



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

MEETING MINUTES OF Tuesday, May 9, 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
Carole Richardson
Jim Adams
J.C. Allard

OTHERS PRESENT

Cara Marston, Town Administrator
Melissa Babcock, Library Director
Sandra Adams, Library Trustee
Larry Konopka, Konopka Flooring
Noel Gourley, Superintendent of Public Works
Fire Chief Peter Pszonowsky
Deputy Fire Chief Rob Freese
Joe Collins, Chief of Police

PUBLIC INPUT – AGENDA ITEMS ONLY

None

AGENDA REVIEW

Carole has a question for the Superintendent of Public Works.

Jim will to bring the board up to speed on the union negotiations. Probably should be non-public.

ACTION ITEMS

1. Review of estimates for asbestos remediation in the JC Library Jenkins Room

Melissa Babcock stated she has a few updates from what was mailed last week. She only heard back from two of four places. Three people came out. All Demolition and Asbestos came out but it did not submit a proposal, Alloy came, and Insurcomm came as well.

Melissa met with Larry Konopka earlier today to make sure they had everything. She spoke to the gentlemen from Alloy to make sure that they were reading the report correctly to make sure there was no other asbestos found in any of the other rooms. Removing it from this room is a one and done. It is just the Jenkins room where it was found in the small tiles.

Carole asked if they have it in writing specifically stating that it is only in the one room so we do not find out later there is more.

Melissa said it clear that it is just in the Jenkins room and no others.

The gentleman from Alloy asked where he was in the bidding. Melissa told him he did come in a little bit higher than the others, and he was able to come back with a little bit lower number that is on that quote. The number that he can do it for if before June 6th, is \$6695.00 and he included the post abatement clearance testing. Insurcomm included that in their quote, Alloy did not because they are a MA company. They will include it in the same quote as well. He will have an updated contract for them by tomorrow if we go with them to do the work.

Larry Konopka said he would want two references from other towns or other public buildings as these are two firms we really don't know.

Carole asked if there is a time from on how long it takes.

Melissa said she was told 3-4 business days.

Sandra Adams said they did give us their license for asbestos abatement and they also included their certificate of liability insurance so if we do need references, we have quite a bit of information now.

Larry Konopka said it is always good to have additional insurance. With Alloy, he did not see payment terms as half at start and the other upon completion as the other company did. It just says due upon receipt of invoice. Also, the contract says "any claim to right of work performed under this proposal must be submitted in writing to Alloy by certified mail within 10 days following completion of said work. Failure to provide said notice will result in a waiver of said claim."

Carole: How long does the post abatement testing take then?

Larry Konopka stated 10 days.

Carl said he is not sure he can ask them to sign away their rights to a claim. Larry Konopka said he thinks they should ask to take that out.

Carole asked if everything was removed down there and how is that going to work?

Melissa said she has removed what they can and moved it into the hallway while still have the hallways accessible for fire code. She needed a three-foot walkway. The others are still in there because when it is time to move, she can move them somewhere short term. But not knowing how long it was going to take she did not want to move them somewhere for 6 – 12 months. She has a closed ATV trailer that is large enough to hold what is left for the 4 days or so and can move it to their home until the work is done and bring it right back when done.

Carole also asked if they will close the library while the work is being done. Melissa said they recommend closing the basement. Carole said she thinks they should close the whole library the whole time.

Melissa said the way they take it out in plastic and venting units there is very little that will get out.

Carole asked if the library has any money to help pay for this?

Melissa said their budget is rather tight so she doesn't think so. Their maintenance budget is \$500 a year.

Carl said they need to come up with the money now.

Carole asked how much money they have in the building fund?

Cara said they have plenty in the expendable trust and a little over \$15,000 in the emergency expendable account. You can take from either of those. She would suggest letting it ride till the end of the year (but pay the bill). At the end of the year, they can look and see if there is a deficit of the \$6,695.00 in the entire town budget and can consider taking it out of one of the trusts but maybe it can be absorbed in the overall budget.

Carl said we need to get the list of items they want changed in the contract. The two bids are not too far apart. If they go with Alloy they want to get it done by June 15th.

Gerard said if they agree to the changes and do all the work, we take Alloy at the \$6,695 if agreeable to the changes that Larry put forward.

Carl asked if they are going to ask for references. There was not a lot of interest in pushing them for more items.

