

BUILDING SUB AREA DETAILS			
ID	Description	Area	Adj. Effect.
UFF	UPPER FLR FIN	1200	1.00 1200
FFF	FST FLR FIN	1200	1.00 1200
SLB	SLAB	1200	0.00 0
OPF	OPEN PORCH	20	0.25 5
<b>GLA:</b>	<b>2,400</b>	<b>3,620</b>	<b>2,405</b>

2015 BASE YEAR BUILDING VALUATION			
Market Cost New:	\$ 142,280		
Year Built:	2001		
Condition For Age:	AVERAGE		
Physical:			
Functional:			
Economic:			
Temporary:			
Total Depreciation:	14 %		
Building Value:	\$ 122,400		



OWNER INFORMATION		SALES HISTORY				PICTURE			
<b>GARLAND, RICHARD A.</b> GARLAND, KOREN L. 7 MARSHALL COURT PITTSFIELD, NH 03263		<b>Date</b>	<b>Book</b>	<b>Page</b>	<b>Type</b>	<b>Price</b>	<b>Grantor</b>		
		11/17/2015	3497	2858	Q1	105,000	CASSIDY, ANDREW ROLAND		
		07/08/2013	3396	1859	U137	24,000	EH POOLED 912 LP		
		10/19/2012	3345	490	U137	19,000	WELLS FARGO BANK NA		
		07/06/2012	3324	788	U151	91,000	MAGLIOZZI, DEBORAH A		
LISTING HISTORY		NOTES							
01/31/14	JBVM	AREAS SETTILING; 3BR-\$950 MONTH-INCLUDES HT/HW, HOUSING							
01/02/13	JBVE	STANDARDS RENTAL UNIT, NO CLOSETS, OD INT;1/13 NOH + POSTED=EST;							
11/02/12	INSP	MOD TO STEEP TOPO TO H20; APPEARS 4 UNITS; PA-34 STATES 2 UNITS;							
04/27/09	JDRM	1/14 NOH; NEW ROOF, WINDOWS, ELEC; NOW 2 UNITS; SILLS & FRAMES							
04/03/06	BLSM	AROUND REPLACEMENT WINDOWS ROTTEN; PU ENT/OPF; OPF'S REPAIRED/REBUILT; DNPU PLATFORM TO READ ELEC METERS; EST BTHS & INT UPDATED/REPAIRED;9/15 FORSALE AP \$114,900;							
EXTRA FEATURES VALUATION		<b>Feature Type</b>	<b>Units</b>	<b>Length x Width</b>	<b>Size Adj</b>	<b>Rate</b>	<b>Cond</b>	<b>Market Value</b>	<b>Notes</b>
		LEAN-TO	44	4 x 11	400	4.00	65	458	OVER STAIRS
								500	

**MUNICIPAL SOFTWARE BY AVITAR**  
**PITTSFIELD ASSESSING OFFICE**

PARCEL TOTAL TAXABLE VALUE			
Year	Building	Features	Land
2014	\$ 116,500	\$ 500	\$ 45,200
	Parcel Total: \$ 162,200		
2015	\$ 92,800	\$ 500	\$ 51,200
	Parcel Total: \$ 144,500		
2016	\$ 92,800	\$ 500	\$ 51,200
	Parcel Total: \$ 144,500		

LAND VALUATION															
Zone:	URBAN	Minimum Acreage:	0.25	Minimum Frontage:	50	Site: FAIR Driveway: PAVED Road: PAVED									
Land Type	Units	Base Rate	NC	Adj	Site	Con	Ad Valorem	SPI	R	Tax Value	Notes				
2F RES WTRFRNT	0.220 ac	25,000	D	90	95	100	100	100	--	LEVEL	21,400	0	N	21,400	
2F RES WTRFRNT	1.000 wf	x 100,000	X	100		100	100	85	--	MODERATE	29,800	0	N	29,800	RF/ABV DAM WF
	<b>0.220 ac</b>										<b>51,200</b>			<b>51,200</b>	

**PICTURE**



**OWNER**  
**GARLAND, RICHARD A.**  
 GARLAND, KOREN L.  
 7 MARSHALL COURT  
 PITTSFIELD, NH 03263

**TAXABLE DISTRICTS**

District	Percentage

**PERMITS**

Date	Project Type	Notes
04/09/14	RENOVATION	
08/23/13	GAS/PROPANE	APPLICATION WAS SUMMIT WITH NO C
08/14/13	ELECTRICAL	
08/13/13	PLUMBING	
03/08/13	REMODEL	PIPE NEED TO BE SHORTENED
02/08/13	ELECTRICAL	REMOVING WIRE TO METER AND INSTA

**BUILDING DETAILS**

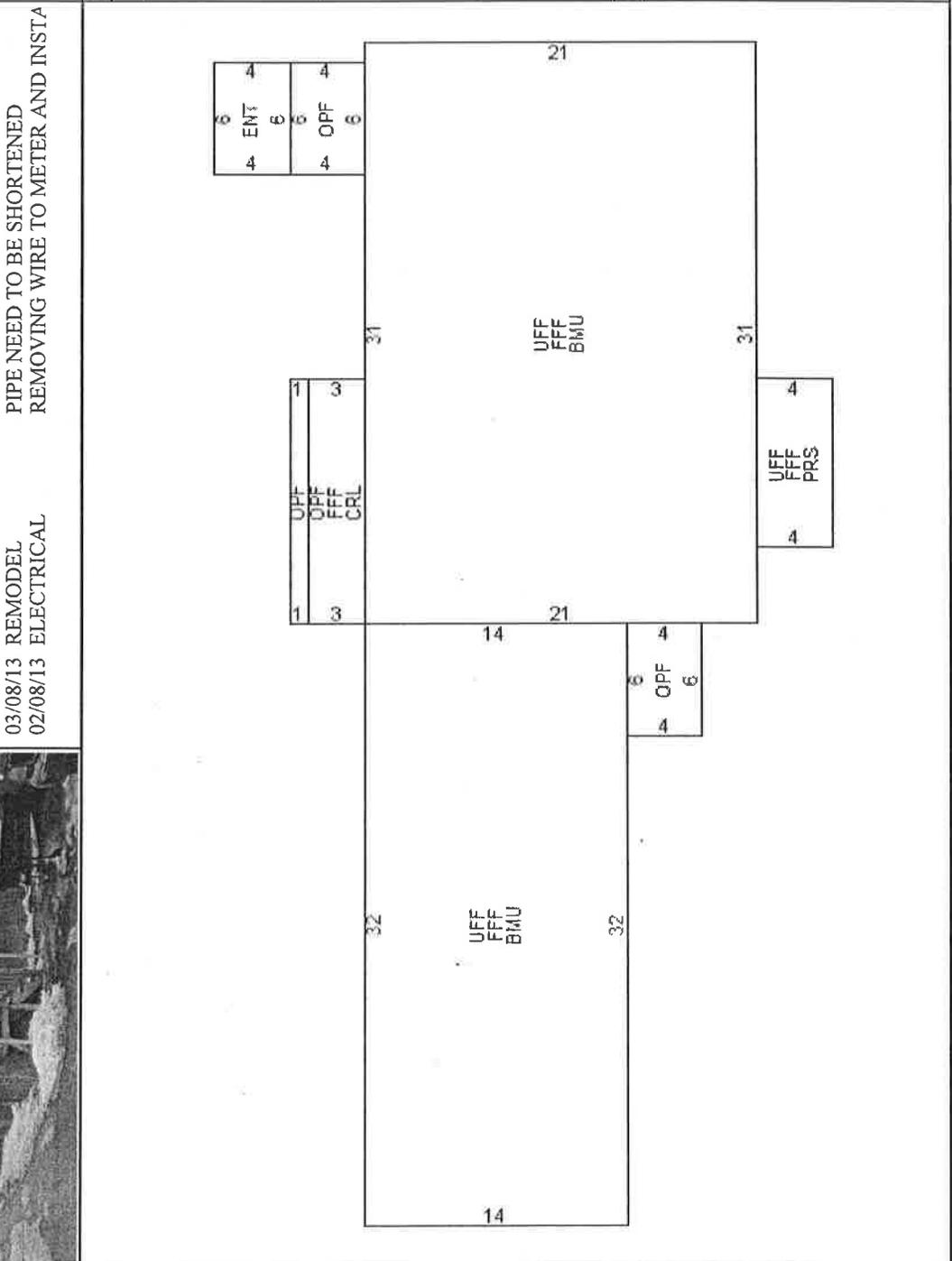
Model: 2.00 STORY MULTI FAM  
 Roof: GABLE OR HIP/PREFAB METALS  
 Ext: VINYL SIDING  
 Int: DRYWALL  
 Floor: CARPET  
 Heat: GAS/FA DUCTED  
 Bedrooms: 6 Baths: 2.0 Fixtures: 8  
 Extra Kitchens: 1 Fireplaces:  
 Generators:  
 A/C: No  
 Quality: A0 AVG  
 Com. Wall:  
 Size Adj: 0.9449 Base Rate: RMF 66.00  
 Bldg. Rate: 0.9525  
 Sq. Foot Cost: \$ 62.86

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
UFF	UPPER FLR FIN	1135	1.00	1135
FFF	FST FLR FIN	1174	1.00	1174
BMU	BSMNT	1099	0.15	165
OPF	OPEN PORCH	100	0.25	25
CRL	CRAWL SPACE	39	0.05	2
PRS	PIERS	36	-0.05	-2
ENT	ENTRY WAY	24	0.10	2
<b>GLA:</b>	<b>2,309</b>	<b>3,607</b>		<b>2,501</b>

**2015 BASE YEAR BUILDING VALUATION**

Market Cost New:	\$ 157,213
Year Built:	1900
Condition For Age:	AVERAGE
Physical:	41 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	41 %
Building Value:	\$ 92,800





STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF ECONOMIC DEVELOPMENT

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 603-271-2341 www.nheconomy.com

February 23, 2016

Cara Marston  
Town Administrator  
Town of Pittsfield, NH  
85 Main Street  
Pittsfield, NH 03263

**Re: Renewal of ERZ Certification**

Dear Cara:

Your City or Town was previously granted ERZ designation for the following area(s):

- 1) Downtown Pittsfield (approved 9/09)
- 2) Route 107 Corridor (approved 5/10)

In 2015, the ERZ statute was amended as follows:

***"Reevaluation of Economic Revitalization Zone***

*Each economic revitalization zone shall be evaluated every 5 years to determine if it meets the criteria required in RSA 162-N:2. If an economic revitalization zone fails to meet the criteria in RSA 162-N:2, its designation as an economic revitalization zone shall be removed."*

At this time, the Department of Resources and Economic Development is reviewing the current status of previously designated ERZs subject to 5 year reviews, and is asking the City or Town if the designated ERZ(s) should remain in the current ERZ tax credit program.

**Action required:**

If a City or Town wishes to continue the existing ERZ designation(s) under the current statute, the City/Town must certify that the area(s) continue to meet current eligibility as follows:

***Designation of Economic Revitalization Zone***

*1. "Economic revitalization zone" means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:*

- (a) Unused or underutilized industrial parks; or*
- (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, brownfields, relocation of the former occupant's operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.*

Please complete the enclosed form and return to DRED by May 1, 2016. For further information or questions, please contact the ERZ program coordinator at 271-2591.

## Renewal of ERZ Certification

**PLEASE COMPLETE and MAIL THIS FORM BY May 1, 2016**

To:

Department of Resources and Economic Development  
Attention: ERZ Program Coordinator  
172 Pembroke Road  
Concord NH 03301

The Town of Pittsfield, NH wishes to have the following ERZ area(s) remain in the current Economic Revitalization Zone program:

\_\_\_\_\_ Downtown Pittsfield (approved 9/09)  
\_\_\_\_\_ Route 107 Corridor (approved 5/10)

The Town of Pittsfield, NH certifies that the area(s) selected above continue to meet the criteria for inclusion in the ERZ program under current statute.

If DRED does not receive notification of the above, DRED will discontinue designation of the area(s) as ERZs under the current statute.

For further information or questions, please contact the ERZ program coordinator at 271-2591.

Contact Person (please print): \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Jeffrey Rose, Commissioner

\_\_\_\_\_

Date

## Cara Marston

---

**From:** Avery, Justin <Justin.Avery@dred.nh.gov>  
**Sent:** Tuesday, February 23, 2016 11:05 AM  
**To:** Cara Marston  
**Cc:** chipper@myfairpoint.net; Avery, Deborah  
**Subject:** ERZ 5 Year Review  
**Attachments:** Pittsfield ERZ Recertification 2015.pdf

Good Morning Cara,

In 2015 the Economic Revitalization Zone (ERZ) statute was amended and now every zone designated as an ERZ has to be reviewed every 5 years to determine if it should remain in the current ERZ tax credit program.

Our staff is currently going through this review process and notifying the municipalities with ERZ designated areas that have been in existence for more than 5 years or will be by the end of the calendar year, that they need to review those zones and determine if they should remain.

Please review the attached letter which references the statute changes and if you wish to keep the existing zones in the current program please complete the form on the last page of the attachment.

