



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

MEETING MINUTES OF Tuesday, March 28, 2023

CALL TO ORDER

Chair Carl Anderson called the meeting to order at 6:00 p.m. and asked everyone to please join him in the Pledge of Allegiance.

MEMBERS PRESENT

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

OTHERS PRESENT

Cara Marston, Town Administrator
Melissa Babcock, Library Director
Chief of Police Joseph Collins
Fire Chief Pete Pszonowsky
Deputy Fire Chief Rob Freese
Superintendent of Public Works Noel Gourley
Library Trustees Sandra Adams & Anne Marie Chapman
Community Development Committee Members Louie Houle & Fred Endler

PUBLIC INPUT – AGENDA ITEMS ONLY

None

AGENDA REVIEW

Cara had 2 action items to add for consideration

NEW BUSINESS

1. Board organization

Carl stated he was happy to continue to serve as chair and happy to step down if anyone else wanted the job, whatever the Board's pleasure was he would be fine with.

Jim made a motion to have the present chairman be the chairman through the next year.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

The Board discussed the other committee assignments.

Carole has served on budget committee, Foss Scholarship committee, and Community Improvements Planning committee. Carole stated she will go where she's told to go, but felt other

board members should take part in the Foss Scholarship and CIP committee so they can get a flavor of what's going on with other committees.

J.C. will take on Foss Scholarship Committee and Gerard will attend the CIP Committee meetings.

Jim made a motion leave Gerard as vice chair.

Carl seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

The other assignments will remain the same:

BCEP Solid Waste – Gerard

Budget Committee – Carole

Community Development Committee – J.C.

Planning Board – Carl

Union Negotiations – Jim & J.C.

2. Consideration of next steps of action for JC Library Jenkins Room

Melissa Babcock and the two library trustees Sandra Adams and Anne Marie Chapman were present to discuss the JC Library's basement level. The recent asbestos testing results did find some asbestos in the tile and adhesives. Larry Konopka had a list of asbestos remediation companies that Melissa is working on getting some remediation quotes for. Some of the paint that was chipping was tested for lead by Scott LaCroix, and thankfully those tests were negative.

Carl asked if water was still coming in and Melissa affirmed that it was, so the drainage will remain on the list of items to figure out.

Carl then apprised the Board of a recent sewer issue at the library. He was called for assistance when the library's plumber was out of town and the toilet (and sink) were not working correctly. After many hours spent by Carl, Scott Aubertin, Dan St. Laurent, Bill Gilpatric, and Keith Donovan flushing, snaking, and camera-ing the lines inside and out that they could – they pulled out a beaver-sized pulpy mess of tree roots and it was determined that there is an atypical sewer pipe installation-trap set up under the floor. The removal of the root ball was a temporary fix; the tree outside would have to be cut, along with treating the stump to eradicate its contribution to the root issue going forward – or an annual dose of copper sulfate would have to be put down the drain to attempt to keep ahead of the sewer drainage issue. Though this is a decision for the Library Trustees to make, it was shared that the abutting property had a similar issue and the copper sulfate worked thus far.

Melissa and the JC Library trustees expressed their appreciation to Carl with the following letter:

On behalf of the Josiah Carpenter Library, we would like to extend our appreciation to Select Board Chair Carl Anderson for his help with our recent plumbing issue at the library. He definitely went above and beyond his duties as a select board member in helping to rectify the problem quickly and efficiently.

He came to the library as soon as he was called on the evening of Thursday, March 16th to evaluate the problem. He then had someone lined up to look into the issue on Saturday, March 18th. When it still wasn't fixed, he was personally out there again first thing on Monday March, 20th with Bill Gilpatric from the sewer plant to figure out what to do next. After it was discovered the issue wasn't in the pipes from the building to the street, but most likely under

the building, he returned in the early afternoon on Monday with an electric snake. Carl stayed throughout the entire afternoon until the issue was resolved. He also had the help of Scott Aubertin and Keith Donovan to whom we're also grateful.

Carl's quick thinking, helpful insight, community connections, and his "not afraid to get in there" response is much appreciated.

We thank you,

Melissa Babcock, Library Director

Sandra Adams, Library Trustee Chairperson

Anne Marie Chapman, Library Trustee Secretary

Leslie Schuster, Library Trustee Treasurer

Carl noted the time spent by the others to work on the library issue, some of it being a Saturday. Both Dan St. Laurent and Scott Aubertin were happy to donate their efforts at no charge to the library. Scott provided an invoice marked 'paid' for \$300.

A motion was made by J.C. and seconded by Jim to accept the \$300 donation by Scott Aubertin.

Carole added with thanks.

Motion carried 5-0-0.

