

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

MEETING MINUTES OF Tuesday October 8, 2019

CALL TO ORDER

Call to order at 6:00 p.m. by J.C. Allard, Chairman

MEMBERS PRESENT

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

OTHERS PRESENT

Cara Marston, Town Administrator
Ammy Ramsey, Recording Secretary

PUBLIC INPUT – regarding agenda items only

None.

AGENDA REVIEW

Gerard: None.
Jim: None.
Carole: None.
J.C.: Has one add on item and information at the end.
Carl: None.

NEW BUSINESS

ACTION ITEMS

- 1. Petition and pole license, replace/install – Dowboro Road (just north of Prescott Rd)**
J.C. announced item number 1.

Carole: I make a motion to approve the placing of a pole on Dowboro Road.
Jim: Second.
Discussion: None.
Motion carries 5-0

2. Discussion on CIP Committee items, dump trucks' assessments & police station roof

Carl stated that they have a couple items that need attention now instead of a long-term plan. The first item is the police station roof and presented a bid and asked Arthur O'Hara to step forward to explain the bids.

Arthur explained that he had the opportunity to view the roof from the attic and stated you could see daylight in a couple spots. He also stated that the slate roof is not repairable and the reasons why. Chief Collins gave some information concerning what he found from investigating several companies. Arthur then gave some other information about the estimate from Sentry Roofing and what it will include.

Carole inquired about getting several bids, and Chief Collins stated that Sentry was the lowest. Carl then brought up the other item of the dump trucks. He received the report from the review of the dump trucks from J&J Truck Services and explained that information to the board. The 2006 truck needed some maintenance and can be put on the list for replacement. The 2009 dump truck needs more vital repairs to be able to be used for this plowing season. Carl gave some ideas on how they can address this problem.

The board discussed talking with George about the trucks and getting his opinion and also getting some information on repairing the police station roof.

3. Request for tree removal in front of the Union Block

J.C. announced item number 3, the board discussed who is responsible for the work and decided that they will authorize Tracy Huyck to have them removed.

4. Fire Department generator service contract

J.C. announced item number 4. Chief Pszonowsky stated they are going to get a few bids.

Carole: I make a motion to table the Fire Department generator contract.

Carl: Second.

Discussion: None.

Motion carries 5-0

5. Contract for auditing services 2019-2021, Plodzik & Sanderson, P.A.

J.C. announced item number 5, there was some discussion pertaining to going out to bid or staying with this company.

Carl: I make a motion to sign the contract for auditing services from Plodzik & Sanderson.

Gerard: Second.

Discussion: None.

Motion carries 5-0

6. Donation for Harvest Fest - \$200.00

J.C. announced item number 6.

Carole: I make a motion to accept the donation from the Pittsfield Cloths Closet in the amount of \$200.00 with thanks.

Gerard: Second.

Discussion: Carole will write a thank you note.

Motion carries 5-0

7. Transfer request, 2019 purchase of cardiac monitors - \$64,316.90

Cara explained that this is a reimbursement to the general fund.

Jim: I make a motion to approve the transfer request for the purchase of cardiac monitors in the amount of \$64,316.90.

Gerard: Second.

Discussion: Carole confirmed that this is the money from the ambulance fund.

Motion carries 5-0

8. Transfer request to fund welfare debit account - \$1,600.00

J.C. announced item number 8, Cara explained the reasoning for this transfer request. The welfare director has instances where emergency shelter has to be paid for by a credit card when the shelter does not accept town welfare vouchers.

Gerard: I make a motion to approve the transfer request of \$1,600.00 to the welfare debit account.

Jim: Second.

Discussion: None.

Motion carries 5-0

ADDED ITEM – Sanel Auto Parts abatement calculations (BTLA settlement)

J.C. announced the added item and stated that these abatement forms are for year 2017 in the amount of \$1,398.49 and 2018 in the amount of \$1,318.93, from the BTLA settlement that was agreed to at the last meeting.

Gerard: I make a motion to approve the abatements.

Carl: Second.

Discussion: None.

Motion carries 5-0

COMMITTEE REPORTS

Gerard stated that Barnstead Selectman Tasker would like to know what they are receiving from Pittsfield because the rate that is paid by Pittsfield is lower. J.C. stated that the property is in Pittsfield and we will end up with the obligation to clean up what will be a hazardous waste site.

Jim stated that the town will start negotiations with the Teamsters this week.

J.C. stated there will be a meeting for the CDC tomorrow, and stated Carole and he attended a meeting last week and gave some details on what the meeting consisted of concerning the businesses here in town. The Historical Society will be having a special event tomorrow evening, as well.

INFORMATION ITEMS

1. September Monthly Waste Water Treatment Facility report
2. 2019 Merrimack County Apportionment - \$758,187

Cara presented the board with the suggested wording for the public hearing that will be held and the board discussed adding some wording for signage and parking enforcement. Cara mentioned notifying some residents and businesses in the Main Street area.