If you have any questions on this program or anything else related to business retention and growth in your town please give me or your regional Business Resource Specialist, Deb Avery (cc'd on this email) a call.

Enjoy the day,  
Justin

**Justin T. Avery**  
Business Resource Specialist  
NH Department of Resources and Economic Development  
172 Pembroke Road  
Concord, NH 03301  
603-271-2591 ext 121  
603-419-0159 (cell)  
[justin.avery@dred.nh.gov](mailto:justin.avery@dred.nh.gov)  
[www.nheconomy.com](http://www.nheconomy.com)

## 2015 NH Economic Review



**LIVE FREE and**  
*start*



## Cara Marston

---

**From:** chipper@myfairpoint.net  
**Sent:** Tuesday, February 23, 2016 7:59 PM  
**To:** Cara Marston  
**Subject:** Fwd: ERZ 5 Year Review  
**Attachments:** Pittsfield ERZ Recertification 2015.pdf

Hi Cara,

The previous letters of designation are in fact still applicable. Please forward letter with both designation checked off.

Best,

Ted

----- Forwarded message from "Avery, Justin" <Justin.Avery@dred.nh.gov> -----

Date: Tue, 23 Feb 2016 16:05:08 +0000  
From: "Avery, Justin" <Justin.Avery@dred.nh.gov>  
Reply-To: "Avery, Justin" <Justin.Avery@dred.nh.gov>  
Subject: ERZ 5 Year Review  
To: "cmarston@pittsfieldnh.gov" <cmarston@pittsfieldnh.gov>  
Cc: "chipper@myfairpoint.net" <chipper@myfairpoint.net>, "Avery, Deborah" <Deborah.Avery@dred.nh.gov>

Good Morning Cara,

In 2015 the Economic Revitalization Zone (ERZ) statute was amended and now every zone designated as an ERZ has to be reviewed every 5 years to determine if it should remain in the current ERZ tax credit program.

Our staff is currently going through this review process and notifying the municipalities with ERZ designated areas that have been in existence for more than 5 years or will be by the end of the calendar year, that they need to review those zones and determine if they should remain.

Please review the attached letter which references the statute changes and if you wish to keep the existing zones in the current program please complete the form on the last page of the attachment.

# Tax Incentive Zones

## Town of Pittsfield

### Legend

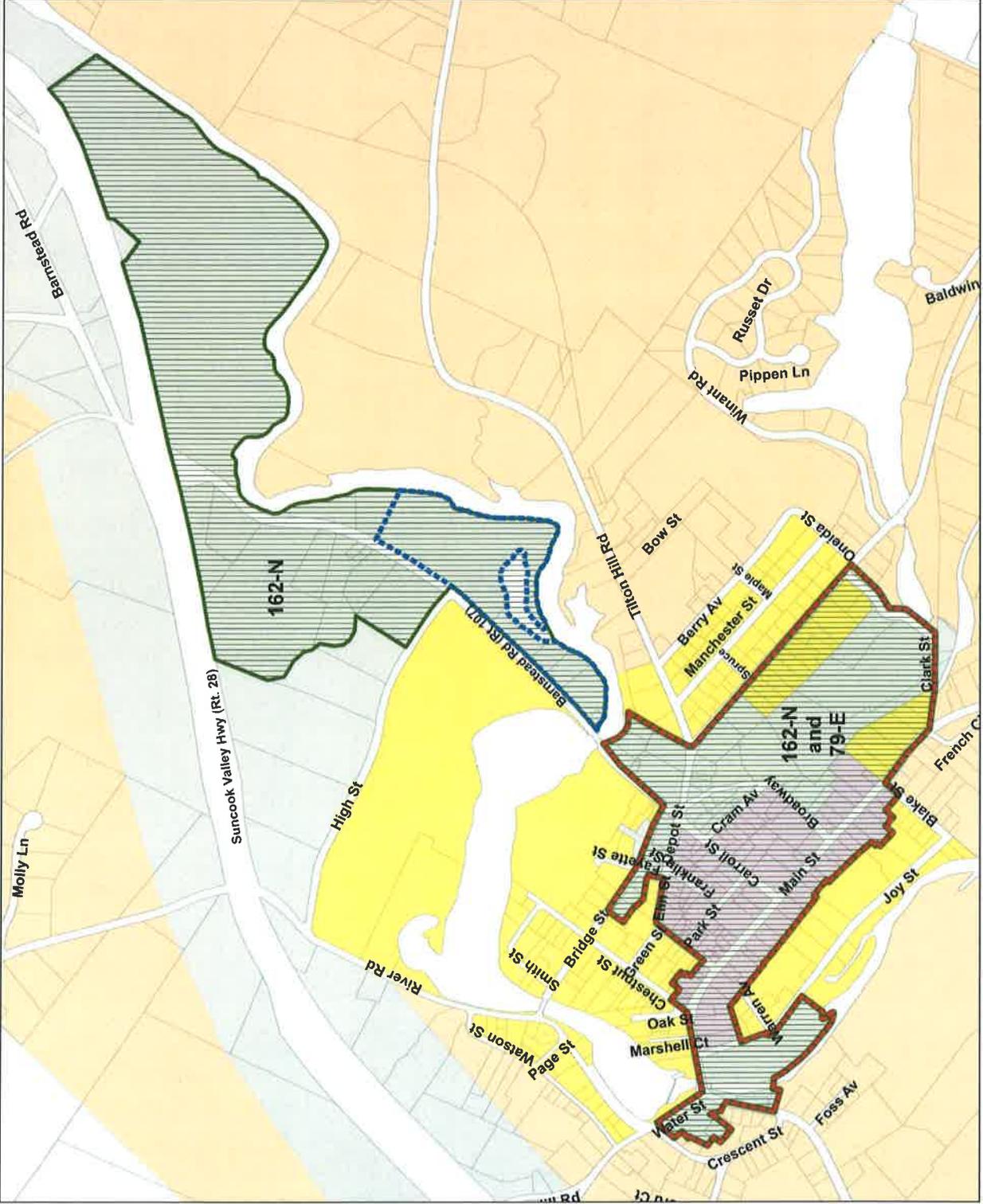
-  Route 107 Corridor and Downtown Pittsfield Economic Revitalization Zones\*
-  Revitalization Tax Relief Zone\*\*
-  2014 Expansion of Revitalization Tax Relief Zone

### Explanation of Incentives:

- \* RSA 162-N: Up to \$40,000 in state business tax credits for moving or expanding a business in this area.
- \*\* RSA 79-E: Selectmen may delay the increase in taxes for up to 5 years for replacement or

### Zoning

-  Commercial
-  Light Industrial/Commercial
-  Urban
-  Suburban
-  Parcel Boundaries



April 11, 2016

Town of Pittsfield  
Town Office  
85 Main Street  
Pittsfield, NH 03263

Pike Industries is writing to inform you of our intent to commence work on South Main Street and Route 107 in Pittsfield and Loudon/Pittsfield Road. State of NH Project #16163E and #40193. Our proposed start date will be during the week of April 25, 2016.

Please forward this information to all town departments and emergency personnel.

If you have questions please feel free to contact me at (603) [REDACTED] or email me at [jllabraney@pikeindustries.com](mailto:jllabraney@pikeindustries.com).

Sincerely,

Jerry Labraney  
Project Manager  
Pike Industries, Inc.

**Cara Marston**

---

**From:** bgilpatric@utilitypartnersllc.com  
**Sent:** Tuesday, December 08, 2015 1:36 PM  
**To:** Cara Marston  
**Cc:** Rob Lauricella  
**Subject:** [FWD: STATEWIDE - 16163 & 40193 - RESURFACING VARIOUS ROADWAYS IN NHDOT DISTRICT 3]  
**Attachments:** LocationMap.pdf

----- Original Message -----

**Subject:** STATEWIDE - 16163 & 40193 - RESURFACING VARIOUS ROADWAYS IN NHDOT DISTRICT 3

**From:** Thomas Santos <TSantos@dot.state.nh.us>

**Date:** Tue, December 08, 2015 9:33 am

**To:** "Bill Gilpatric (bgilpatric@utilitypartnersllc.com)" <bgilpatric@utilitypartnersllc.com>

Greetings Mr. Gilpatrick,

ROADWAY SEGMENTS:

**3-03           Pittsfield-Gilmanton, NH 107, 10.0 miles, ¾" Paver Shim (Merrimack/Belknap County)**

(16303)       From the intersection of NH 28 in Pittsfield northerly to a pavement joint just north of the intersection of NH 140 in Gilmanton.

**3-06           Loudon-Pittsfield, Loudon/Pittsfield Rd, 4.0 miles, ¾" Paver Shim (Merrimack County)**

(16306)       From the intersection of NH 129 in Loudon easterly to the intersection of NH 28 in Pittsfield. Pave both legs at NH 129.

**3-14           Pittsfield, S Main St, 0.8 miles, ¾" Paver Shim (Merrimack County)**

(16314)       From the intersection of Fairview Drive southerly to the intersection of Mountain Road.

Pittsfield Wastewater / Utility Partners, LLC has approximately 16 sewer manholes on South Main Street between Fairview Drive and Mountain Road, in Pittsfield. Adjustments to manholes and valves are the responsibility of the Utility Owner and will not be added as Contract Items. Please read the below letter. This project is going to bid on February 2, 2016 and your asap response to the below letter is appreciated. You can send your reply by email.

-----  
-----  
Dear Utility Owner,

The State requests the assistance of your Company or Municipality in the engineering of the relocation of surface facilities (manhole and gate valve frames and covers) in conflict with the proposed construction on the above noted State project. This project generally consists of

pavement resurfacing/rehabilitation of State roads in New Hampshire as {more specifically} described in the enclosed list of roadway segments.

Enclosed are a location map, and a list of the individual roadway segments with a description of the segment limits, resurfacing/rehabilitation treatment and potential conflicts between existing gas facilities and the proposed construction. The list may not include all conflicts.

Please provide written information describing your proposed surface relocations, along with the estimated time frames for notification to begin and to complete your relocations.

For the adjustment of facilities, indicate: whether your company or municipality will adjust the facilities, or arrange independently with the State's contractor to adjust the facilities. Adjustment by the company or municipality will require coordination with the contractor's schedule. Please provide Design Services with time frames to schedule and complete the relocations and when the relocations are anticipated to occur so this information can be included in the contract documents.

The removal and disposal of any abandoned facility in conflict with the project shall be the responsibility of the owner of the facility.

This project is currently scheduled to be advertised for bids on February 2<sup>nd</sup>, 2016; therefore, the return of the relocation plans and relocation time frames are requested by December 31, 2015, so our design process can continue on schedule. A reply by email is sufficient. **If you have any questions, please contact Tom Santos of this office at 271-1594.**

Sincerely,

Lennart Suther, P.E., Utilities Engineer  
New Hampshire Department of  
Transportation  
John O. Morton Bldg., Room 200  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483  
Phone: 603-271-1593  
Fax: 603-271-7025  
[LSuther@dot.state.nh.us](mailto:LSuther@dot.state.nh.us)

LDS/MCP/tgs

Attachments

cc: Eric Thibodeau, Construction, Final Design, Bridge Design, Highway Maintenance District 3 and Design Services



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
**Commissioner**

*William Cass, P.E.*  
**Assistant Commissioner**



January 11, 2016

Town of Pittsfield  
Paul J. Skowron, Town Administrator  
P.O. Box 98  
Pittsfield, NH 03263-0098

RE: Highway Maintenance District 3  
Proposed Resurfacing Program CY 2016

Dear Mr. Skowron,

For your planning information, the New Hampshire Department of Transportation has tentatively programmed the state road(s) on the attached list and map in your town for paving during the coming season. I hope this information will assist you in coordinating your community's maintenance activities such as crosswalk striping, underground utility projects, trenching, and curb or sidewalk work prior to the road resurfacing. This is particularly important for manholes and other structures within the paving limits as significant depressions can develop if they are not set to the proper grade. If appropriate, please advise local utilities to prepare for the proposed resurfacing since it is their responsibility to make adjustments as required to accommodate the paving.

**Please be aware that the State Legislature has delegated the Commissioner of the Department with the full authority to control traffic in highway/bridge construction work zones on Class I, II and III highways. The Department, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones.**

For clarification, the resurfacing program does not include any municipal parking spaces. The Department will not resurface any parking spaces adjacent to the highway as part of the resurfacing project, however, the municipalities can make arrangements with the contractor, at their own expense, to have the parking spaces resurfaced while the contractor is in the area.

Should the program be changed due to funding considerations or pavement conditions, I will contact you. Once a contract and schedule of work has been approved, the Contractor is required to provide written notice to your town between 7 and 14 work days in advance of the final paving.

Should you have any questions related to the proposed resurfacing, please feel free to call Bill Rollins at (603) 524-6667.

