



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

MEETING MINUTES of Tuesday, July 19, 2016

CALL TO ORDER

The Pittsfield Board of Selectmen meeting for July 19, 2016 was called to order by Chairman Konopka at 6:01 p.m.

MEMBERS PRESENT

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

PUBLIC OFFICIALS

Cara Marston, Town Administrator
Cyndi Hetu, Minutes Clerk

NON-PUBLIC SESSION

Motion. Mr. LeDuc made a motion to seal the non-public minutes. Mr. Anderson seconded the Motion. There was no additional discussion.

PUBLIC INPUT – regarding agenda items only

N/A

AGENDA REVIEW

Chairman Konopka wanted to add the Gazebo on Park Street under Public Input.

NEW BUSINESS

ACTION ITEMS

Audit engagement letter – Plodzick & Sanderson, P.A., fiscal years 2015 through 2017

Chairman Konopka stated it is for \$19,140. Mrs. Richardson asked how it compares to last year. Ms. Marston stated it was a decrease.

Motion. Mr. Anderson made a motion to engage Plodzik & Sanderson, P.A for audit services. Mrs. Richardson seconded the Motion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Motion. Mr. Konopka made a motion to revise the engagement to \$19,340 with an increase of \$100. Mr. LeDuc seconded the Motion.

Ms. Marston explained they went out to bid and received three bids in addition to this one. This is for three year period.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Avitar Associates’ response letter – 2015 utility assessment error

Motion. Mr. LeDuc made a motion to accept the forgiveness letter for an additional \$2,125. Mr. Konopka seconded the Motion.

Mr. Anderson asked if best going to get. Chairman Konopka thinks so.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

FEMA Hazard Mitigation Grant – for 42 Chestnut Street demolition

Ms. Marston said this was already accepted but they want language read into the minutes. Chairman Konopka read the following statement:

“The Town of Pittsfield Board of Selectmen, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$30,617.00 to demolish a residential property located at 42 Chestnut Street, in the AE zone of the Suncook River. Furthermore, the Board acknowledges that the total cost of this project will be \$40,823, in which the Town will be responsible for a 25% match (\$10,206.00). Further, the Board authorizes the Town Administrator to sign all documents related to the grant.”

Motion. Mr. Allard made a motion to accept the FEMA Hazard agreement. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Old Home Day Committee request – use of Depot/Franklin Street parking lot

Chairman Konopka asked if they have insurance for it. Cara stated for one day it shouldn't be an issue but she can check.

Motion. Mr. Anderson made a motion to approve the use of Depot/Franklin Street parking for Old Home Day pending Ms. Marston checks on the insurance. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Signed policy request from Town Clerk

Motion. Mr. Anderson made a motion to bring all new policies to Erica Anthony and that they have a board signature. Mr. Allard seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

NHMA Legislative Policy Process for 2017-2018

Cara stated they can submit something to floor, send someone to the meeting, or give broad approval. It is up to the BOS what, if any, they would like to do. Larry asked if anyone interested in going to this. Allard stated he will go.

Motion. Mr. Anderson made a motion to appoint Mr. Allard to go and represent the town. Mr. LeDuc seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Abstained; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Town Hall Website

Ms. Marston asked if they wanted the audio files to go on the town website for board minutes. The Board determined not to put audio files on the website. Ms. Marston asked if they would like to have draft minutes on the website. Chairman Konopka said they have draft minutes available at the town hall. Mr. Anderson thinks the minutes should be approved before put on the website.

Motion. Mrs. Richardson made a motion to have only approved minutes on town website and draft minutes available at town hall. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

BOS Summer Meetings

Chairman Konopka wants to do every week as they have a lot to do. He thinks they don't need to do Aug 30, 2016. He thinks Ms. Marston can let them know if a meeting is not needed that week. Mr. LeDuc wants weekly meetings. Chairman Konopka suggested if they have a slow week to call in committees and start communication with them. Mr. LeDuc suggested discussion of budget process on a slow week. Mr. Allard will not be here next or following Tuesday. The Board determined to go back to every week except 5th Tuesday in August.

PUBLIC INPUT

The Pittsfield Voice members introduced themselves and explained what Pittsfield Youth Voice does and how it benefits the town. She let them know they are here as resources. Mr. Marcotte wanted to let them know the youth discussed the town curfew and they came to consensus the curfew stigmatized youth and they were glad it was overturned. Ms. Rainville discussed issue of closing the high school and tuitioning students out. The group will help students with career readiness and they host events such as candidate nights, round tables, and the Community Impact Awards. They thanked the Board for opportunity to come to the meeting and introduce themselves.

Dustin Park Gazebo – Park Street

Chairman Konopka stated done by Boy Scouts. Ms. Marston said it was an Eagle Scout Project of Tucker Wolfe's. Mr. Darrah informed the Board that they were going to recognize Tucker at Old Home Day. Mrs. Richardson suggested a letter from BOS thanking him. Mr. Darrah believes the ribbon cutting would be at 9am. Ms. Marston suggested they highlight it in the town report this year.

