



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

MEETING MINUTES OF Tuesday, November 2, 2021

CALL TO ORDER

Chairman James C. Allard called the meeting to order at 6:00 p.m. and asked everyone to please join him in the Pledge of Allegiance.

MEMBERS PRESENT

J.C. Allard, Chairman
Gerard LeDuc, Vice-Chairman
Carole Richardson
Carl Anderson
Jim Adams

OTHERS PRESENT

Cara Marston, Town Administrator

PUBLIC INPUT - regarding agenda items only

None.

AGENDA REVIEW

J.C.: None.
Carole: None.
Jim: None.
Gerard: None.
Carl: None.

NEW BUSINESS

ACTION ITEMS

1. 2022 municipal budget review

4326 Sewage Collection and Disposal

For the 8th year in a row, a contract was renewed with Utility Partners, LLC., with CPI determining an increase of 4.4%. Board members discussed the upcoming engineering upgrades to the lagoons and two pump stations that will need upgraded in the future, one on Joy St. and another on Barnstead Rd. Other items in the budget include what is needed for engineering, phosphorous remediation, insurance, and slip lining.

4550 Library

Library Director Leslie Vogt was in attendance to review the budget with the Board. Leslie thanked the Board for having the Town Hall take on the library bookkeeping which has been more detailed and easier to understand. The library has increased its opening hours from last year and the budget includes an overall 3% increase in wages for employees.

4520 Parks and Recreation

Parks & Rec Chair Minni Plante was in attendance to review the budget with the Board. Minni stated Parks & Rec would finish the year slightly under budget and the budget for next year should be about the same as this year. Minni said they also have plans to make beautification improvements to some of the historical monuments on town pool grounds.

4140/4150-4 Town Clerk/Tax Collector

Erica Anthony was in attendance to review the budget with the Board. Erica stated the only major change in the budget is for three elections this coming year; Town election, Primary election, and the General election. The deputy's wage will be split between the two budgets starting in 2022.

2022 municipal budget voting

Carole motioned to approve the operating budget to move forward to the Budget Committee. Carl: Second.

Discussion: The operating total was \$4,237,079 as listed on the budget summary plus the changes for 3 elections of \$1,525, which was noted on the town clerk budget sheet, but not on the budget summary page. The total voted operating budget was \$4,238,604.

Motion carried 5-0-0.

Carole motioned to approve the Waste Water budget in the amount of \$503,594.

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

The open items that remain are BCEP, regional association dues, capital outlay, capital reserve funding, & revenues.

ADDED ITEM – Town Administrator contract renewal – 2022-2024

Carl motioned to approve the Town Administrator contract as revised.

Gerard: Second.

Discussion: The Board offered a three-year renewal with a salary adjustment of \$2,500.

Motion carried 4-0-1. Jim Adams recused himself.

ADDED ITEM – BCEP Library disposal fee waiver request

Gerard motioned to allow the library to dispose of one air conditioners, two computers, and carrels at BCEP with no charge.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

2. 2021 property tax warrant #2

Carl motioned to approve the 2021 property tax warrant #2.

Gerard: Second.

Discussion: Warrant amount \$4,065,688.

Motion carried 5-0-0.

3. Eversource/PSNH Tax Abatement

Carole motioned to approve the Eversource tax abatement in the amount of \$35,111.33.

Jim: Second.

Discussion: This abatement is part of the 2015-2016 tax year BTLA settlement agreement. This abatement is installment 5 of 6.

Motion carried 5-0-0.

4. 2022 h2o Innovation Utility Partners – contract CPI adjustment

Jim motioned to accept the 4.4% increase in the contract for \$13,175.28 annually.

Gerard: Second.

Discussion: The total 2022 contract will be \$312,618.

Motion carried 5-0-0.

5. NH Charitable Foundation grant – Main Street Garden Project, \$6,725.30

Jim motioned to accept the grant for the Main Street Garden project landscaping.

Gerard: Second.

Discussion: Board members asked Cara to follow up on the details for a garden fence.

Motion carried 5-0-0.

ADDED ITEM – amended Avitar contract

Avitar sent over a revised contract, with no overall cost or wording changes, there was a typo in the monthly cost for year 2025 on page 7. The Board signed the revised document.