Sincerely,

Alan G. Hanscom, P.E.  
District Engineer

Attachments: Resurfacing Sections and Location Map

**District 3 Description of Paver Spot Drag Shim Sections**  
(Maintenance Paving)

- 16332 Loudon-Pittsfield, Pittsfield/Loudon Road, 4.0 miles  
From NH 129 in Loudon southerly to NH 28 in Pittsfield, including slip ramp at NH 129.
- 16333 Alton-Barnstead, NH 28, 3.1 miles  
From Peacham Road in Barnstead northerly to Hamwoods Road in Alton.
- 16334 Gilmanton-Alton, NH 140, 5.6 miles  
From Elm Street in Gilmanton easterly to NH 11 in Alton.
- 16338 Wolfeboro-Brookfield, NH 109, 5.0 miles  
From Wentworth Farm Rd in Wolfeboro easterly to Governors Road in Brookfield.
- 16335 Campton-Thornton, Mad River/Upper Mad River Rd, 1.1 miles  
From NH 175 northerly to End State Maintenance.
- 16331 Tilton, Calef Hill Road, 2.0 miles  
From Clark Road northerly to the Tilton/Sanbornton Town line.
- 16336 Wakefield, NH 153, 3.8 miles  
From NH 16 northerly to NH 109.
- 16330 Waterville Valley, NH 112, 1.1 miles  
From the Livermore TL easterly to PJ near the Albany TL.

**District 3 Description of Resurfacing Sections**  
(Base Maintenance Paving)

- 16301 **Tilton, US 3, 0.3 miles, 3½" Inlay**  
From a pavement joint approximately 100 feet north of the Railroad crossing at Park Street northerly to a pavement joint approximately 25 feet south of the Railroad crossing at Cumberland Farms.
- 16302 **Tilton, School St, 0.3 miles, ¾" Paver Shim**  
From the intersection of US 3 northerly to the intersection of Pillsbury Lane.
- 16303 **Pittsfield-Gilmanton, NH 107, 11.2 miles, ¾" Paver Shim**  
From the intersection of NH 28 in Pittsfield northerly to a pavement joint just north of the intersection of NH 140 in Gilmanton.
- 16304 **Laconia-Gilford, NH 11B, 5.4 miles, ¾" Paver Shim**  
From a pavement joint just south of the intersection of US 3 (roundabout) in Laconia southerly to the intersection of NH 11A in Gilford. Pave both legs at NH 11A.
- 16305 **Bristol-Plymouth, River Rd, 9.2 miles, ¾" Paver Shim**  
From the intersection of the NH 104 in Bristol northerly to the intersection of US 3 in Plymouth.
- 16306 **Loudon-Pittsfield, London/Pittsfield Rd, 3.9 miles, ¾" Paver Shim**  
From the intersection of NH 129 in Loudon easterly to the intersection of NH 28 in Pittsfield. Pave both legs at NH 129.
- 16307 **Plymouth, US 3, 1.8 miles, ¾" Paver Shim**  
From Merrill St northerly to the Plymouth/Campton town line.
- 16315 **Campton-Woodstock, NH 175, 12.6 miles, ¾" Paver Shim**  
From the intersection of NH 49 in Campton northerly to the intersection of US 3 in Woodstock.

## District 3 Description of Resurfacing Sections

(SB Maintenance Paving)

- 16308 **Holderness-Tamworth, NH 113, 19.4 miles, ¾" Paver Shim**  
From the intersection of US 3 in Holderness easterly to the intersection of NH 25 in Tamworth.
- 16309 **Alton, NH 11, 3.4 miles, ¾" Paver Shim**  
From a pavement joint at the intersection of Butler Drive easterly to the intersection of Barnes Avenue.
- 16310 **Barnstead-Alton, NH 28, 3.1 miles, ¾" Paver Shim**  
From the intersection of White Oaks Road in Barnstead northerly to a pavement joint south of the intersection of Hamwoods Road in Alton.
- 16311 **Gilford-Alton, NH 11A, 7.7 miles, ¾" Paver Shim**  
From a pavement joint north of the intersection of Schoolhouse Hill Road in Gilford easterly to the intersection of NH 11 in Alton.
- 16312 **Tuftonboro-Ossipee, NH 171, 8.6 miles, ¾" Paver Shim**  
From the Moultonborough/Tuftonborough town line easterly to the intersection of Upper Beacham Road in Ossipee.

**District 3 Description of Resurfacing Sections**  
(Backlog/Roughness Paving)

- 16316 **Conway, East Conway Rd, 7.3 miles, ¾" Paver Shim**  
From a pavement joint just east of Autumn Lane easterly to a pavement joint at the Chatham/Conway town line.
- 16317 **Campton, Owl St, 1.9 miles, ¾" Paver Shim**  
From the intersection of NH 49 northerly to the intersection of NH 175.
- 16318 **Campton, Osgood St, 0.1 miles, ¾" Paver Shim**  
From the intersection of NH 175 easterly to the intersection of Mad River Road. Pave both legs at Mad River Rd.
- 16319 **Campton, Old Waterville Rd, 0.2 miles, ¾" Paver Shim**  
From the intersection of Mad River Road easterly to the intersection of NH 49.
- 16320 **Campton, Blair Rd, 0.8 miles, ¾" Paver Shim**  
From the intersection of the US 3 easterly to the intersection of NH 175. Skip covered bridge.
- 16321 **Thornton, Cross Rd, 0.4 miles, ¾" Paver Shim**  
From a pavement joint approximately 200 feet west of the intersection of Cricket Hollow Path easterly to the intersection of NH 175.
- 16322 **Campton-Thornton, Mad River Rd, 1.1 miles, ¾" Paver Shim**  
From the intersection of NH 175 in Campton northerly to the intersection of Upper Mad River Road in Thornton.
- 16323 **Chatham, Green Hill Rd, 1.1 miles, ¾" Paver Shim**  
From the Conway/Chatham town line northerly to the intersection of Peaked Hill Road

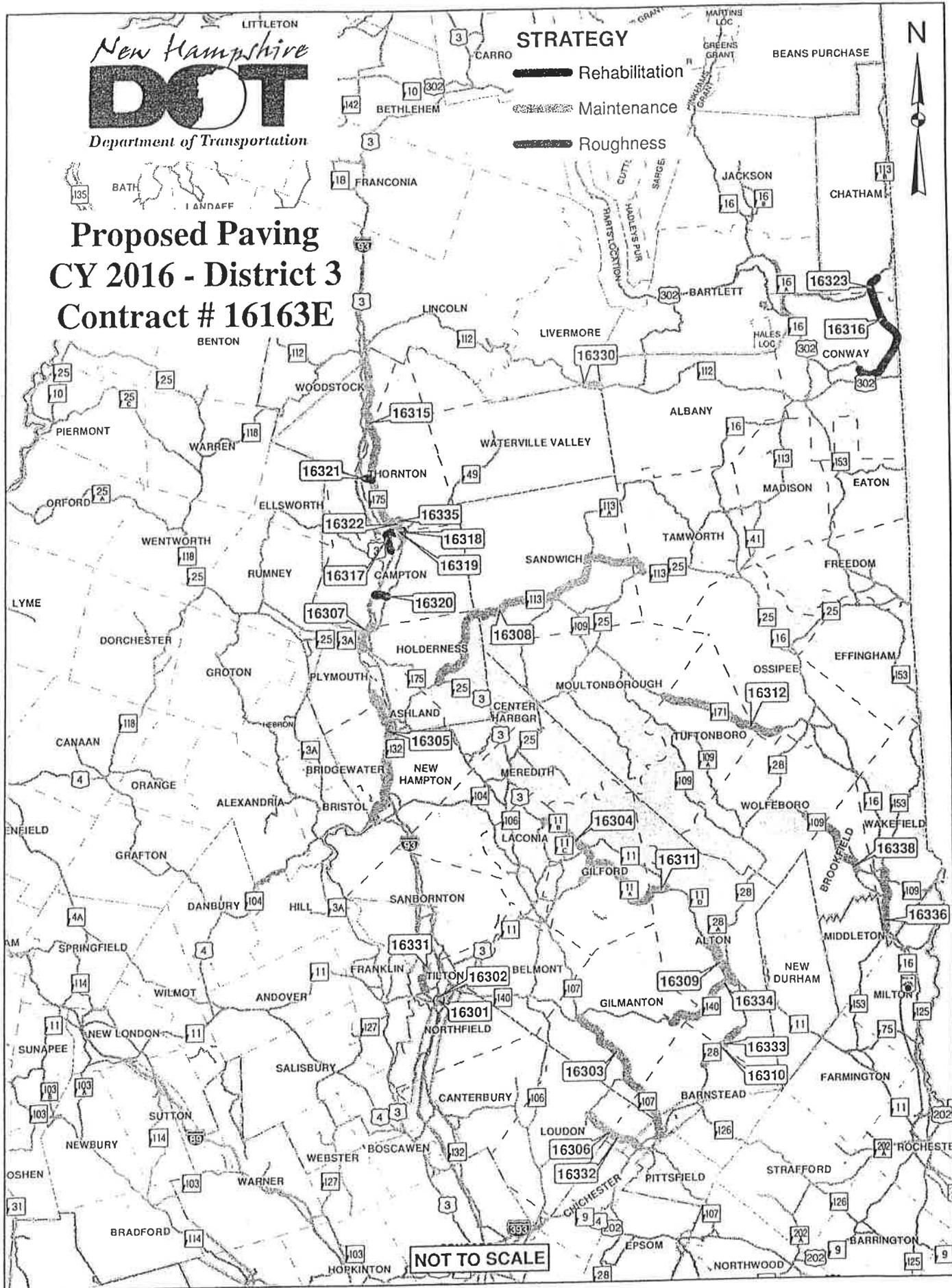


### STRATEGY

- Rehabilitation
- Maintenance
- Roughness



## Proposed Paving CY 2016 - District 3 Contract # 16163E



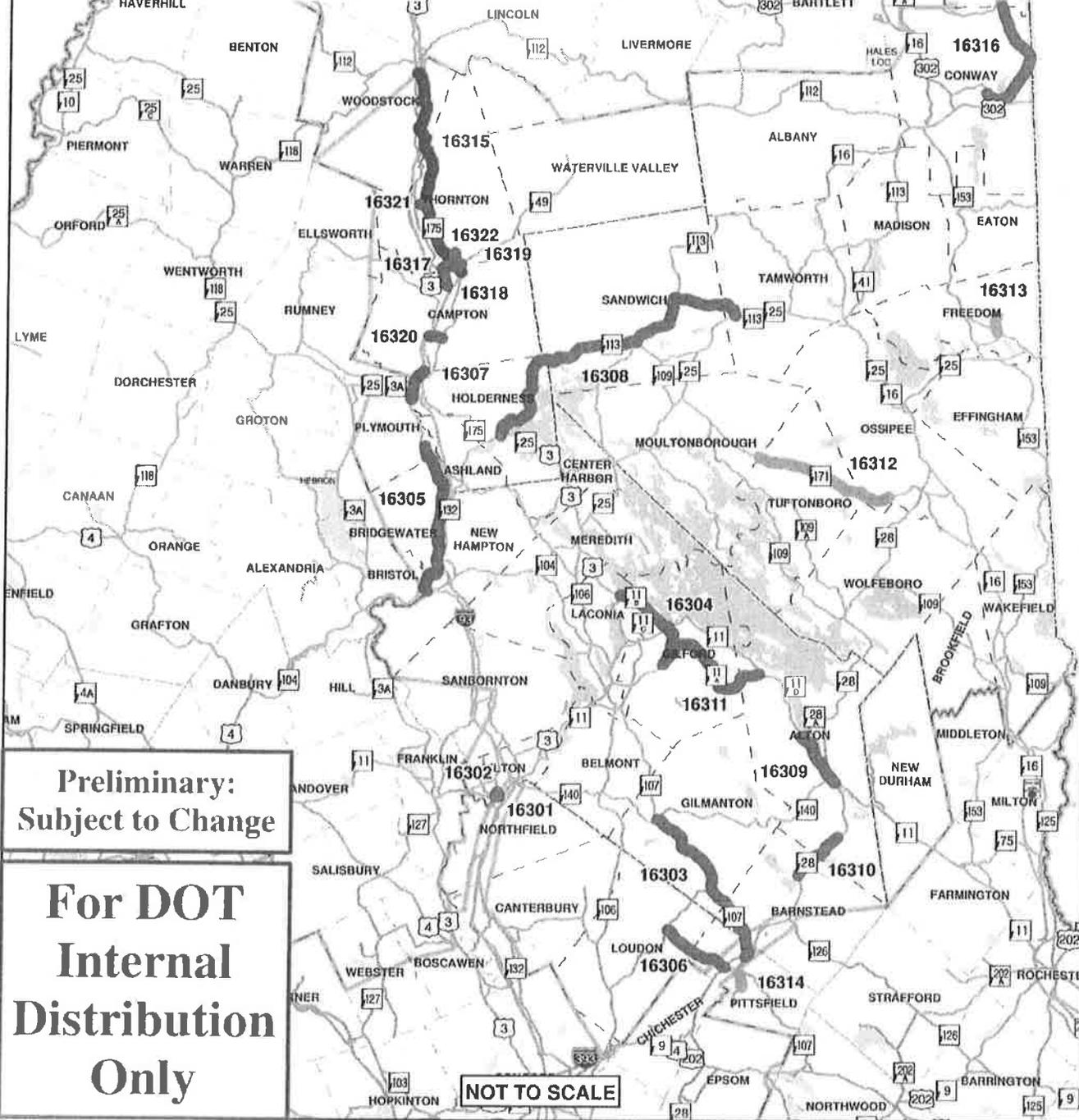
NOT TO SCALE



# Proposed Resurfacing CY 2016 - District 3 120 Percent Map

## Legend

- 85 % of BET & SB-367 funding
- 100 % of BET & SB-367 funding
- 120 % of BET & SB-367 funding



**Preliminary:  
Subject to Change**

**For DOT  
Internal  
Distribution  
Only**

**NOT TO SCALE**

5/11/2015



# WETLANDS PERMIT BY NOTIFICATION (PBN)

Water Division/ Wetlands Bureau  
Land Resources Management

Check the status of your notification: [www.des.nh.gov/onestop](http://www.des.nh.gov/onestop)



RSA/Rule: RSA 482-A/ Env-Wt 106:900

## 1. PROJECT TYPES

The PBN process is limited to the 14 project types listed below. Check all project types that apply and confirm the project meets the Project Specific Criteria listed in the Project Specific Criteria document for each project number checked below.