COMMITTEE REPORTS

Pittsfield Aqueduct Committee

Mr. Okrent explained the committee was set up to investigate the possibility of buying Pittsfield Aqueduct. In their opinion and of their consultant now is the time to do it. He explained the bonding is lower than it has ever been and lower than it ever will be. It will save the town and the users money. He said they are at the point now where they have unforeseen expenses. They had decided it is worth going ahead with. They invited Mr. Tanguay, a municipal law attorney, to speak to them at their Aug 10th meeting and invited BOS to attend. Mr. Tanguay would let them know what he would do, what the steps were, and how much it will cost. Any money spent gets folded into the bond issue when acquisition gets bonded. They are thinking it will be about \$10,000 initially for the attorney but don't know what it will be after that. There has been discussion of opening communication with the owner of the Pittsfield Aqueduct, Pennichuck Water Company and the City of Nashua.

Mr. Okrent commented committee needs to know if they want to do the negotiations or authorize the committee to do so. The process would be entering into negotiations and then have a special

town meeting. They would create a Water and Sewer District sometime between September and December.

Mr. Okrent believes they need PDF version of the district map. He sent Ms. Marston a listing of the map and lot numbers included in the district map needed. Ms. Marston was going to find out what the cost of the map would be.

Chairman Konopka suggested having a public hearing. Mr. Okrent responded they had one public information meeting which wasn't well attended. They intend to hold at least three public meetings to present a map and then the pros and cons to doing it. Chairman Konopka thinks they can help them with holding a public meeting. He asked for information ahead of time before he comes to a meeting so they can digest the information. Mr. Okrent responded they are simply looking for whether or not the Board wants to do the negotiations or let the committee do it.

Mr. Anderson would have a hard time spending money into something he doesn't want to back. Mr. Okrent informed the Board they have already spent \$30,000. He explained they need the background information before making a decision. Mr. LeDuc explained the issue of town not owning it is the water bill is financially killing them. Mr. Anderson thinks the water bill is consistent to other towns. Mr. Okrent commented the Aqueduct budget has an administration line of \$200,000 which is part of the large costs.

Chairman Konopka said they weren't aware the committee was going to ask for money. He is not ready to move forward and thinks they need to get public involved. Mr. Okrent doesn't mind delaying it and it will not cost Tanguay to speak to them.

Mrs. Richardson asked what \$30,000 was spent on. Mr. Okrent explained it was for a study done by Skip Sansoucy which assigns a value of the Aqueduct and a list of assets. Mrs. Richardson asked how long it is good for and when it was done. Mr. Okrent responded it was completed 4 months ago and good for 2-3 years. Meeting will be Aug 10, Wednesday. Chairman Konopka asked Ms. Marston to send out a memo early August to remind everyone and asked Mr. Okrent to send them some information ahead of time.

Mr. Okrent was doing this tonight to give them a heads up. Going forward they will have to speak to Budget Committee to set aside money to doing the project. He knows it is not cheap but will benefit the town. Chairman Konopka said money is tight and they have a Waste Water Treatment plant they need to bring up to date.

INFORMATION ITEMS

Town Hall standing desktops

Chairman Konopka asked if the past board voted on this. Ms. Marston responded it was part of the budget for this year. She explained it was for the three standing desktops for \$1,385 and they have already been purchased. Mr. Anderson asked what a standing desktop is. Ms. Marston explained it goes on top of the desktop and allows them to either stand or sit.

Public Hearing, Tuesday, August 2, 2016, 6:15pm – sale of 33 & 37 Main Street hearing #1

Chairman Konopka informed the Board there will be hearing #1 on August 2, 2016 for the sale of 33 & 37 Main Street.

Public Hearing, Tuesday, August 16, 2016, 6:15pm – sale of 33 & 37 Main Street hearing #2

Chairman Konopka informed the Board there will be hearing #2 on August 16, 2016 for the sale of 33 & 37 Main Street.

Public Hearing, Tuesday, September 6, 2016, 6:15pm – Housing Standards inspection fees

Chairman Konopka can't support increases at this time. If Board is in favor of increase they will hold a public hearing. Mr. Anderson not in favor. Mr. Allard hasn't heard information yet but not inclined for an increase. He asked if they know why they want an increase. Mrs. Richardson asked if they just had an increase. Chairman Konopka commented just had increase two years ago. The Board is not in favor of increase and will not hold a public hearing on Sept 6, 2016.

Mr. Anderson informed the Board he has some rentals and unless someone has a problem with him voting, he will not step down. The Board did not have a problem with him voting.

Motion. Mr. LeDuc made a motion to not support the public hearing for increase of HSA. Mrs. Richardson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

OLD BUSINESS

Town hall basement (4/5/16)

Ms. Marston stated there was no news.