3. Consideration of "Community Power" options for Pittsfield

Clough Road resident Marie Shaffer was present to bring her inquiry to the Board regarding Community Solar options for Pittsfield residents. There are a few options for the town to consider, either a community power program through a company that helps line up a dedicated supply rate for all residents/businesses or by forming an energy committee and joining the municipal-based community coalition, but ultimately any of the options would be up to a town meeting vote.

Louie Houle and Fred Endler were also part of the conversation on the options. Louie explained that the community development committee (CDC) became aware of these Community Power options as an offshoot of their work on finding a feasible solar project for the town.

The Board discussed the importance of having this topic on an upcoming town warrant and if there is a need for creating an energy committee. At this juncture, it seemed the majority of the work would overlap with the CDC's work; the CDC could do the initial investigation into the different options, then if the energy committee is needed as a piece of the process to move the investigation going forward, it would be formed later. Marie expressed interest in working with CDC to explore these options.

4. Inquiry regarding Quail Ridge Road drainage

Superintendent Noel Gourley discussed with the Board the recent investigation into the road's drainage, as prompted by an abutter to Quail Ridge Road who had asked what could be done about a culvert that has an outlet on their property.

Noel looked through the road records and contacted NH DOT and Cara researched the Planning and Selectboard records for both the Quail Ridge Road and Dowboro Road subdivisions that involve the drainage areas in question. Quail Ridge Road was constructed by permitted access off of Dowboro Road by NH DOT and was accepted by the town before the Dowboro Road subdivision was brought forth.

Carl noted that the land before the Quail Ridge subdivision was a wet area and if anything Quail Ridge Road has helped mitigate the water flow, even this week you can see the water now ponded up along the road.

The culverts on Quail Ridge Road are currently functioning as intended so there is no action to be considered. The DOT contact had shared that the responsibility was with the developers to engineer the parcel sites to deal with the drainage of the abutting roadways and infrastructure.

ADDED ITEM – change in treatment source for dirt roads

With the consistent rising costs of bagged calcium chloride flake, Superintendent Gourley let the Board know that he was pricing out storage tanks for a liquid form of the calcium. The tank prices range from \$8,800 to \$12,000. The department already has the tank for application and by switching treatment methods it will take less equipment and man power, and eventual overall cost, roughly \$1,000 per year. The Board thought this was a great idea. Noel wanted the Board to be aware of the change in procedure and hopes to have the set up done for the fall.

5. State Form MS 232 – Report of Appropriations Actually Voted

Jim made a motion to approve the report, with a bottom line total of \$6,619,996.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

6. 2023 non-union employee wage adjustments

Jim made a motion to approve the 2023 non-union employee wage adjustments, effective January 1 for the custodians, animal control, and public works.

J.C. seconded the motion.

These amounts were considered as part of the budget process and approved at town meeting. The custodians received 50 cent increases. Animal control wage matches the police administration step wage, as it's a shared position. Public works received their 1/1 adjustment for the current steps they are in, with their step advancements considered at time of annual performance evaluation.

There was no further discussion.

Motion carried 5-0-0.

7. 2023 Sewer Slip Lining Contract – Eastern Pipe Service, LLC – 6 sections

Carole made a motion to approve the 2023 sewer lining contract to Eastern Pipe Service for \$83,625.

Gerard seconded the motion.

This is for 1,075 feet of lining which consists of 6 sections and 10 service lateral connections on Broadway, Cram Avenue, and Carroll Street.

There was no further discussion.

Motion carried 5-0-0.

8. Consideration of acceptance of two donations to Parks & Rec – from Pittsfield Clothes Closet

Carole made a motion to approve, with thanks, the acceptance of two donations to Parks & Recreation for the popcorn machine in the amount of \$300 and for the egg hunt candy in the amount of \$200.

Jim seconded the motion.

There was no further discussion.
Motion carried 5-0-0.

9. Consideration of 2023 proposed CNHRPC traffic counting program locations

The Board reviewed the list of roads that Superintendent Gourley had requested traffic counts on; Concord Hill Road, Shaw Road, Winant Road, Daroska Road, Eaton Road, Hills Road, Colony Road, Fairview Drive, Hill Top Drive, and Quail Ridge Road. These are locations for various projects that Noel has on his list to tackle in the next few years. The Board concurred with the list.

10. Consideration of application for Minute Taker position

The Board reviewed the two applications. Carole and Cara will interview both candidates and bring their recommendation back to the Board at the next meeting. The Board would like to meet the recommended candidate at the next meeting, as well.

11. Consideration of Fire Department member hiring

12. Application for volunteer appointment – Fire Department Support Company

The criminal records check and drivers record documentation has come back from the State for the 3 candidates that Chief Pszonowsky presented to the Board for consideration of adding to the Fire Department; Bruce Tibbetts as a Member and both Phyllis Conway and Penny Eastman for Support Company.