Carole made a motion to accept the Alloy proposal with the contingencies

J.C. seconded the motion

There was no further discussion

Motion carried. 4-0-1, Jim abstained

2. Discussion on Will Smith Road drainage

Superintendent of Public Works Noel Gourley mentioned that Peter Elliott is going to be retiring on June 30th this year. He has offered to help if we are unable to find a full-time employee. He is going to put the position up on the town website and NH Municipal website and if he doesn't get anything reasonable, they will put it up on indeed as they have in the past.

Carole said they had their first beautification committee meeting on Saturday. Keith is very involved in that. Whoever plowed Jack's lot this year did a terrible job. Joe went and fixed it for them. Keith suggested that you may have some granite barriers they can use for the Aronosian lot. Noel said if it is on public property they can. Carole said it was private but they have them on three sides and just need the one side to be done. Noel said he will meet with Keith and get it measured up and see what they have. Carole also mentioned that the Rotary's Bicentennial Park has trash issues that the highway dept. has to clean up. Is this town property?

It was stated that the Rotary did the work but it is town property.

Will Smith Road is one of the roads that gets washed out at Christmas time with the rain and snow. This happens because up at 91 Will Smith Road there is a field that connects with 101 Will Smith with a 6" pipe that was put in and when that all melts it becomes flood and it washed out the road. They must have gotten permission at one time, and it is too much and wipes out the road. They fixed the right side, 71-79 and the culverts are 12" so they held this time but really not big enough. On the other side, #80, they have a 6" pipe so his got wiped out. The thing to do would be to put catch basins from 71-79 up to the pipe. You would have to pipe it all the way to the bottom. The cost for 4 manholes are about a thousand feet and the cost of this would be around \$45,000 which includes the stone and the excavator and he would do all the grading work. If you did that eventually, because it would stay dirt it would plug up the system ever time it rained. Long term the best thing to do would be to pave it to the town line which is about \$250,000 to pave the road. The goal would be around 2025. There are people on that street that want it done and others that do not. So, looking at a two-year plan do we do the drainage and not pave it, or do we do the drainage and try to pave it and be done with that road, basically.

Carl asked if they do the culverts and manholes, if it is left dirt, the silt can wash into it and plug it up. Will it save a quarter of a million dollars-worth of unplugging the pipes from the sand if it were paved? Are you suggesting we should do it this year?

Noel said they should do it all in 2025. It is a big project. He should probably get some type of drainage on the right-side minimum if it means putting a catch basin above each driveway and then maybe a third one where the pipe is so it dumps into a catch basin instead of the ground but that is still about \$25,000.

Carl asked what he wants from them.

Noel said because there are those people that want it do not want any work done and those that do, maybe just some consideration if maybe we should just do drainage and maybe let it ride for a while, and maybe in a year or two if we are seeing issues, with your backing I suggest that we should pave it. There maybe some backlash if it is paved.

Noel said the cost of the drainage would be \$50,000.

Carl asked if there is any of this that they want this year.

Noel said they are unable to do anything this year but in 2025 at least do the drainage.

Carl said they most important thing is to get it on the CIP so they are putting some money away to deal with this when it does come up and we have to do something.

Has there been any consideration for Concord Hill Road?

Noel said it would have to be milled down and then repaved. It would be in the five-year plan for sure.

3. Consideration of road naming discrepancy from NH-911-Range Road (two separate road entrances)

Carl said right now they are one with a class 6 section in between. It is a problem for emergency vehicles knowing which part to go to as it is a GPS problem.

Cara said it was suggested that they rename one of the ends.

Carole made a motion to table the renaming of Range Road to give time to think of names. J.C. seconded the motion.

There was no further discussion.

Motion carried 5-0-0

4. Application for parade permit & road closure – Old Home Day, July 22nd

Cara mentioned that they also asked that the town hall and police station be opened on that day.

Carole made a motion to accept the application. J.C. seconded the motion.

There was no further discussion

Motion carried 5-0-0

5. Consideration of mulch for 36 Main Street Log from the Walman Fund

Cara stated that Donna said Joe Darrah is willing to deliver and spread six yards of mulch for \$600. The Walman Fund pays the town and we pay the bill.