<input checked="" type="checkbox"/> 1	<p><b>Freshwater Seasonal Dock:</b> Construction or modification of a seasonal pier or wharf (dock), located on a non-tidal stream or river or in a lake or pond.</p>	<input type="checkbox"/> 8	<p><b>Culvert/Bridge Replacement:</b> The replacement of a culvert/bridge on a watercourse with a contributing watershed less than or equal to 25 acres to permit vehicular access to one single family lot or for noncommercial recreational use.</p>
<input type="checkbox"/> 2	<p><b>Retaining Wall Repair and Replacement:</b> Repair or replacement in-kind of a retaining wall (<i>in the dry during draw down</i>)</p>	<input type="checkbox"/> 9	<p><b>Beach Replenishment:</b> Replenishment of an existing non-tidal beach with less than 10 cubic yards of sand.</p>
<input type="checkbox"/> 3	<p><b>Maintenance Dredge:</b> Maintenance dredging, when necessary to provide continued usefulness of nontidal drainage ditches, man-made ponds, and spillways  <i>Stormwater detention ponds, fire ponds, or agricultural ponds may be exempt from permitting pursuant to RSA 482-A:3, IV-b. See the project specific criteria document for further information.</i></p>	<input type="checkbox"/> 10	<p><b>Seasonal Dock Anchoring Pad:</b> Construction of an anchoring pad for a seasonal dock in non-tidal waters</p>
<input type="checkbox"/> 4	<p><b>Temporary Cofferdams:</b> Temporary cofferdams and other water control devices constructed in flowing water or adjacent to dams in conjunction with the repair or maintenance of existing structures. All such work shall be designed, and supervised by a professional engineer (PE). Plans must be stamped by a PE.</p>	<input type="checkbox"/> 11	<p><b>Boatlift:</b> Installation of <i>one</i> seasonal boatlift in non-tidal waters and not within 20 feet of abutter's property line.</p>
<input type="checkbox"/> 5	<p><b>Docking Structure Repair:</b> Repair of <u>existing</u> tidal docking structures or repair of non-tidal docking structures</p>	<input type="checkbox"/> 12	<p><b>Watercraft Lift:</b> Installation of <i>one or two</i> personal watercraft lift(s) in non-tidal waters adjacent to a dock.</p>
<input type="checkbox"/> 6	<p><b>Dry Hydrant:</b> For a dry hydrant <b>ONLY</b>, excavation of less than 10 linear feet within the bank and bed of a surface water that does not exceed 200 square feet in total jurisdictional impact to the bed</p>	<input type="checkbox"/> 13	<p><b>Residential Utilities:</b> Installation of a residential utility line. Stream impacts limited to a contributing watershed of 25 acres.</p>
<input type="checkbox"/> 7	<p><b>Maintenance of a Non-Docking Structure:</b> Maintenance, repair or replacement of a non-docking structure.</p>	<input type="checkbox"/> 14	<p><b>Utility Right-of-Ways:</b> Temporary impacts associated with the inspection, maintenance and repair of existing utility lines within an existing utility right of way.  <b>Use the Utility Maintenance Notification form for this project type.</b></p>

Administrative Use Only	Administrative Use Only	Administrative Use Only	File No.:
			Check No.:
			Amount:
			Initials:

**2. PROJECT LOCATION**

A separate application must be filed with each municipality that jurisdictional impacts will occur in.

ADDRESS: 10 Catamount Road		TOWN/CITY: Pittsfield	
TAX MAP: U 1	BLOCK:	LOT: 8-1	UNIT:
US GEOLOGICAL SURVEY TOPO MAP WATERBODY NAME: Suncook River			
LOCATION COORDINATES (If known): <input type="checkbox"/> Latitude/Longitude <input type="checkbox"/> UTM <input type="checkbox"/> State Plane			

**3. PROJECT DESCRIPTION:**

Provide a brief description of the project, outlining the scope of work to be performed, including a narrative that describes the sequence of construction including pre-construction through post-construction activities and the relative timing and progression of all work. Do not write "see attached".

**Provide a seasonal dock along the Suncook River on approximately 78' of frontage. Seasonal dock to meet Env-Wt. 303.04 (a) and Env-Wt. 402. Dock will be placed parallel with the shore for canoeing and kayaking and will measure 6'x20'. The seasonal dock will be accessed by a seasonal 3'x12' ramp. The proposal will provide 4' wide woodframe stairs over the bank meeting Env-Wt. 402.10 Stairways, for access to the structure. No trees are required to be removed for the proposed project.**

**4. IMPACT AREA:**

For each jurisdictional area that will be/has been impacted, provide square feet and, if applicable, linear feet of impact  
*Temporary = impacts not intended to remain (and will be fully restored to pre-construction conditions) after the project is completed*

Jurisdictional Area	Permanent Sq. Ft.	Temporary Sq. Ft.	Jurisdictional Area	Permanent Sq. Ft.	Temporary Sq. Ft.
Forested wetland			Lake		
Emergent wetland			Pond		
Wet meadow			Tidal water		
Intermittent stream			Previously-developed upland in TBZ		
Perennial stream / river		156	Other		

**5. NATURAL HERITAGE BUREAU & DESIGNATED RIVERS:**

See the Project Specific Criteria document for instructions to complete a &amp; b below.

a. Natural Heritage Bureau File ID: NHB 16 - 00868 .

b.  Designated River the project is in ¼ miles of: \_\_\_\_\_ ; and  
 date a copy of the application was sent to Local River Advisory Committee: Month: \_\_ Day: \_\_ Year: \_\_\_\_

NA

**6. APPLICANT INFORMATION (Desired permit holder)**

NAME: SCK Customs, LLC

TRUST / COMPANY NAME:

MAILING ADDRESS: 22 Clarke Street

TOWN/CITY: Concord

STATE: NH

ZIP CODE: 03301

PHONE: see agent info

EMAIL or FAX: see agent info

ELECTRONIC COMMUNICATION: By initialing here: SF, I hereby authorize DES to communicate all matters relative to this application electronically**7. PROPERTY OWNER INFORMATION (If different than applicant)**

NAME: Same

COMPANY NAME:

MAILING ADDRESS:

TOWN/CITY:

STATE:

ZIP CODE:

PHONE:

EMAIL or FAX:

ELECTRONIC COMMUNICATION: By initialing here \_\_\_\_\_, I hereby authorize DES to communicate all matters relative to this application electronically

**8. AUTHORIZED AGENT INFORMATION**

NAME: Allen Folsom

COMPANY NAME: Advantage NH Lakes

MAILING ADDRESS: P.O. Box 862

TOWN/CITY: Wolfeboro Falls

STATE: NH

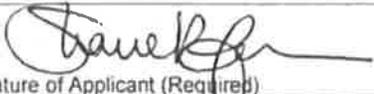
ZIP CODE: 03896

PHONE: 603-998-0619

EMAIL or FAX: [advantagenhlakes@gmail.com](mailto:advantagenhlakes@gmail.com)ELECTRONIC COMMUNICATION: By initialing here AF, I hereby authorize DES to communicate all matters relative to this application electronically

**9. CONDITIONS AND SIGNATURE**

- a. I have reviewed the Project Specific Criteria documents for each project type checked on page 1 of this form and by signing below I am confirming the project meets all of the outlined project specific criteria (Env-Wt 506.03(k))
- b. Within 10 days following completion of the project, the applicant shall submit to the department confirmation of completion of the project, by either paper copy or electronically, with dated, labeled, photograph(s), mounted on 8½" x 11" sheets if paper copy, or digital photo(s) if electronic, depicting the areas where the impact occurred.
- c. All abutters have been notified in accordance with RSA 482-A:3, I.
- d. The project is at least 20 feet from an abutting property line or imaginary extension thereof over surface water unless it receives written agreement from the affected abutter concurring with any impact that may result relative to the abutter's interests. This letter must be notarized if your project is a boat docking facility (RSA 482-A:3-XIII(c)). Notarized abutter permission is not required for maintenance projects.
- e. I authorize the municipal conservation commission to inspect the site of the proposed project.
- f. I have reviewed the information being submitted, and that to the best of my knowledge, the information is true and accurate.
- g. I understand that the willful submission of falsified or misrepresented information to the New Hampshire Department of Environmental Services is a criminal act, which may result in legal action.
- h. I am aware that the work I am proposing may require additional state, local or federal permits.
- i. I will confirm the PBN is complete or disqualified by checking the "One-Stop Wetland Permits Query" as outlined in the project specific document or by telephone at 603-271-2147 before starting work, and I will record the Wetlands File Number on the Notification Conditions page in the Project Specific Criteria document.
- j. I will post the completed Notification Conditions at a location on the project property visible to representatives from NHDES and/or the municipal conservation commission.
- k. If this Permit by Notification project is for the installation, construction, or repair of a dock, docking facility, or marina, I will record each permit granted in the registry of deeds for the county or counties in which the real estate is located and provide the department with a copy of the permit stamped by the registry with the book and page and date of receipt. I understand that the permit shall not be effective until so recorded (RSA 482-A:3, VI and Env-Wt 402.20).
- l. The mailing addresses I have provided are up to date and appropriate for receipt of NHDES correspondence. NHDES will not forward returned mail.
- m. Any structure that I am proposing to repair/replace was either previously permitted by the Wetlands Bureau or would be considered grandfathered per Env-Wt 101.44.

 Signature of Applicant (Required)	<b>SHANE P. FOLSOM</b> Print name legibly	<b>3 12 31 14</b> Date
<p>The applicant signing and certifying acknowledgement and comprehension of permit conditions <b>a through m</b> above is the: (check one below):</p> <p><input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Agent acting on behalf of the Property Owner</p>		

**10. APPLICATION SUBMITTAL DIRECTIONS**

- 1. Review the Project Specific Criteria document for each project number checked on page 1 to confirm your project qualifies for the PBN process and for a list of and instructions for the required attachments. If all of the required attachments are not provided, this notification and attachments will be returned to you.
- 2. If you would like your notification processed by NHDES within 10 days, you must obtain the municipal conservation commission or local governing body signature prior to submitting the final application to the Town/City Clerk for signature.
- 3. If sought, obtain the Conservation Commissions signature as outlined below, number 11;
- 4. Submit four copies of the application form and materials to the Town/City Clerk and submit the original application form bearing the signature of the Town/City Clerk, additional materials and application fee (\$200) to NHDES by mail or hand delivery.
- 5. To confirm completion or disqualification of your PBN you must check the "One-Stop Wetland Permits Query" as outlined in the Project Specific Criteria document and record the Wetlands File Number on the Notification Conditions page in your Project Specific Criteria document. **NOTE: YOU WILL NOT RECEIVE CORRESPONDENCE FROM NHDES UNLESS THE FORM IS INCOMPLETE OR DENIED.**

[shoreland@des.nh.gov](mailto:shoreland@des.nh.gov) or (603) 271-2147  
NHDES Wetlands Bureau, 29 Hazen Drive, PO BOX 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)

## MUNICIPAL SIGNATURES

### 11. CONSERVATION COMMISSION SIGNATURE - REQUIRED FOR 10 DAY PROCESSING

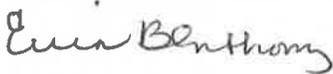
The Conservation Commission is not required to sign. If the Conservation Commission does not sign this statement for any reason, the application is not eligible for 10 day processing and will be processed in 25 days.

The signature below certifies that the municipal conservation commission or local governing body has reviewed this application, and: a) waives its right to intervene per RSA 482-A:11; b) believes that the application and submitted plans accurately represent the proposed project; and c) has no objection to permitting the proposed work.

Authorized Commission Signature	Print name legibly	/ / Date
---------------------------------	--------------------	-------------

### 12. TOWN / CITY CLERK - All applications require this section to be completed by the Town/City Clerk

As required by Chapter 482-A:3 (amended 2014), I hereby certify that the applicant has filed four application forms, four detailed plans, and four USGS location maps with the town/city indicated below.