ADDED ITEM – revised tax lien recommittal

The Board signed a revised tax lien recommittal warrant for 175 Leavitt Road, Unit 4, which was a repurchased tax deed property. The revision was to include the tax year initially levied. The amount was for the balance that remained after redemption, \$882.60.

COMMITTEE REPORTS

Gerard said the American Legion will be hosting a Veterans Day remembrance on Saturday, November 13, 2021 at 11:00 a.m. in Dustin Park on Main Street.

Carl reported that CIP is wrapping up their recommendations to the Board. Replacements discussed for 2022 include a fire engine, tanker (by grant), police cruiser, and dump truck.

INFORMATION ITEMS

1. 2022 Tax Rate - \$23.99

The 2022 tax rate was set by Department of Revenue at \$23.99 with a breakdown as follows; town \$7.64, county \$2.26, local school \$12.38, & state school \$1.71.

2. Letter from Library completing land project

The Library Trustees notified the Board of Selectmen that the land conversion project at the library is now complete and thanked the Board, Supt. Gourley, & Jim Parker for their efforts.

OLD BUSINESS

1. Perambulation of town lines (8/14/2018)

2. Zoning & RSA 155-B violations (8/27/2019)

3. Proposed Health Ordinance (8/11/2020)

4. Surveying of town owned property (4/27/2021)

5. Email regarding donation of a painted mural (10/12/2021)

Cara reached out for more information about the mural donation and is waiting for a reply.

CHECK MANIFESTS

1. Accounts Payable

Gerard made a motion to approve Accounts Payable.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

2. Payroll

Gerard made a motion to approve Payroll.

Carole: Second.

Discussion: None.

Motion carried 5-0-0.

MINUTES

1. October 26, 2021 – Public Session Minutes

Gerard motioned to approve the October 26, 2021 Public Session minutes.

Jim: Second.

Discussion: None.

Motion carried 4-0-1. J.C abstains.

2. October 26, 2021 – Nonpublic Session Minutes

Gerard motioned to approve the October 26, 2021 Nonpublic Session minutes.

Carl: Second.

Discussion: None.

Motion carried 4-0-1. J.C. abstains.

PUBLIC INPUT

None.

NONPUBLIC SESSION

Gerard motioned to go into Non-Public session under RSA-A:3; II (a).

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

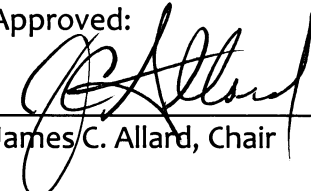
When the Board returned to public session Gerard made a motion to seal the nonpublic minutes and the motion was seconded by Jim.

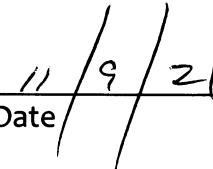
Discussion: None.

Motion carried 5-0-0. Roll call was done and all approved.

The Board adjourned at 8:37 p.m.

Approved:


James C. Allard, Chair


Date



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

TUESDAY, NOVEMBER 2, 2021

REGULAR SESSION – 6:00 p.m. – call to order

PLEDGE OF ALLEGIANCE

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. 2022 municipal budget review
2. 2021 property tax warrant #2
3. 2021 property tax abatement - PSNH settlement abatement 5 of 6
4. 2022 h2o Innovation Utility Partners Wastewater Treatment contract year 8 CPI adjustment
5. NH Charitable Foundation grant – Main Street Garden Project, \$6,725.30

COMMITTEE REPORTS

INFORMATION ITEMS

1. 2021 annual property tax rate - \$23.99
2. Letter from JC Library Trustees, land project completion

OLD BUSINESS

1. Perambulation of town lines (8/14/2018)
2. Zoning & RSA 155-B violations (8/27/2019)
3. Proposed Health Ordinance (8/11/2020)
4. Surveying of town owned property (4/27/2021)
5. Email regarding donation of a painted mural (10/12/2021)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. October 26, 2021 – Public Session Minutes
2. October 26, 2021 – Nonpublic Session Minutes

PUBLIC INPUT

Public Input standards: The Board of Selectmen may accept the public's input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less.

NONPUBLIC SESSION - The Board of Selectmen may enter into Nonpublic Session under RSA 91-A:3

Please note: The meetings of the Board of Selectmen are recorded, audio and video.