Sale of town owned tax deeded properties – five parcel combined offer; Tax Map U4, Lot 25, Tax Map U4, Lot 26, Tax Map U3, Lot 127, Tax Map U3, Lot 128, and Tax Map U3, Lot 118

Mr. Anderson explained they have asked for extension for agreement until the end of August to clear up issue of clear title. The buyers seem to have good proposal and will be a benefit to the town. He wants input from the rest of the Board because of extension.

Motion. Mr. Anderson made a motion to authorize Ms. Marston to sign the extension of purchase agreement Fayette St properties to August 31, 2016. Mr. Allard seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

APPLICATIONS and WARRANTS

Notice of Intent to Cut – True Road – Tax map R13, lot 3

Motion. Mr. Anderson made a motion to approve the Intent to Cut for True Road. Mr. LeDuc seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Sewer User Fee Abatement

Chairman Konopka asked what total cost was. Ms. Marston said if they choose to abate what they are asking, it would be \$234.71 but bill hasn't been issued yet so no formal form. Mr. Anderson asked if water went into the sewer and if not they are charging people for something they didn't get. Ms. Marston explained they need to have a deduct meter in order to not have a charge; however, Pennichuck indicated there was an abnormal usage.

Motion. Mr. Anderson made a motion to grant the Sewer abatement for \$234.71. Mr. Konopka seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – No; Mr. Allard – No; Mr. Anderson –Yes; and Mrs. Richardson - Abstained. Chairman Konopka declared the Motion failed.

CHECK MANIFESTS

Motion. Mr. LeDuc made a motion to approve the Accounts Payable Manifest. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Motion. Mr. LeDuc made a motion to approve the Payroll Manifest and Direct Deposits. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

MINUTES

Motion. Mr. LeDuc made a motion to approve the public minutes for July 5, 2016. Mr. Allard seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Abstained; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Motion. Mr. LeDuc made a motion to approve the non-public minutes July 5, 2016. Mrs. Richardson seconded the Motion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Permission to close office for training

Ms. Marston informed the Board there was a request to close the Selectmen’s Office for one day so she can train town hall staff on payroll. Chairman Konopka commented there is another part-timer willing to come in and fill in when needed. Ms. Marston asked if there is a particular day they would prefer. She suggested they do it on a Monday and open the office from 4-7pm. Mrs. Richardson asked if is going to be an issue with Mrs. Theriault. Ms. Marston believes they could ask Mrs. Theriault to adjust her schedule around the change in hours for that week.

Motion. Mr. LeDuc made a motion to close Selectmen’s office for part of a Monday. Mr. Allard seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

PUBLIC INPUT

N/A

Motion. Mr. Allard made a motion to adjourn. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Konopka – Yes; Mr. LeDuc – Yes; Mr. Allard – Yes; Mr. Anderson –Yes; and Mrs. Richardson - Yes. Chairman Konopka declared the Motion passed.

Chairman Konopka adjourned the meeting at 6:55 p.m.

APPROVED:


LARRY KONOPKA, CHAIRMAN


DATE



MEETING AGENDA

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

TUESDAY, JULY 19, 2016

5:00 p.m. - Call to order – early meeting time to meet with department head(s) in non-public session

NON-PUBLIC SESSION

5:30 p.m. - Call to order – regular session

7:00 p.m. – 8:30 p.m. – Public Forum

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Audit engagement letter – Plodzik & Sanderson, P.A., fiscal years 2015 through 2017
2. Avitar Associates' response letter – 2015 utility assessment error
3. FEMA Hazard Mitigation Grant – for 42 Chestnut Street demolition
4. Old Home Day Committee request – use of Depot/Franklin Street parking lot
5. Signed policy request from Town Clerk
6. NHMA Legislative Policy Process for 2017-2018
7. Board of Selectmen meeting information on town website
8. Board of Selectmen remainder of summer meetings

COMMITTEE REPORTS

1. Pittsfield Aqueduct Committee – Chairman Okrent will be present to give an update

INFORMATION ITEMS

1. Town Hall standing desktops
2. Public Hearing, Tuesday, August 2, 2016, 6:15 p.m. – sale of 33 & 37 Main Street hearing #1
3. Public Hearing, Tuesday, August 16, 2016, 6:15 p.m. – sale of 33 & 37 Main Street hearing #2
4. Public Hearing, Tuesday, September 6, 2016, 6:15 p.m. – Housing Standards inspection fees

OLD BUSINESS

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
 - a. Five parcel combined offer - (5/24/16)
 - i. Tax Map U4, Lot 25 – 1 Fayette Street
 - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
 - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
 - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
 - v. Tax Map U3, Lot 118 – Franklin Street parking lot
3. Housing Standards Agency – inspection fee increase (tabled 6/21/16, public hearing 9/6/2016)

APPLICATIONS and WARRANTS

1. Notice of Intent to Cut – True Road – tax map R13, lot 3
2. Sewer User Fee Abatement – 98 South Main Street

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. July 5, 2016 – Public Meeting Minutes
2. July 5, 2016 – Non-Public Meeting Minutes

PUBLIC INPUT