 Town/City Clerk Signature	ERICA B ANTHONY Print name legibly	4/7/16 Date	PITTSPFIELD Town/City
---	---------------------------------------	----------------	--------------------------

#### DIRECTIONS FOR TOWN/CITY CLERK Per RSA 482-A:3,I:

1. IMMEDIATELY sign the original application form and four copies in the signature space provided above;
2. Return the signed original application form and attachments to the applicant so that they may submit the application and attachments to NHDES by mail or hand delivery.
3. IMMEDIATELY distribute a copy of the application with one complete set of attachments to each of the following bodies: the municipal Conservation Commission, the local governing body (Board of Selectmen or Town/City Council), and the Planning Board; and
4. Retain one copy of the application form and one complete set of attachments and make them reasonably accessible for public review.

#### DIRECTIONS FOR APPLICANT

1. IMMEDIATELY submit the original permit application form bearing the signature of the Town/ City Clerk, additional materials, and the application fee to NHDES by mail or hand delivery.

MERRIMACK COUNTY RECORDS *Kathi L. Guay*, CPO, Register

RETURN TO:  
Shane P. Folsom  
Kason L. Sabeau  
*22 CLARKE ST*  
*CONCORD, NH 03301*

TAX STAMP \$1500.00

**FIDUCIARY DEED**

KNOW ALL MEN BY THESE PRESENTS THAT **Nicole McKenzie** of 146 Muchado Hill, Alton, NH 03809, **Administrix under the will of the Estate of Ralph W. Esburnett** of Pittsfield, NH, by the power conferred by the Will filed in Merrimack County Probate File 317-2013-ET-00914 and every other power, for consideration paid in the amount of \$100,000.00, grant to **SCK Customs, LLC**, a New Hampshire limited liability company, having a mailing address of 22 Clarke Street, Concord, NH 03301, with **FIDUCIARY COVENANTS**, the following:

A certain tract or parcel of land with the buildings thereon situated in said Pittsfield and bounded and described as follows:

Beginning at an iron pin on the southwesterly bank of the Suncook River, so called, said point being the northwesterly corner of the tract herein conveyed at other land of the within Grantor;

Thence South 44 degrees 30 minutes West a distance of thirty-six and six tenths (36.6) feet, more or less, to a bound;

Thence continuing in the same direction a distance of one hundred fifty-nine and one tenth (159.1) feet, more or less, to a stone bound at land, now or formerly, of Garland;

Thence South 44 degrees 26 minutes East along said Garland land a distance of seventy-five (75) feet, more or less, to a rail bound, said point being the northeasterly corner of said Garland land;

Thence North 44 degrees 30 minutes East along land, now or formerly, of Emerson a distance of one hundred seventy-eight and eight tenths (178.8) feet, more or less, to a bound;

Thence continuing in the same direction a distance of forty two (42) feet, more or less, to the Suncook River, so called;

Thence traveling in a northwesterly direction along the Suncook River, so called, to the point of beginning.

Excepting and reserving that parcel of land conveyed to Globe Manufacturing Company by H.P. Maxfield, Inc. by deed dated September 14, 1964 and recorded in Merrimack County Records, Book 948, Page 378.

Also hereby conveying a perpetual right of way, six (6) feet in width, in, on and over certain other land of the Grantor (adjoining the hereinabove granted premises on the northwesterly side thereof and being premises conveyed to the within Grantor by the following deeds; warranty deed of H. P. Maxfield dated September 14, 1964 and recorded in said Merrimack County Registry of Deeds, Book 948, Page 378, and warranty deed of Edmund J. Stapleton et ux dated December 12, 1956 and recorded in said Registry of Deeds, Book 804, Page 157), for the purpose of laying, installing, operating, maintaining, replacing and removing a sub-surface line of pipe, for the carriage of water to the hereinabove granted premises. Such right of way for a water pipe line is bounded and described as follows:

Beginning at a bound in the northwesterly line of the hereinabove granted premises, such point of beginning being South 44 degrees 30 minutes West a distance of 36.6 feet from an iron pin in the southwesterly bank of the Suncook River at the northwesterly corner of the hereinabove granted premises; thence North 35 degrees 41 minutes West across said other land of the Grantor 114.8 feet to an iron pin and land now or formerly of Reed's Oil Company, Inc.; thence northwesterly by said land now or formerly of said Reed's Oil Company, Inc. six (6) feet; thence South 35 degrees 41 minutes East 114 feet, more or less, to a point in said northwesterly line of the hereinabove granted premises; thence South 44 degrees 30 minutes West six (6) feet to the point of beginning.

The said pipe line shall be laid not less than five (5) feet below the surface of the earth in a covered trench, and so that no unnecessary damage shall be done to said other land of the Grantor, and so that upon completion of the work the surface shall be restored to its former condition or as near thereto as reasonably possible. And the Grantor reserves the right, for itself, its successors and assigns, to make any use of the surface of the land through which said six (6) foot wide right of way runs which does not interfere with, and is not incompatible with, its use for a subterranean water pipe line.

Together with Quitelaim Covenants certain other land situated in said Pittsfield within or contiguous to the premises hereinabove first described and conveyed, being the land conveyed to Globe Manufacturing Company by Lester S. Emerson by quitelaim deed dated June 29, 1976 and recorded in said Merrimack County Registry of Deeds, Book 1275, Page 1044, which land is more particularly described in said deed of Lester S. Emerson to Globe Manufacturing Company as follows:

"All the land now owned by the within grantor and described with intent to convey in the deed of Lester S. and Jessie W. Emerson and Mildred E. Emerson to H. P. Maxfield, Inc. dated 27 August 1964 and recorded in Merrimack Records Book 953, Page 167.

"It is the Purpose of this deed to convey that portion of the former right of way of the Suncook Valley Railroad contained within the boundaries described in the above mentioned deed, as have

been acquired by the within grantor by deed of Levi Ladd and Lucille Ladd dated 13 May 1974 and recorded in Merrimack Records Book 1216, Page 440."

Meaning and intending to describe and convey all and the same premises as conveyed to Ralph Esburnett by deed of Globe Manufacturing Company dated July 19, 1979 and recorded in the Merrimack County Registry of Deeds at Book 1352, Page 001.

TOGETHER WITH the following easements:

1. A Right-of-Way, thirty (30') feet in width, located on the southwesterly side of Lot A on Plan of Land of Globe Manufacturing Company, recorded in the Merrimack County Registry of Deeds as Plan #7004, bounded and described as follows:

Beginning at the southerly corner of said Lot A; thence N 44 degrees 26 minutes W for a distance of sixty and 0/10 (60.0') feet, to a stone bound; thence N 37 degrees 11 minutes W for a distance of thirty and 29/100 (30.29') feet, to an iron pin; thence N 45 degrees 02 minutes E for a distance of twenty-six and 19/100 (26.19') feet; thence S 44 degrees 26 minutes E for a distance of eighty-nine and 82/100 (89.82') feet, to land of the grantee; thence S 44 degrees 30 minutes W for a distance of thirty and 0/10 (30.0') feet, to the point of beginning.

Note: The above-described right-of-way is thirty (30') feet in width, rather than twenty (20') feet in width as described on said Plan #7004.

Meaning and intending to convey the same easement conveyed to Ralph Esburnett by deed of Pittsfield Center Development dated March 31, 1982 and recorded in the Merrimack County Registry of Deeds at Book 1413, Page 977.

2. Also together with a Right-of-Way, thirty (30') feet in width, in common with others, located on the southeasterly side of Lot B on Plan of Land of Globe Manufacturing Company, recorded in the Merrimack County Registry of Deeds as Plan #7004, bounded and described as follows:

Beginning at an iron pin on the northeasterly sideline of Deopt Street, so-called; thence N 45 degrees 02 minutes E for a distance of three hundred, six and 02/100 (306.02') feet, to an iron pin; thence S 37 degrees 11 minutes E for a distance of thirty and 29/100 (30.29') feet, to a stone bound; thence S 45 degrees 02 minutes W for a distance of two hundred, ninety and 0/10 (290.0') feet, to a stone bound; thence N 66 degrees 39 minutes, W for a distance of thirty-two and 28/100 (32.28') feet, to the point of beginning.

Meaning and intending to convey the same easement conveyed to Ralph Esburnett by deed of Globe Manufacturing Company dated March 31, 1982 and recorded in the Merrimack County Registry of Deeds at Book 1413, Page 976.

3. Together with a Right-of-Way, ten (10') feet in width, for commercial ingress and egress to and from properties of the said grantees and to and from Depot Street, so-called, over premises located in said Pittsfield, bounded and described as follows:

Beginning at the westerly corner of the within-described premises at a stone bound on the northeasterly sideline of Depot Street, so-called; thence N 45 degrees 02 minutes E for a distance of two hundred, ninety and 0/10 (290.0') feet; thence S 44 degrees 26 minutes E for a distance of ten and 0/10 (10.0') feet; thence S 45 degrees 02 minutes W for a distance of two hundred, eighty-five and 84/100 (285.84') feet; thence N 67 degrees 06 minutes W for a distance of ten and 80/100 (10.80') feet, to the point of beginning. Sec Merrimack County Registry of Deeds Plan #7004.

The grantors hereby convey to the grantees the right to place permanent curbing along the southeasterly boundary of the within right-of-way with the exception of a distance of thirty (30') feet for access to the building of the grantors, pursuant to said Plan #7004.

Meaning and intending to convey the same easement conveyed to Ralph Esburnett by deed of J&S Leasing Company and Wetterau Incorporated dated March 31, 1982 and recorded in the Merrimack County Registry of Deeds at Book 1422, Page 1031.

DATED AND WITNESSED this 16th day of June, 2015.

*[Signature]*  
Witness:

Estate of Ralph W. Esburnett

BY: *Nicole McKenzie*  
Nicole McKenzie  
Administratrix

STATE OF New Hampshire

COUNTY OF Merrimack

This instrument was acknowledged before me on June 16, 2015 by Nicole McKenzie in her capacity as Administratrix of the Estate of Ralph W. Esburnett, to be her voluntary act and deed.

*[Signature]*  
Notary Public

My Commission Expires:



CONSENT OF HEIRS TO SELL REAL ESTATE

We, the undersigned heirs of the Estate of Ralph W. Esburnett, consent to have Nicole McKenzie (Estate Administrator) act as the fiduciary agent to sell real estate located at 10 Catamount Road in Pittsfield, New Hampshire. We consent to have Nicole McKenzie sign on behalf of all heirs to the Estate of Ralph W. Esburnett for the purpose of transferring title to the property for a selling price of \$100,000.

Ralph W. Esburnett Jr 6-9-2015  
Ralph W. Esburnett, Jr. Date

Acknowledgment of Individual  
STATE OF NEW HAMPSHIRE, COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 6/9/15  
(date) by Ralph W. Esburnett Jr. (name of person acknowledged).

Collin E Higginbotham Print Name: Collin Higginbotham  
Notary Public My commission expires: 12/23/19

Collin E Higginbotham  
Notary Public, State of New Hampshire

Jeffrey G. Esburnett 6-15-15  
Jeffrey G. Esburnett Date

Acknowledgment of Individual  
STATE OF NEW HAMPSHIRE, COUNTY OF Strafford

The foregoing instrument was acknowledged before me this June 15, 2015  
(date) by Jeffrey G Esburnett (name of person acknowledged).

Tammie Gilley Print Name: TAMMIE GILLEY  
Notary Public My commission expires: 1/28/2020

TAMMIE GILLEY  
Notary Public, New Hampshire  
My Commission Expires Jan 28, 2020

Nicole McKenzie 6-15-15  
Nicole McKenzie Date

Acknowledgment of Individual  
STATE OF NEW HAMPSHIRE, COUNTY OF Strafford

The foregoing instrument was acknowledged before me this June 15, 2015  
(date) by Nicole McKenzie (name of person acknowledged).