Jim made a motion to hire Bruce Tibbetts as a member of the Fire Department and add both Penny Eastman and Phyllis Conway to the Support Company.

Gerard seconded the motion.

J.C. asked if Bruce was an EMT. Chief Pszonowsky responded that he was not, but was going to jump into the Firefighting classes.

There was no further discussion.

Motion carried 5-0-0.

13. Application for volunteer appointment – Old Home Day Committee

Jim made a motion to appoint Adam Gauthier to the Old Home Day Committee.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

14. Request for funds transfer – to Trustees of Trust Funds cemetery perpetual care \$400

15. Request for funds transfer – to Cemetery Maintenance Expendable trust \$10,000

16. Request for funds transfer – to Floral Park Cemetery Fence Expendable trust \$500

17. Request for funds transfer – from Dump Truck Capital Reserve Fund \$96,655

The Board considered the four funds transfers for items 14 through 17 together.

Carole made a motion to approve the request to transfer the funds to the perpetual care trust, the cemetery maintenance expendable trust, floral park cemetery fence expendable trust, and from the dump truck capital reserve fund.

J.C. seconded the motion.

Cara noted that transfer to the perpetual care trust would be the last one from lot sales, given the recent town meeting vote to create the cemetery maintenance expendable trust. This perpetual care amount was from a January 2023 lot sale and future lot sales will go to the cemetery maintenance trust. Also noted, as the warrant article transfers to the cemetery maintenance trust

and floral park cemetery fence trust were town meeting voted to come from last year's unassigned fund balance, the banking transfer has a tight time frame to be accomplished within.
Motion carried 5-0-0.

18. Application for Solar Energy Systems Exemption – 50 Manchester Street

Carole made a motion to approve the application for Solar Energy System Exemption at 50 Manchester Street.

Gerard seconded the motion.

There was no further discussion.

Motion passed 5-0-0.

19. Application for Charitable Tax Exemption – Spirit of Adventure/Boy Scouts of America

20. Application for Charitable Tax Exemption – Pittsfield Youth Baseball Association

The Board considered both charitable tax exemptions together.

J.C. made a motion to accept the assessor's recommendations in granting the annual charitable tax exemption to the Spirit of Adventure Council/Boy Scouts of America and to Pittsfield Youth Baseball Association.

Jim seconded the motion.

Carole asked if they have seen these forms annually before. Cara responded that even though there is no space for Board approval/processing on the forms, last year she started placing the annual review/considerations on the Board's agenda so they would be aware of the annual process and keep current on which parcels were continuing to receive the tax exemptions. In the past, the Board only voted on the initial exemption and the assessing contractor kept the annual form filings.

There was no further discussion.

Motion carried 5-0-0.

ADDED ITEM – three annual performance evaluations

Jim made a motion to accept the performance evaluations as submitted for EMT Kristen Ahearn, Part Time Patrolman Jake Nance, and Police Administrative Assistant/Animal Control Officer Anne Taylor.

Gerard seconded the motion.

Carole noted the step advancements; Kristen Ahearn was already at step 10, Jake Nance was proposed to go from step 14 to step 15, and Anne Taylor from step 8 to step 12. All amounts were in the 2023 presented and approved budget.

Motion carried 5-0-0.

ADDED ITEM – application for Veterans' & All Veterans' Tax Credit – tax map U3 lot 40

Cara explained that with a recent transfer to a trust the tax credit file was reviewed to ensure the property was still eligible. The property owner brought in the trust document needed and the property qualifies.

Carole made a motion to approve the application.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

COMMITTEE/DEPARTMENT REPORTS

Gerard reported that the BCEP meeting is this Thursday, Gerard will bring Cara the meeting materials afterward. The Pittsfield Alternate representative on the committee is vacant. This

position will be posted with the other committee vacancies.

Carl noted that the Planning Board's next meeting will be Thursday April 13th.

INFORMATION ITEMS

1. February 2023 monthly Wastewater Treatment Facility report
2. Application notification from NH Liquor Commission – Freedom Food LLC, Restaurant Bev/Wine
3. Application notification from NH Liquor Commission – Just Blended, LLC, Caterer Off-Site

ADDED INFORMATION ITEM – Hazard Mitigation Grant notification

Cara let the Board know that the grant application for Hazard Mitigation Assistance for the River Road culvert project was prioritized for submission to FEMA. It's not a guaranteed award, but the potential looks promising.

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)**

Carl let the Board know that surveyor Hank Amsden is almost ready to finalize the plan for the 36 Main Street surveying. The abutters have been notified and the window of opportunity to discuss/contest the work is sufficient to finish the project up. The balance of the project invoice can be paid to Hank. Also, there will be a forthcoming invoice for the pin placement on Chestnut Street. The other two projects on Park/Franklin Streets and Chestnut/Smith Streets are ongoing.