Cara informed the board that there will be an increase of 4.4% with the HealthTrust Healthcare cost but the employees will be contributing 4% in the year 2020.

Cara also presented the board with the previous Website Policy and a new draft policy because of the new site and changes.

Cara brought to the board what she found for the cemetery files to make sure they are safe. Cara explained that a fire safe cabinet for file cards is around \$2,000.00, but there is some affordable software that is available, as well. If the town purchased the software and had the records in electronic form the files could just be archived, with no separate fire safe. There was some discussion pertaining to the software and how to move forward. Cara will look further into the software.

Gerard stated that the American Legion will be holding their meetings in Pittsfield on the first Monday of the month at the town hall.

OLD BUSINESS

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

No action

2. Memorial Day 2020 (6/11/2019)

No action

3. Junkyard licensing (7/23/2019)

Cara stated that the Clattenburg junkyard is ready to be issued.

Carl: I make a motion to sign the Clattenburg Junkyard License.

Jim: Second.

Discussion: None.

Motion carries 5-0

4. Town Hall exterior repairs (8/27/2019)

Chief Collins to check on the option of the prison work crew

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

Discussed in nonpublic session

6. Holden Engineering Contract Amendment #1 – Shaw Road over Kelly Brook project (9/24/2019)

No information back yet from the engineer or the State

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

Jim: Second.

Discussion: None.

Motion carries 5-0

2. Payroll

Gerard: I make a motion to approve Payroll and Direct Deposit.

Carole: Second.

Discussion: None.

Motion carries 5-0

MINUTES

1. September 24, 2019 – Public Meeting Minutes

Gerard: I make a motion to approve the September 24, 2019 Public Meeting Minutes.

Carl: Second.

Discussion: None.

Motion carries 5-0

2. October 1, 2019 Public Meeting Minutes

Gerard: I make a motion to approve the October 1, 2019 Public Meeting Minutes.

Carl: Second.

Discussion: None.

Motion carries 4-1 Jim abstains

3. October 1, 2019 Nonpublic Session Minutes

Gerard: I make a motion to approve the October 1, 2019 Non-Public Session Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carries 5-0

PUBLIC INPUT

Carl thanked Ammy for her time in doing the minutes and wishes her luck. Ammy thanked them for giving her the opportunity to help them.

Adam Gauthier mentioned a concern about a road that is being used as a staging area and also parking in the roadway on Park Street and obstructing traffic.

Mike Cabral would like to possibly getting a sign for 'children at play' on Tan Road. Carl mentioned that there should be speed limit signs on dirt roads.

NON-PUBLIC SESSION

Motion to go into Non-Public Session under RSA 91-A:3, II (a), and (c) made by Gerard, seconded by Carole.

Discussion: None

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

When the Board returned to public session Gerard made a motion to seal the non-public minutes as divulgence of the information would affect adversely the reputation of any person other than a member of this Board, motion was seconded by Carl.

Discussion: None

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

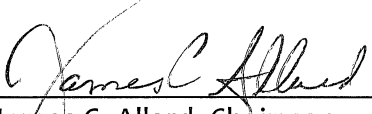
Carl: I make a motion to adjourn.

Jim: Second.

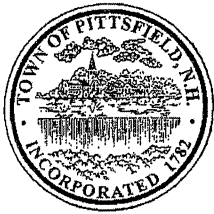
Discussion: None

Motion carries 5-0

Approved:


James C. Allard, Chairman

29 OCT 2019
Date



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

TUESDAY, OCTOBER 8, 2019

6:00 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Petition and pole license, replace/install – Dowboro Road (just north of Prescott Rd)
2. Discussion on CIP Committee items, dump trucks' assessments & police station roof
3. Request for tree removal in front of the Union Block
4. Fire Department generator service contract
5. Contract for auditing services 2019-2021, Plodzik & Sanderson, P.A.
6. Donation for Harvest Fest - \$200.00
7. Transfer request, 2019 purchase of cardiac monitors - \$64,316.90
8. Transfer request to fund welfare debit account - \$1,600.00

COMMITTEE REPORTS

INFORMATION ITEMS

1. September monthly Waste Water Treatment Facility report
2. 2019 Merrimack County Apportionment - \$758,187

OLD BUSINESS

1. Perambulation of town lines – (8/14/2018)
2. Memorial Day 2020 (6/11/2019)
3. Junkyard licensing (7/23/2019)
4. Town Hall exterior repairs (8/27/2019)
5. Zoning & RSA 155-B violations (8/27/2019)
6. Holden Engineering Contract Amendment #1 – Shaw Road over Kelly Brook project (9/24/2019)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. September 24, 2019 – Public Session Minutes (tabled from 10/01/2019)
2. October 1, 2019 – Public Session Minutes
3. October 1, 2019 – 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.