Tammie Gilley Print Name: TAMMIE GILLEY  
Notary Public My commission expires: 1/28/2020

TAMMIE L GILLEY  
Notary Public, New Hampshire  
Commission Expires Jan 28, 2020

(BELMONT)

(ALTON)

071° 20' 40.77" W  
043° 19' 47.79" N

(GILMANTON IRONWORKS)

071° 17' 58.23" W  
043° 18' 47.79" N



(LOUDON)

(PARKER MT)

071° 20' 40.77" W  
043° 17' 00.22" N

(GOSSVILLE)

Copyright (C) 2009 MyTopo  
Printed Wed Mar 23, 2016

071° 17' 58.23" W  
043° 17' 00.22" N

(SUNCOOK)

(NORTHWOOD)

Declination



SCALE 1:24000



Produced by MyTopo Terrain Navigator  
Topography based on USGS 1:24,000  
Maps

North American 1983 Datum (NAD83)  
Transverse Mercator Projection

To place on the predicted North American  
1927 move the projection lines 9M N and  
39M E

GN 1.59° W  
MN 15.26° W

CONTOUR INTERVAL 20 FEET  
NATIONAL GEODETIC VERTICAL DATUM 1929

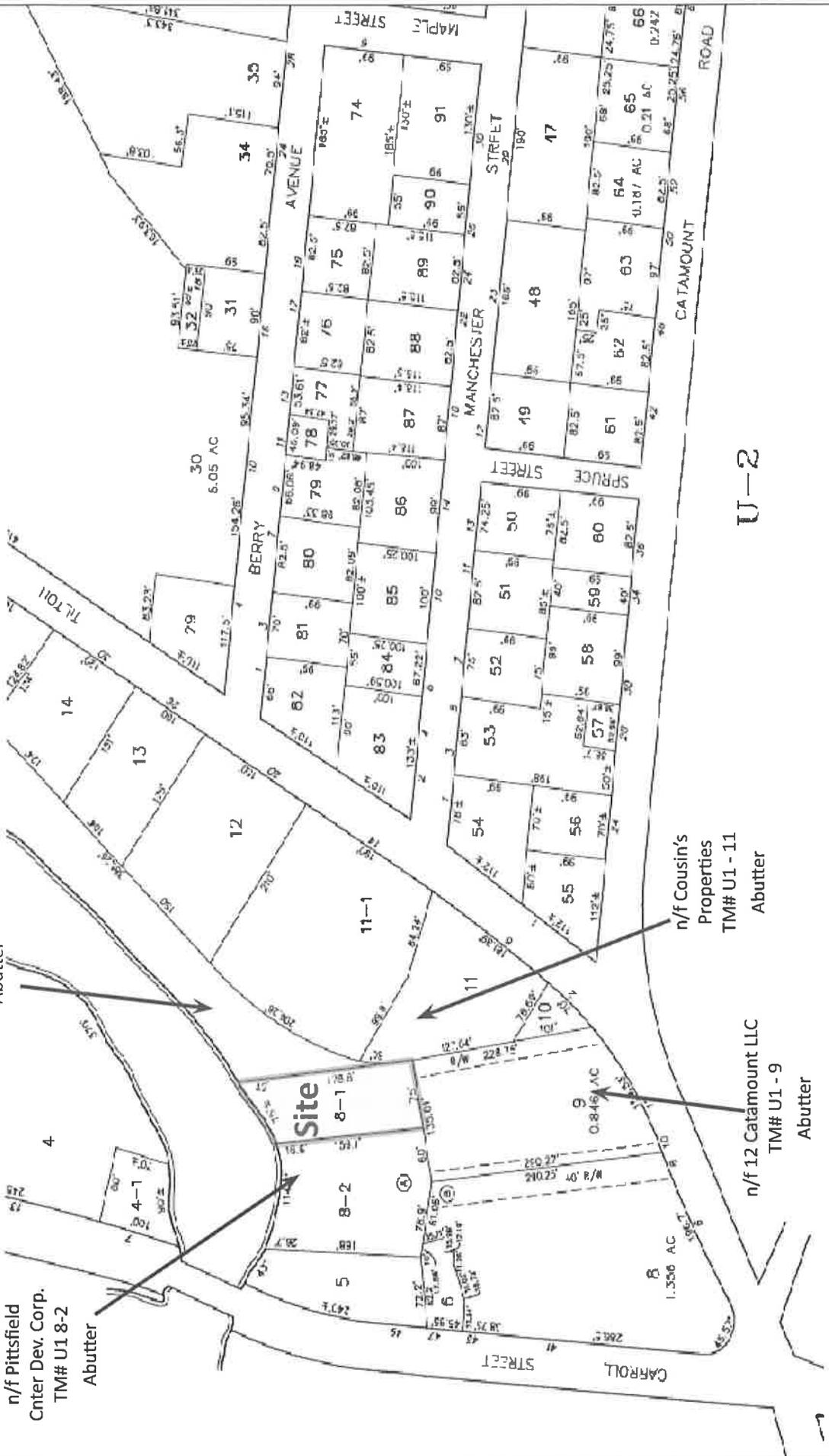
**SCK Customs LLC**  
10 Catamount Rd  
Pittsfield, NH  
Map U1 Lot 8-1

**USGS Map- Not to scale**



n/f Mary Thorpe, Trustee  
TM# U1 - 15  
Abutter

n/f Pittsfield  
Center Dev. Corp.  
TM# U1 8-2  
Abutter



n/f Cousin's  
Properties  
TM# U1 - 11  
Abutter

n/f 12 Catamount LLC  
TM# U1 - 9  
Abutter

U-2

<b>SCK Customs LLC</b> 10 Catamount Rd Pittsfield, NH Map U1 Lot 8-1	<b>Tax Map- Not to scale</b>
---	------------------------------



P.O. Box 862, Wolfeboro Falls, NH 03896 \* (603) 998-0619 \* [advantagenhlakes@gmail.com](mailto:advantagenhlakes@gmail.com) email  
[www.advantagenhlakes.com](http://www.advantagenhlakes.com) web

## NOTICE TO ABUTTERS

**Name of property owner (s): SCK Customs LLC**

**Location of proposed project:** 10 Catamount Road, Pittsfield, NH Tax Map U1 – 8-1

We are currently seeking an approval from the New Hampshire Wetlands Bureau to provide a seasonal dock along this frontage on the Suncook River placed parallel with the shore for canoeing and kayaking with woodframe stepped access over the bank.

The proposed project is not located within the 20' wetlands bureau setback to property lines. Plans are on file at the town clerk's office if you wish to see them.

The New Hampshire Wetlands Bureau pursuant to RSA 482-A requires us to notify abutters of wetland projects in writing. Should you have any questions, please feel free to call at number above.

Thank you,

Allen P. Folsom  
Advantage NH Lakes

## ABUTTERS LIST

**Name of property owner (s): SCK Customs LLC**

**Location of proposed project:** 10 Catamount Road, Pittsfield, NH Tax Map U1 – 8-1

**Brief description of work:** Provide a seasonal dock along the Suncook River on approximately 78' of frontage. Seasonal dock to meet Env-Wt. 303.04 (a) and Env-Wt. 402. Dock will be placed parallel with the shore for canoeing and kayaking and will measure 6'x20'. The seasonal dock will be accessed by a seasonal 3'x12' ramp. The proposal will provide 4' wide woodframe stairs over the bank meeting Env-Wt. 402.10 Stairways, for access to the structure. No trees are required to be removed for the proposed project.

---

**TM# U1 – 8-2**

Pittsfield Center Dev. Corp.  
8 Catamount Road  
c/o Blueberry Express Daycare  
Pittsfield, NH 03263

**TM# U1 - 9**

12 Catamount LLC  
709 So. Main Street  
Bradford, MA 01835

**TM# U1 – 11**

Cousin's Properties LLC  
28 Hunter Drive  
Derry, NH 03038

**TM# U1 – 15**

Mary Thorpe, Trustee  
P.O. Box 31  
42 Tilton Hill Road  
Pittsfield, NH 03263

7015 1520 0000 2163 7046

## U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**Haverhill, MA 01835**

Certified Mail Fee	\$3.45	
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	
Total Postage and Fees	\$3.94	

Postmark Here: APR 1 2016

Sent To: 12 Catamount LLC  
709 So. Main Street  
Bradford, MA 01835

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 1520 0000 2163 7039

## U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**Pittsfield, NH 03263**

Certified Mail Fee	\$3.45	
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	
Total Postage and Fees	\$3.94	

Postmark Here: APR 1 2016

Sent To: Pittsfield Center Dev. Corp.  
8 Catamount Road  
c/o Blueberry Express Daycare  
Pittsfield, NH 03263

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 1520 0000 2163 7015

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**Pittsfield, NH 03263**

Certified Mail Fee	\$3.45	
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
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<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	
Total Postage and Fees	\$3.94	

Postmark Here: APR 1 2016

Sent To: Mary Thorpe, Trustee  
P.O. Box 31  
42 Tilton Hill Road  
Pittsfield, NH 03263

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 1520 0000 2163 7022

## U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**Derry, NH 03038**

Certified Mail Fee	\$3.45	
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	
Total Postage and Fees	\$3.94	

Postmark Here: APR 1 2016

Sent To: Cousin's Properties LLC  
28 Hunter Drive  
Derry, NH 03038

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SCK Customs LLC  
10 Catamount Rd  
Pittsfield, NH  
Map U1 Lot 8-1

Abutter notifications





NEW HAMPSHIRE NATURAL HERITAGE BUREAU  
NHB DATACHECK RESULTS LETTER

---

**To:** Allen Folsom, Advantage NH Lakes  
P.O. Box 862  
Wolfeboro Falls, NH 03896

**From:** NH Natural Heritage Bureau

**Date:** 3/31/2016 (valid for one year from this date)

**Re:** Review by NH Natural Heritage Bureau of request submitted 3/23/2016

VALID ONLY FOR NOTIFICATION OR MINIMUM EXPEDITED  
APPLICATIONS SUBMITTED TO THE NHDES WETLANDS BUREAU

**NHB File ID:** NHB16-0868

**Applicant:** Allen Folsom

**Location:** Pittsfield  
Tax Maps: U1 8-1

**Project  
Description:** Provide seasonal dock parallel with the shore (6'x20') accessed by a  
seasonal ramp (3'x12') and woodframe stairs over the bank

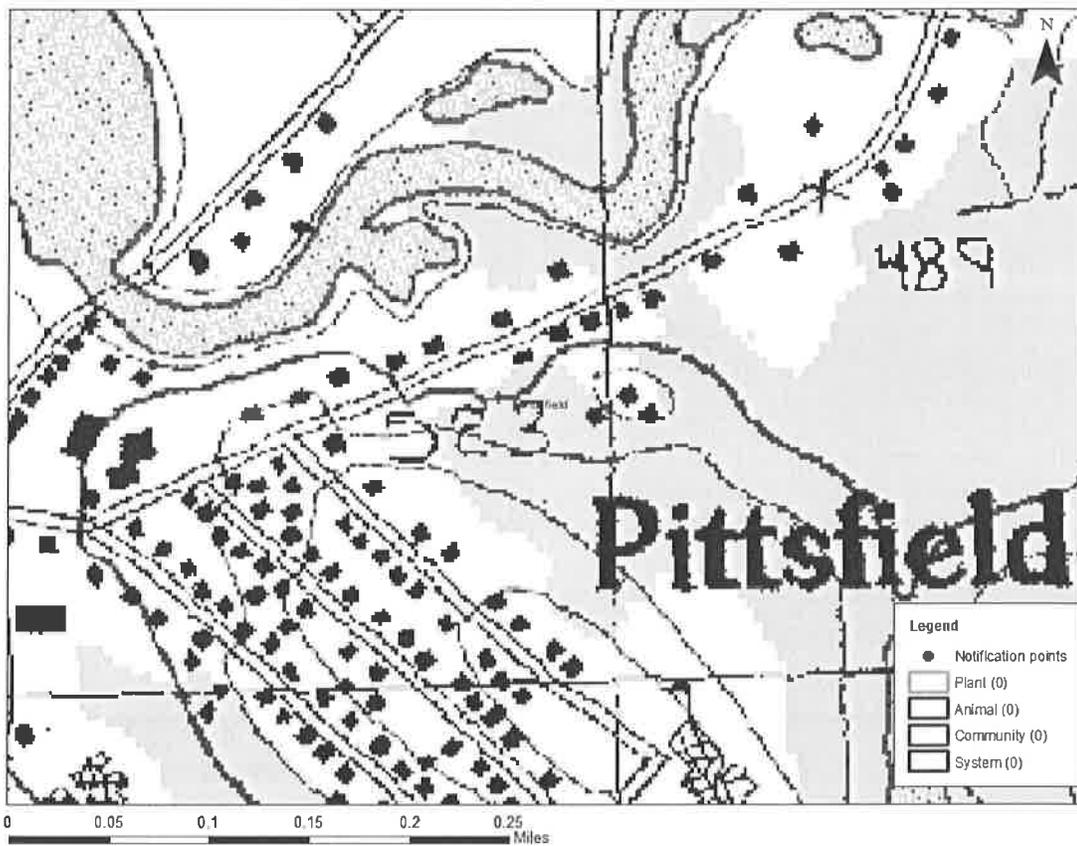
The NH Natural Heritage database has been checked by staff of the NH Natural Heritage Bureau and/or the NH Nongame and Endangered Species Program for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal government.

It was determined that, although there was a NHB record (e.g., rare wildlife, plant, and/or natural community) present in the vicinity, we do not expect that it will be impacted by the proposed project. This determination was made based on the project information submitted via the NHB Datacheck Tool on 3/23/2016, and cannot be used for any other project.