Carole stated that the 1967 memorial bench is ready. If we can't put it on that lot, we can put it on one of the Beautification lots. Dustin Park would be nicer. Before we invest in the mulch, maybe we should speak to the abutter to see if he is going to put in an offer on the property.

Jim made a motion to table this until their next meeting.

J.C. seconded the motion.

No further discussion.

Motion passed 5-0-0

6. Consideration of acceptance of Carol L. Grainger Memorial Scholarship Fund

Cara has been working with Andrea Riel and Andi's sisters, who would like to establish a scholarship trust for their mom. It is similar to the other scholarships that we have. This type of scholarship is considered sunset scholarship. They would like to start it at \$15,000 and that is what initially would come in thinking to add to it over the years. The Trustees would be able to spend it down until it is gone instead of keeping it in perpetuity, being able to give larger awards. They would like the town to accept this. They felt it would be really important to be able to award from this for this year's graduation if possible.

Carole made a motion to accept the Carol L. Grainger Memorial Scholarship Fund.

Jim seconded the motion.

No further discussion

Motion passed 5-0-0

7. Consideration of Volunteer Policy

Cara said with the volunteer policy, what do we do about the volunteers that are appointed by the moderator or the land use boards? All are meant to come through the Board of Selectmen

to make sure that if you have someone working with your vulnerable populations are are getting their proper checks and it's important for liability insurance to know who your volunteers are.

Carl said nothing that we say regarding volunteers applies to budget committee or land use alternates?

Jim said why do we even bother with them? Let them write their own policies.

Carl said in order to clarify Cara's concerns, what do we need to do to this policy?

Carole said should we have language in there that only applies to volunteers appointed by the Selectmen?

Cara said we can put it on page two of the procedures. If someone is looking to be appointed the budget committee or the land use board, is it ok to have them fill out this form so at least that way we are capturing their information and gives the moderator something to go on.

Carl said that would have to be up to those boards.

Jim said maybe we need one sentence to the scope saying "this policy pertains to volunteers appointed by the Selectboard."

Cara said she will add the scope and the policy can encourage the Budget Committee and Land Use Boards to utilize the volunteer application form.

8. Annual Investment Policy review

Carl stated that this policy pertains to the funds in the custody of the town treasurer.

Gerard made a motion to accept the Annual Investment Policy as written.

Jim seconded the motion.

No further discussion.

Motion passed. 5-0-0

9. Timber Yield Tax Warrant – tax map R30 lot 15

Carole made a motion to accept the Timber Yield Tax Warrant.

Gerard seconded the motion.

No further discussion.

Motion passed. 5-0-0

ADDED ITEM - Donation from Clothes Closet to Old Home Day - \$1,000

Jim made a motion to accept the \$1,000 donation from the Clothes Closet to Old Home Day.

Gerard seconded the motion.

No further discussion.

The Motion passed. 5-0-0

ADDED ITEM - Ambulance Purchase and Sales Agreement

Carl stated the cost is \$332,064.

Jim made a Motion to accept the Ambulance purchase and sales agreement for \$332,064. Carole seconded the motion.

Carl stated that this amount is lower than what they had previously expected. There was a savings of \$50,000 from what was expected.

Cara asked what they are will be looking for up front.

Deputy Chief Freese said he will find out. He believes they will need something up front but not the full amount.

Carole made a motion was made to agree to pay the price of the chassis only until we hear differently.

Jim seconded the motion.

Motion passed. 5-0-0

ADDED ITEM - Acceptance of Retirement

Gerard made a motion to accept the resignation of Peter Elliott effective June 30, 2023.

Jim seconded the motion.

Thank you to Mr. Elliott for his service.

Motion passed. 5-0-0

ADDED ITEM - Waiver of Peddler & Hawker Fee

Deputy Chief Freese said they would like to bring in a food truck on June 12th to the Fire Department and the Association would like to pay for the membership to receive supper out of the food truck. The folks from the food truck would then like to open it up to the members of the community to come and pay for dinner out of the food truck if they so choose. He is asking for a waiver of peddler & hawker fee to do that.

Carole made a motion to accept the Waiver of the Peddler & Hawker Fee for the Fire Department appreciation food truck.

Jim seconded the motion.

No further discussion.

Motion passed. 5-0-0

COMMITTEE & DEPARTMENT REPORTS

Gerard stated that BCEP is following through on their capital improvements plan and is repaving the entrance to their facility. They are open during the paving.