5. Fencing at 36 Main Street lot (11/9/2021)
6. Library Trustees & Strickhart family discussion of traffic flow at Library/Berry House (1/11/2022)
7. Review of solar project proposal – CDC project (6/14/2022)
8. Discussion on Dustin Park War Memorial engraving requests (9/20/2022)
9. **Consideration of matters involving both 34 & 36 Main Street – water access (12/13/2022)**

Cara was contacted by Realtor Donna Ward this week with a few questions regarding 34 Main Street and 36 Main Street. Cara let Donna know that 36 Main Street has an almost finalized survey plan and about the location of the well for 34 Main Street being on 36 Main Street.

CHECK MANIFESTS

Account Payable

Gerard made a motion to approve accounts payable.

Jim seconded the motion.

There was no discussion.

Motion carried 5-0-0.

Payroll

Gerard made a motion to approve payroll.

J.C. seconded the motion.

There was no discussion.

Motion carried 5-0-0.

MINUTES

1. February 28, 2023 – Public Session Minutes

Gerard made a motion to approve the February 28, 2023 Public Session minutes.

Jim seconded the motion.

There was no discussion.

Motion carried 4-0-1. Carole abstained as she was absent from that meeting.

PUBLIC INPUT

Dan Schroth had two items to discuss with the Board. One, Dan would like to work with the Board in formulating a plan for a charging facility. Dan proposed that for the Board's consideration of a plan for a wind turbine/solar panel/electric charging station, he would clean up behind the town hall. And, two, Dan would like to work on the solution to the water leaking into the library. Dan explained the work that would be needed to install a foundation drain and fix the drainage. The project would take time, but Dan would be willing to do it. For tonight though, Dan would like to clean up the back/side yard of town hall as he needs a town project to work on and would do this for the Board's consideration of his forthcoming energy plan for a charging station.

Carole made a motion to accept Dan's offer to clean up the area as described outside town hall for the Board's consideration of the plan.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

NONPUBLIC SESSION

Gerard motioned to go into Nonpublic session under RSA 91-A:3; II (a) & (c) at 8:07 p.m.

Carole seconded the motion.

Discussion: None

Motion carried 5-0-0.

When the Board returned to public session Gerard made a motion to seal the nonpublic minutes.

Jim seconded the motion.

Discussion: None

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

ADDED ITEM – hiring of full time police patrolman

Jim made a motion to promote Donald Bolduc to a full time patrolman at step 5, \$24.70.

Gerard seconded the motion.

Discussion: None

Motion carried 4-1-0. J.C. did not vote in favor of the motion.

ADDED ITEM – consideration of archaeological materials

Carole made a motion to donate all artifacts collected from the solar project feasibility study to the State of NH Division of Historical Resources.

Gerard seconded the motion.

Discussion: None

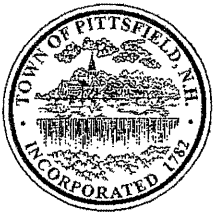
Motion carried 5-0-0.

The meeting was adjourned at 8:29 p.m.

Approved:


Carl Anderson, Chair

4/11/23
Date



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

TUESDAY, MARCH 28, 2023

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. Board organization
2. Consideration of next steps of action for JC Library Jenkins Room
3. Consideration of “Community Power” options for Pittsfield
4. Inquiry regarding Quail Ridge Road drainage
5. State Form MS 232 – Report of Appropriations Actually Voted
6. 2023 non-union employee wage adjustments
7. 2023 Sewer Slip Lining Contract – Eastern Pipe Service, LLC – 6 sections Broadway/Cram Ave/Carroll St
8. Consideration of acceptance of donations to Parks & Rec – popcorn machine \$300 & egg hunt candy \$200
9. Consideration of 2023 proposed CNHRPC traffic counting program locations
10. Consideration of application for Minute Taker position
11. Consideration of Fire Department member hiring
12. Application for volunteer appointment – Fire Department Support Company
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14. Request for funds transfer – to Trustees of Trust Funds cemetery perpetual care \$400
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16. Request for funds transfer – to Floral Park Cemetery Fence Expendable trust \$500
17. Request for funds transfer – from Dump Truck Capital Reserve Fund \$96,655
18. Application for Solar Energy Systems Exemption – 50 Manchester Street
19. Annual Application for Charitable Tax Exemption – Spirit of Adventure Council/Boy Scouts of America
20. Annual Application for Charitable Tax Exemption – Pittsfield Youth Baseball Association

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9. Consideration of matters involving both 34 & 36 Main Street – water access (12/13/2022)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. February 28, 2023 – Public Session Minutes

PUBLIC INPUT - 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