



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

MEETING MINUTES OF Tuesday October 15, 2019

CALL TO ORDER

Call to order at 4:30 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

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

ADDED ITEM – HIRING PROCESS FOR FIRE DEPARTMENT PER DIEM EMTS

Deputy Chief Freese explained to the Board that the length of time a Federal background check is taking has increased from weeks to months. He then asked if they would consider a conditional approval of employment for a part time per diem EMT, provided the candidate passed the other elements of the hiring process, including the State background check and has a clean DMV record. Jim Adams stated a provisional approval of hire is acceptable.

Motion by Gerard to allow the fire department offer provisional approvals of hire for part time EMTs who have passed all of their other standard background checks.

The motion was seconded by Jim. There was no further discussion.

Motion carries 5-0.

ADDED ITEM – HOMELAND SECURITY RADIO REPROGRAMMING GRANT

Deputy Chief Freese informed the Board that there was an opportunity to file for a grant through Homeland Security to have the department's radios reprogrammed, to keep the town operating on the same level of emergency communications statewide.

Motion by Carl to apply for the radio reprogramming grant for statewide interoperability.

The motion was seconded by Carole. There was no further discussion.

Motion carries 5-0.

1. 2020 Municipal Budget Review

4220 – Fire Department

Chief Pszonowsky reviewed the department budget line by line with the Board.

The noted changes were:

- the increase in wages due to this year's increase of the wages for the department's part time employees and fire company officers and for the 27th pay period in 2020
- increase in 4220-5-390 for dispatch, Capital Area is still lower than Lakes Region
- increases for equipment and vehicle maintenance for both the fire and ambulance sections. The radios and SCBA units which the department has written grants for, are all at their end of life and the Deputy Chief is researching a lower cost replacement radio option. The fire apparatus is aging at 25-28 years which is costing more in repairs and the ambulance repairs have cost over \$17,700 this year. The Chief explained the issues in detail.
- the high monthly cost of electricity was discussed at length, several electric heaters had been removed last year, appliances updated, and some of the lighting has been upgraded, but there is still a lot of equipment to run

4290 – Emergency Management & Forest Fire Suppression

Deputy Chief Freese explained that the emergency management budget looks different for this year, as several grants are going to be sought out next year, so that will be seen in the Capital Outlay budget instead of the operating budget. The other noted change is due to the town budget-wide increase in electronic communications.

He also informed the Board that there was a successful tabletop exercise facilitated by the State for the town's emergency officials to practice the Local Emergency Operations Plan on September 10th.

4311/4312 – Highway Department

Superintendent Bachelder reviewed his increases, most of which are contractual:

- increase for an extra day of crack sealing
- increase for the maintenance/repairs for the 2008 International dump truck, which can be adjusted depending on the decision as to what to do with the truck
- increase for more tree removal, the ash borer has ruined many trees that need to be removed

He also informed the Board that the catch basins will be cleaned soon and that the winter salt is being delivered tomorrow.

The Board discussed the feasibility of the highway department taking over the maintenance of Floral Park Cemetery. Supt. Bachelder had concerns on not having enough manpower hours to take care of the town properties already for the spring/summer holidays, which weather can throw off very easily.

4210 – Police Department

Chief Collins was present to discuss his budget. In addition to the changes for the 27th pay period, some noted items:

- the laptops have been installed in the cruisers and there is an increase due to the addition of the new units
- no cruisers to replace this year
- there is the possibility of new software installed which would cut down on dispatch contacts (our dispatch costs are driven by use and call volume) and would pay for itself in two years, as the cloud-based option is now cheaper

Motion was made by Carl to initiate the conversion to the new computer software and pay the startup costs of \$6,495 out of this year's budget.

Motion was seconded by Jim. There was no further discussion.

Motion carries 5-0.

The Board discussed the need for repairing or replacing the roof, as the leaks are substantial. There still in concern over losing the historical slate roof in going with the less expensive asphalt shingles. Chief will contact one of the Congregational Church members who has been dealing with the repair of their slate roof to see what the cost to repair the existing slate would be.

4414 – Animal Control

Chief Collins presented this budget, too. The noted change was the 27th pay period and adjustment of making the Animal Control Officer's wage the same as the PD Admin Assistant wage, at \$16.30.

ADDED ITEM – Heating Fuel for 2019-2020

The Board reviewed the bid results:

Dead River - \$2.2699 – service cost \$110

Irving Energy - \$2.265 – service cost \$129

Huckleberry Heating - \$2.323

Davis Fuels - \$2.429

Rymes – no response

Motion by Carl to accept Dead River's bid of \$2.269.

The motion was seconded by Jim. There was no further discussion.

Motion carries 5-0

ADDED ITEM – Request for use of town seal on Town Clock “Winder Certificate”

J.C. announced that Chris Ward, who is the current winder of the town clock, would like to issue certificates to visitors of the town clock winding experience. The certificate has the official town seal on it. The Board was in favor of the use of the town seal for this certificate. Cara also mentioned that Chris offered to update the Board at any time on the status of the town clock and is willing to take visitors up to see it who is interested in this neat piece of town history.

CHECK MANIFESTS

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

Jim: Second.

Discussion: None.

Motion carries 5-0

MINUTES

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

Budget Committee Chair Bob Schiferle brought up the question of the 27th payroll (there are typically 26 in a pay year) being allowed to be a part of the default budget calculation. Cara will check on the legality of this.

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.

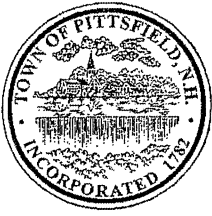
Discussion: None

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

NOTE CHANGE IN REGULAR MEETING SCHEDULE & MEETING TIME

Starting in the month of October, the Selectmen will be meeting weekly for work sessions on the 2020 budget, please look for the notice of additional posted meetings, as they may change until the budget is fully reviewed.

TUESDAY, OCTOBER 15, 2019

4:30 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. 2020 Municipal Budget Review (focus on Fire/Police/Public Works)

COMMITTEE REPORTS

INFORMATION ITEMS

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

MINUTES

1. October 8, 2019 – Nonpublic Session Minutes
2. October 8, 2019 – Public 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.