Carole asked if we can put the bench in Dustin Park. They are doing the legs this week and it will be coming this week.

Jim informed the Board that the CDC meeting will be May 10, 2023 at 3:30 for the solar presentation.

INFORMATION ITEMS

Gerard stated they need a Memorial Day speaker. Everything else is all set.

April 2023 Waste Water Treatment Plant Facility Report

Cara said they are trying to get the engineer to give them the go ahead for a temporary pumping station on Barnstead Road. If you go behind the pumping station there is already a hole that they are hoping to utilize as part of the housing infrastructure is already there.

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. Fencing at 36 Main Street log (11/9/2021)

The Board as decided to remove this item.

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 request (9/20/22)

Cara stated that she has gotten three requests for engraving. She is waiting to see how many names need to be added through Memorial Day. Once we know how much font needs to be added, and the few names once they are vetted, she will bring it to Perry Brothers so they can give us an estimate.

Carl asked if we have determined what the criteria will be to have a name added to the wall?

Gerard said the “home of record” is where you lived when you enlisted.

9. Consideration of matters involving both 34 & 36 Main Street – water access (12/13/22)

May be resolved with the new owner of the abutting property.

ACCOUNTING REGISTERS

1. Accounts payable – Gerard made a motion to accept the accounts payable. Jim seconded the motion.
No further discussion.
Motion passed. 5-0-0
2. Payroll – Gerard made a motion to accept payroll. Carole seconded the motion.
No further discussion.
Motion passed. 5-0-0
3. Journal Entries – Cara produces these journal entries and the Board is the oversight to what she is doing. This was a recommendation from the town auditors. The review will be done quarterly.
Gerard made a motion to accept the journal entries. Carole seconded the motion.
No further discussion.
Motion passed. 5-0-0

MINUTES

April 25, 2023 Public Session Minutes

Gerard made a motion to accept the Public Session Minutes of April 25, 2023.

Carole seconded the motion.

Carl abstained as he was not at the meeting.
Motion passed. 4-0-1

April 25, 2023 Non-Public Session Minutes

Gerard made a motion to accept the Non-Public Session Minutes of April 25, 2023.

J.C. seconded the motion.

Carl abstained as he was not at the meeting.

Motion passed. 4-0-1

PUBLIC INPUT

ADDED ITEM - Signing of Two Police Department Training Agreements – Donald Bolduc & Trent Rodrigues

Police Chief Joe Collins said Don Bolduc signed his 3-year training agreement. Officer Trent Rodrigues asked to see a copy his training agreement. Chief Collins was unable to find his copy. Cara could not find a copy as well. It was clear in the minutes that the Board and Trent had signed Trent's agreement. Officer Rodrigues signed a new copy, and the Chief signed. The Selectboard needs to sign the agreement now to complete the agreement.

This discussion went into nonpublic session.

NONPUBLIC SESSION

Gerard made a motion to go into Nonpublic session under RSA 91-A:3; II (c) at 7:48 p.m.

Jim seconded the motion.

Discussion: None

Motion carried 5-0-0.

When the Board returned to public session J.C. 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.

The Board signed both training agreements. No other business was conducted.

The meeting was adjourned at 8:23 p.m.

Approved:



Carl Anderson

5/23/23
Date



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

TUESDAY, MAY 9, 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. Review of estimates for asbestos remediation in the JC Library Jenkins Room
2. Discussion on Will Smith Road drainage
3. Consideration of road naming discrepancy from NH-911 – Range Road (two separate roads)
4. Application for parade permit & road closure – Old Home Day, July 22nd
5. Consideration of mulch for 36 Main Street Lot from the Walman Fund
6. Consideration of acceptance of Carol L. Grainger Memorial Scholarship Fund
7. Consideration of Volunteer Policy
8. Annual Investment Policy review
9. Timber Yield Tax Warrant – tax map R30 lot 15

COMMITTEE & DEPARTMENT REPORTS

INFORMATION ITEMS

1. Memorial Day observance – Sunday, May 28th at 1pm - Dustin Park
2. April 2023 monthly Wastewater Treatment Facility report

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. 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)

ACCOUNTING REGISTERS

1. Accounts payable
2. Payroll
3. Journal entries

MINUTES

1. April 25, 2023 – Public Session Minutes
2. April 25, 2023 – Nonpublic 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