MAP OF PROJECT BOUNDARIES FOR: NHB16-0868

NHB16-0868



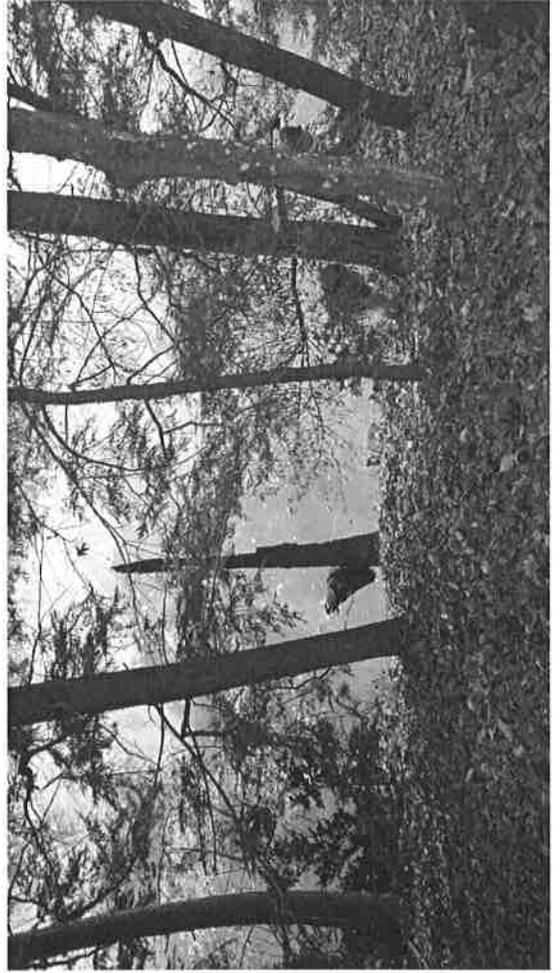
A



B



C

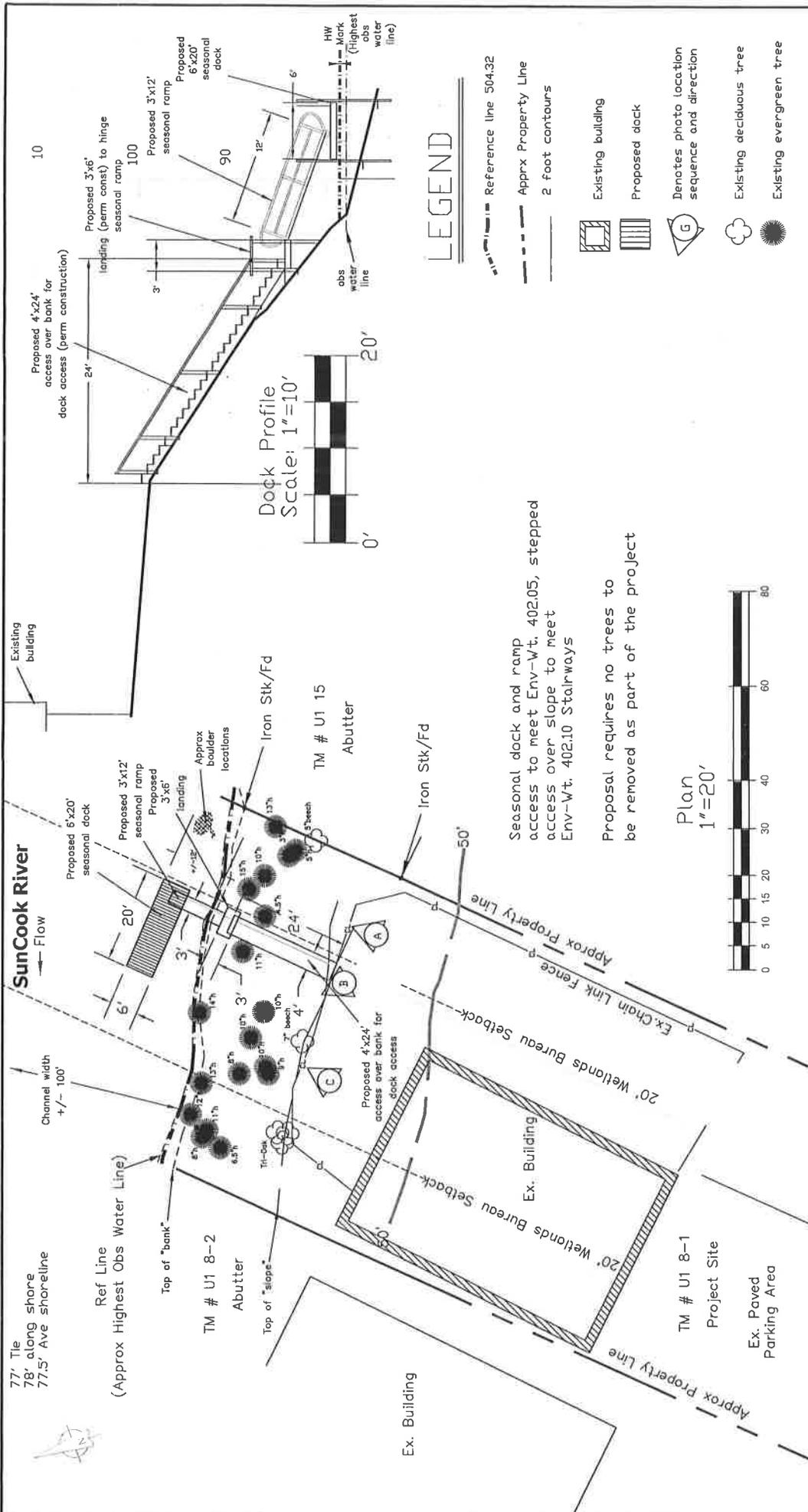


Photos taken  
11/2015

SCK Customs LLC  
10 Catamount Rd  
Pittsfield, NH  
Map U1 Lot 8-1

Photographs - No scale





### LEGEND

- Reference line 504.32
- Approx Property Line
- 2 foot contours
- Existing building
- Proposed dock
- Denotes photo location sequence and direction
- Existing deciduous tree
- Existing evergreen tree

<b>ADVANTAGE</b> NH LAKES		SCK Customs, LLC Wetlands Bureau Application		Date: 3-16-16 Drawn By: APF Checked By:	
Title: SCKCustoms16 Sheet 1 of 1		Address: 10 Chatham Court City: Pittsfield		Approved: [Signature] Title:	
REVISIONS		Map & Lot #: Map III Lot B-1 Drawing Scale: 1"=20'			
P.O. Box 862, Wolf Falls, NH 03896 DP: 603-883-998-6619 / advntagmnhlakes@gmail.com		Job Class:			

Note:  
 1. This plan is prepared for the purpose of a NHDES Wetlands Bureau Application. This is NOT a survey. Property lines and building locations are graphic only. Property lines not having been verified, no representation or certification as to the accuracy of those shown is implied or intended. Property lines and building locations are shown for information purposes only. This responsibility shall be the owner's. The data has been derived from available information such as deed, property monuments, town tax info, etc. and is approximate.  
 2. All structural information should be verified by engineer prior to construction.

*Clayton D Wood*  
329 Catamount Rd  
Pittsfield, NH 03263

603-435-3415(H)  
603-396-6663(C)  
*cwood911@gmail.com*

---

April 11, 2016

Board of Selectmen  
Town of Pittsfield  
85 Main Street  
Pittsfield NH 03263

RE: Meeting Audio Files on Town Website

Dear Selectmen:

After the discussion at the April 5, 2016 meeting, I researched this issue based on legal policies and website resources. I found a Legal Q&A: Of Meeting Minutes and Machines on the NHMA website of interest and have attached a copy for your convenience. Since there is no law regulating recordings and their retention, I recommend that the board of selectmen should have a policy to cover the addition of recordings to the town website. The website policy should minimize potential problems from both the legal as well as technical aspects. My suggestion for the website policy is as follows:

- Starting June 1, 2016, select recordings of the board of selectmen meetings will be published on the town website at the discretion of the board of selectmen. Only town owned digital recordings will be used. For copies of analog recordings that are not posted, please contact the Selectmen's office. Please note that, due to space issues, any recordings may be purged from the website without notice and all will be removed after 3 years.

Regarding website resources, I feel that the server hosting the town website should be able to handle 3 years of minutes that are estimated to take 15-30 GB of storage. I do not recommend using free online services for the first release of recordings since most allow review and/or comment. Moderating such content will require additional policies for the website.

Please see Q&A question, "Is there some reason why we might want to keep these recordings?". For either legal or historical reasons (the point of this question), if the board of selectmen would like to keep the records for more than 3 years, I recommend that we use Archive.Org. The Internet Archive is a 501(c)(3) non-profit that was founded to build an Internet library. Its purposes include offering permanent access for researchers, historians, scholars, people with disabilities, and the general public to historical collections that exist in digital format. All recordings could be archived on this site at no cost.

Sincerely,



Clayton Wood  
Website Administrator

## Cara Marston

---

**From:** Clayton Wood <cwood911@gmail.com>  
**Sent:** Monday, April 11, 2016 4:05 PM  
**To:** Cara Marston  
**Subject:** Digital Recordings on Town Website  
**Attachments:** Digital Recordings Letter- Clayton 20160411.pdf; nhmunicipal.org-Of Meeting Minutes and Machines.pdf

Hi Cara,

Please forward to Selectmen.

Attached is a letter regarding a website policy and plan for publishing the selectmen meeting recordings and a Q&A that I found very helpful. I have privately published the recording from the last meeting at <https://archive.org/details/BOS4516>. This recording was with the new room arrangement. I feel that with a little care and the old room configuration, the quality will be quite good. I am in the process of reviewing what other towns are doing for audio and video files.

Best,

Clayton

# New Hampshire Town And City

## Legal Q&A: Of Meeting Minutes and Machines

*New Hampshire Town and City, April 2011*

By

*By Paul G. Sanderson, staff attorney with the New Hampshire Local Government Center's Legal Services and Government Affairs Department*

Minutes must be created to record the result of meetings of public bodies in order to comply with the Right to Know Law. However, when recording equipment is used, the issues become more complex, and other statutes become involved. In the end, some decisions need to be made by public bodies about how to record meetings, whether the recordings should be preserved and, if so, in what format. The answers are not always straightforward.

**Q. In our town, we have equipment that captures the sound and video images of our public meetings. We also create written minutes of that meeting. Which one is the real record of the meeting?**

**A.** There are two statutes which control this question. First is the "Right to Know" law, RSA Chapter 91-A, and the second is the "Disposition of Municipal Records" law, RSA Chapter 33-A. The Right to Know Law at RSA 91-A:2 requires that "minutes" be promptly recorded of every public meeting and thereafter be treated as "permanent records" of the public body, which must be preserved under RSA 33-A:3, -a, LXXXI, LXXXII and LXXXIII. The Municipal Records Law at RSA 33-A:5-a requires any record which is to be retained for more than 10 years to be "... transferred to paper, microfilm, or both." Thus, the "minutes" which will form the "permanent record" of the meeting of the body will be the version that ultimately ends up as the written word on paper. There is no legal requirement that the sound or video images of any public meeting be recorded, or that recordings be preserved.

**Q. I understand that we are not required to have these audio or video recordings, but we have them. Are we required to disclose them if a request is made?**

**A.** If the recordings were created using publicly-owned equipment, they are "governmental records" under the Right to Know Law. Under RSA 91-A:4, II, the recordings are subject to disclosure, unless they are exempted from disclosure under some provision of the law. Anyone has a right to inspect these records by viewing or listening to them. They may also have a copy of the record, so you might be required to either make a copy or make some provision to allow a copy to be made. Note also that under RSA 91-A:9, it is a misdemeanor to destroy any information with a purpose to prevent its inspection or disclosure. Thus, if someone has requested inspection or copying of a video or audio recording, it must be preserved at least until that has been accomplished.

If any recordings were created using privately-owned and operated equipment for private and personal use, they are not "governmental records," and they are not official records of what occurred at the meeting of the public body. Since they are not under the control of the municipality, they are not subject to disclosure under the Right to Know Law. RSA 91-A:5, VIII.

**Q. Since the recordings are governmental records, do we need to keep them permanently?**

**A.** No. There is a schedule in the Municipal Records Law indicating a minimum period to retain such records. The Municipal Records Law suggests, "...keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape." See RSA 33-A: 3-a, LXXX. There is no statutory provision

that mandates that these records either be destroyed or kept permanently. The Right to Know Law also provides that an electronic record is no longer subject to disclosure after it has been "initially and legally deleted." See RSA 91-A:4, III-b.

**Q. Is there some reason why we might want to keep these recordings?**

**A.** Yes. There may be situations where retention of such records could be helpful, such as recordings of lengthy or contentious land use board hearings, or situations where a public body does not meet frequently. At times, members of a public body may have differing recollections of what occurred at a meeting, and wish to use the recordings to clarify the issue or refresh their recollections. At times, difficult decisions result in litigation, and the municipality or the public body members may be able to use the recordings to assist them in resolving the dispute, or as evidence in court. Finally, some believe that the recordings are significant elements of the historical record, and should be preserved for future use.

**Q. If we decide that some or all of these records should be preserved, how do we manage the issue?**

**A.** There is no single answer to the question, so it may be helpful for each board in a municipality to adopt a policy on the issue. The retention period for one board need not be the same as for another board, and it is entirely possible that different boards will use different types of recording equipment to capture their meetings. The Municipal Records Law requires the formation of local committees consisting of the "municipal officers, or their designee, together with the clerk, treasurer, an assessor, and tax collector" to govern the disposition of municipal records. See RSA 33-A:3.

Changes in technology present a challenge. Just in the area of audio tapes, there are several sizes of tape cassettes available. In the video area, there are different formats for different cameras, and different types of tape or digital media used to record the images. If the recording machine wears out or becomes inoperable, there may be no ready replacement, and the tapes or storage media might not be able to be used. How many people still have a betamax video recorder or a reel-to-reel tape recorder, or a 5 ¼ inch or 3 ½ inch floppy disk drive?

**Q. Who has the burden of keeping up with all of this change, and maintaining all of this information?**

**A.** So far, the archivists tell us that only paper and microfilm have proven themselves as storage media that definitely last for more than 10 years, and that is why RSA 33-A:5-a requires records with a retention period over that time to be placed in those formats. That doesn't help for video images. For records used frequently, paper and microfilm are harder to search and index than digital computer files.

If the decision is made to retain these records, both the Municipal Records Law and the Right to Know Law make the municipality responsible for assuring that the records remain accessible until they are destroyed. Municipal employees will often wish to keep records they are using in electronic format because access to the information is easier and faster. It is perfectly acceptable to keep multiple copies of information in whatever format is needed or useful. Digital computer files may be part of the answer, since they may be easily copied and maintained, both onsite and at a remote storage location. These files may be more easily transitioned to new equipment. They store the written word, financial information, video, photos and audio. Digital files may also be part of the answer to recovery from a physical disaster, such as a fire or flood, an equipment failure or even a disgruntled employee who sought to impair the ability to perform daily business tasks.

**Q. At the local level, who has authority to make these decisions?**

**A.** The local committee required by the Municipal Records Law must plan for equipment and software transitions, to assure that the data on the old machine is still accessible in some way. If there is no way to make a transition, the local committee may decide to keep the old machine in service. If the machine will no longer operate, the data should be transferred to a paper medium until the information may be lawfully destroyed in accordance with a document retention policy and the requirements of statute. In the end, it is the board of selectmen that, under RSA

41:9, VI, has the responsibility to establish and maintain appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

*Local officials in NHMA-member municipalities may contact LGC's legal services attorneys for more information on this and other topics of interest Monday through Friday, from 8:30 a.m. to 4:30 p.m., by calling 800.852.3358, ext. 384. School officials should contact the New Hampshire School Boards Association attorney at 800.272.0653.*

< [Back to Town And City Home](#)

**85 Catamount Rd, Pittsfield, NH 03263 (MLS # 4482845)**

**\$44,900**  
**Size: 5,558 sq ft**  
**Lot size: 14,374 sqft**  
**Year Built: 1860**

Garage Spaces: 3.0  
 Tract: n/a  
 Community: n/a  
 County: Merrimack  
 Total Parking: 6  
 Last updated: 4/14/2016

Judith Richard  
 Perfect Choice Properties  
 Office: 603-224-5228  
[jric401283@aol.com](mailto:jric401283@aol.com)

Great potential home, needs re-hab. Walking distance to everything. Bring your imagination. Town owned property by tax deed. Cash or rehab loan only

**Property Details**

Tax Amount: 4300

Tax Year: 2015

**Additional Features**

Basement / Concrete, Partial

Construction / Existing

Driveway / Paved

Exterior / Aluminum

Foundation / Concrete

GarageAndParking / 6+ Parking Spaces

HeatingAndCooling / Hot Water

New Construction Y/N / Existing

Previsite Virtual Tour YN / Yes

Road Footage YN / Unknown

Roof / Shingle-Asphalt

StreetTypeIDX / Rd

Timeshare FractionalOwn / No

WaterHeater / Other

Basement Y/N / Yes

Deed Restrictions / Deed to seller not recorded

Electric / 100 Amp

Flood Zone / Unknown

Garage Location / Attached

HeatFuel / Oil

LotDescription / Business District, City Lot, Country Setting

Number Stories / 2

Property Type / Residential

Roads / Public

Sewer / Public

Style / New Englander

Water CF / Public

Listing provided by Paul Rogers, Perfect Choice Properties, Inc.

Date printed: 4/15/2016

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Data last updated 4/15/16 4:08 PM PDT





TOWN OF PITTSFIELD  
Planning Board  
Town Hall  
85 Main Street  
Pittsfield, New Hampshire 03263

April 12, 2016

Pittsfield Board of Selectmen  
Town Hall  
85 Main Street  
Pittsfield, NH 03263

RE: Policy Statement for the Sale of Town-Owned Property

Dear Selectmen:

Attached is a policy statement prepared by the planning board at the April 7, 2016 meeting and suggested as a starting point for a policy to be adopted by the board of selectmen. This policy is based on what was learned by the planning board during their review and recommendation for the sale of town-owned properties at tax map R-48, lot 6 and tax map R-44, lots 7 and 8 pursuant to RSA 41:14-a. Please let me know if you would like me to present and answer any questions regarding the policy. The planning board and I offer any help to the board of selectmen on the refinement and adoption of this policy.

Sincerely;

Clayton Wood

Chairman

Planning Board Members:

Clayton Wood (Chairman)

Pat Heffernan (Member)

Gerard LeDuc (Selectman Ex Officio)

Daren Nielson (Vice-Chairman)

Roland Carter (Alternate)

Carole Richardson (Selectman Ex Officio Alternate)

Jim Pritchard (Secretary)

Paul Nickerson (Alternate)

## Cara Marston

---

**From:** Clayton Wood <cwood911@gmail.com>  
**Sent:** Tuesday, April 12, 2016 11:43 AM  
**To:** Cara Marston  
**Cc:** Carole Richardson; Daren Nielsen; Dee Fritz; Gerard LeDuc; james pritchard; Jesse Pacheco; Pat Heffernan; Roland Carter  
**Subject:** Policy for Sales of Town Owned Property  
**Attachments:** PB2BOS Letter Sale of TownProperty Policy 20160412.pdf; Policy Statement, Sale of Town Owned Property09.pdf

Hi Cara,

Please forward the attached letter and policy from the planning board to the board of selectmen. Let me know if you would like a meeting to discuss.

Thank you,

Clayton

**Pittsfield, New Hampshire  
Office of Selectmen**

**Policy Statement for the Sale of Town-Owned Property**

- 1. Governing Authority:** The governing authority for this policy statement for the sale of town-owned property is article 26 of the March 13 and 17, 2007, town meeting warrant, authorizing the board of selectmen to sell town-owned properties according to procedure specified in RSA 41:14-a. The town meeting approved article 26 under RSA 41:14-c, I.
- 2. Policy Overview:**
  - a. The board of selectmen shall review each town-owned property annually to decide whether to sell that property. The town shall hold every tax-deeded property for a minimum of three years. The board shall offer properties for sale annually according to this policy statement. The board shall deposit all proceeds from these sales into a trust fund for future acquisition and reclamation of real estate in the downtown.
  - b. The sale of town property has three prongs. First, because the sale of town property will most strongly affect abutters, the board of selectmen shall give abutters advance notice of tax-deeded properties and shall suggest that abutters consider financing the former owner to repurchase the property under RSA 80:89 on condition that the former owner will resell the property to the abutters. Second, the board of selectmen shall list the property with a real estate broker to maximize income potential based on appraised value. Third, the board of selectmen shall auction remaining town properties or keep remaining town properties in town inventory.
- 3. Review Schedule:** By April 1, the board of selectmen shall finish the board's annual review of all town-owned property and shall have made a preliminary decision on each property as to whether to sell it or not.
- 4. Notice to Former Owners of and Abutters to Newly Tax-Deeded Property:** By April 1, the board of selectmen shall give notice as follows to former owners of and abutters to property that the town has tax deeded within the past three years:
  - a. The board of selectmen shall notify every former owner of land that the town has tax deeded within the past three years (1) that the former owner has the right under RSA 80:89 to repurchase the tax-deeded property, (2) that the former owner's right to repurchase the property will expire at three years from the date of tax deeding, and (3) that the town may sell the property to some person or persons unknown after the former owner's right to repurchase the tax-deeded property has expired. The board of selectmen's notice to the former owner shall include a copy of this policy statement for the sale of town-owned property.

- b. The board of selectmen shall notify every abutter to land that the town has tax deeded within the past three years (1) that the former owner has the right under RSA 80:89 to repurchase the tax-deeded property, (2) that the former owner's right to repurchase the property will expire at three years from the date of tax deeding, and (3) that the town may sell the property to some person or persons unknown after the former owner's right to repurchase the tax-deeded property has expired. The board of selectmen's notice to the abutters shall also suggest that, if any abutter is interested in acquiring the tax-deeded property, then the abutter may want to consider working with the former owner to finance a repurchase of the property on condition that the former owner will resell the property to the abutter or abutters. The board of selectmen's notice to the former owner shall include a copy of this policy statement for the sale of town-owned property.

**5. Guidelines for Deciding Whether to Sell Town Property :**

- a. The board of selectmen shall not sell any tax-deeded property within three years of the date of tax deeding. The purpose of this prohibition is to give the former owners of tax-deeded properties the maximum opportunity to repurchase their properties under RSA 80:89.
- b. The board of selectmen's preliminary decision on whether to sell, and all subsequent decisions on whether to sell or recommend to sell, shall consider (1) whether the property has a major structure or not, (2) whether the property is conforming to the zoning ordinance or not, and (3) whether the market conditions are appropriate, relative to both the town's interest in a return and the abutters' interest in an affordable price, for the sale. The presence of a major structure on the property shall weigh toward selling the property (to avoid maintenance and liability responsibility for the town). A nonconformance of the property to the zoning ordinance shall weigh against selling the property (to maintain the integrity of the town's zoning plan) unless (1) the property is a good fit with abutting property, (2) the property has a major structure that would prohibit a merger with abutting property, or (3) the property is in a nonresidential area of the Commercial District or the Light Industrial/Commercial District. The board of selectmen shall not sell any vacant nonconforming lot in the Suburban District or in the Rural District to anyone other than an abutter. The purpose of this prohibition against selling vacant nonconforming lots in the Suburban District or in the Rural District to anyone other than abutters is to maintain property values and the integrity of the town's zoning plan by discouraging development of nonconforming lots in residential areas.

**6. Process for Selling Town Property :**

- a. The board of selectmen shall review all town properties and decide preliminarily which properties to sell.

- b. The board of selectmen shall determine the fair market values for properties preliminarily marked for sale. In determining the fair market values, the board of selectmen shall use a licensed property appraiser and shall tell the appraiser that the board may impose covenants on the properties to ensure that their sales and subsequent uses do not diminish neighboring property values.
- c. Pursuant to RSA 41:14-a, I, the board of selectmen shall next submit to the planning board and to the conservation commission all properties preliminarily marked for sale for review and recommendation by those bodies.
- d. After the board of selectmen receives the written recommendation of the planning board and the conservation commission, the board of selectmen may remove properties originally marked for sale based on their value as conservation land or green space.
- e. The board of selectmen shall then offer abutters the first opportunity to buy any property marked for sale at the fair market value according to paragraph b minus (some percentage based on the average cost of what the town would have lost by paying a real estate broker and the consignment fee for an auction house). The board of selectmen shall give the abutters (some amount of time) to decide whether to buy the properties or not.
- f. The board of selectmen shall hold 2 public hearings at least 10 but not more than 14 days apart on the sales to responding abutters.
- g. The board of selectmen shall vote on the sales to responding abutters no sooner than 10 days and no later than 14 days after the second public hearing.
- h. Prior to the board of selectmen's vote on the final disposition, upon the written petition of 50 registered voters presented to the selectmen according to RSA 39:3, the proposed disposition shall be inserted as an article in the warrant for the town meeting.
- i. The planning board shall review the remaining properties that did not sell under paragraphs e through h, shall consider potential uses of the properties, and shall recommend to the board of selectmen whether covenants on any given property will be necessary to protect the neighborhood or the town, pursuant to the master plan section 2.9, item 6: "Seek to revitalize, reuse, demolish, or sell tax-deeded properties with restrictions aimed at improving property values."
- j. The board of selectmen shall decide what covenants, if any, the town shall impose on the remaining properties that did not sell under paragraphs e through h to protect the neighborhood or the town.
- k. The board of selectmen shall hold 2 public hearings at least 10 but not more than 14 days apart on the sales of the remaining properties.

- l. The board of selectmen shall vote on the sales of the remaining properties no sooner than 10 days and no later than 14 days after the second public hearing.
  - m. Prior to the board of selectmen's vote on the final disposition, upon the written petition of 50 registered voters presented to the selectmen according to RSA 39:3, the proposed disposition shall be inserted as an article in the warrant for the town meeting.
  - n. The board of selectmen shall then advertise the remaining properties for sale through a licensed real estate broker at the fair market value according to paragraph b for a period of time no shorter than six months and with a broker fee no higher than 7% of the sale price of the property.
  - o. The board of selectmen may hold an auction for the remaining properties that did not sell under paragraph n. The board of selectmen shall choose a reputable auction house and shall advertise the auction in a minimum of three local newspapers. The board of selectmen may set a minimum amount for which the property is to be sold and may set the terms and conditions for the sale.
  - p. The goal is to complete all sales by December 1.
7. **Disposition of Proceeds:** The board of selectmen shall deposit all proceeds from the sales of town property into a trust fund for future acquisition and reclamation of real estate in the downtown.