



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

MEETING MINUTES OF Tuesday October 22, 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

PUBLIC INPUT – regarding agenda items only
None.

AGENDA REVIEW

Gerard: BCEP update in Committee Reports
Jim: Union negotiations update
Carole: None
J.C.: None
Carl: None

NEW BUSINESS

ACTION ITEMS

ADDED ITEM – FULL-TIME POLICE PATROLMAN CANDIDATE

Chief Collins brought in a candidate for filling the last full-time patrolman position, Justin Bishop. Chief explained that Justin has excellent background experience of working at a county jail facility, has served over ten years in the Army, and is currently in the National Guard. There is a spot reserved for him in the January police academy.

Carl made a motion to hire Justin Bishop as a full-time patrolman.

Motion was seconded by Jim.

Gerard made a comment that Sheriff Hilliard highly recommended Justin Bishop.

There was no further discussion.
Motion carried 5-0

1. Resignation of Office Assistant

Carl made a motion to accept the resignation of the Office Assistant Ammy Ramsey, with regret.

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

Motion carried 5-0

2. 2019 Municipal Aid, \$115,094.50 received as unanticipated revenue

Jim made a motion to accept the 2019 Municipal Aid and have it applied to lower the 2019 tax rate.

Motion was seconded by Carl.

The municipal aid for FY2020 will be in that year's budget.

There was no further discussion.

Motion carried 5-0

3. 2019 Tax Rate – set at \$32.86

The Board reviewed the preliminary tax rate using the 2019 municipal aid, but no fund balance or overlay, which calculates at \$34.65. The 2018 rate was \$33.35.

Carl asked what the fund balance is. Cara reported that the 2018 fund balance was \$1,725,379, with the 2019 financial year looking to add positively to this amount at this time.

With the use of \$375,000 from the 2018 fund balance and \$25,000 in overlay (for abatements), the rate would be \$33.33.

Carole would like to lower the rate further. Jim mentioned the wild card in financial obligation is the inevitable abatements coming with Eversource.

Carole and Carl would like to use \$500,000 to lower the rate. This would still leave over \$1.2 million in fund balance before the 2019 financial activity.

Carl made a motion to use \$500,000 from fund balance and set \$25,000 in overlay to set the tax rate at \$32.86.

Motion was seconded by Jim.

JC clarified that the use of \$500,000 from fund balance would leave over \$1.2 million in fund balance. Cara confirmed this.

Motion carried 5-0

4. Application for a Parade Permit – PES Halloween Parade

Carole made a motion to approve the parade permit for the PES Halloween Parade on Thursday, October 31, 2019.

Motion was seconded by Carl.

There was brief commentary on how some residents miss the old parade route with the change from downtown to the area of the streets by the school.

Motion carried 5-0

5. 2020 HealthTrust Medical Coverage Rate

Cara explained the increase in the 2020 HealthTrust coverage is 4.4%.

JC clarified that this is the plan consistent with the union contract. Cara confirmed, yes.

Carole listed the total monthly premiums will be \$2,294.77 for a family plan, \$1,699.83 for a two-person plan, and \$849.91 for a single plan.

Carl made a motion to accept the 2020 HealthTrust medical coverage.

Motion was seconded by Jim.

There was no further discussion.

Motion carried 5-0

6. Minute Taker vacancy

Cara explained to the Board that there was one applicant for the vacant minute taker position.

Two members of the Board will interview the applicant during the day next week.

Cara will line up an interview time with the applicant and a couple of the board members.

7. Sewer User Fee Warrant, Third Quarter 2019 - \$103,012.75

Carole made a motion to sign the sewer user fee warrant.

Motion was seconded by Gerard.

There was no discussion.

Motion carried 5-0

ADDED ITEM – Annual \$30,000 transfer to the Ambulance Fund

Cara explained this is the annual transfer of \$30,000 to the Ambulance Fund that was set by town meeting in 2016. This Fund serves as the replacement funding (like a capital reserve) for new ambulances and their related equipment.

Carole made a motion to transfer the funds.

Motion was seconded by Gerard.

There was no further discussion.

Motion carried 5-0

ADDED ITEM – Purchase request of a ditch blower attachment for Public Works

Asst. Superintendent Brian Eldredge discussed with the Board a proposed a ditch blower attachment that can go on to the loader to be able to clean out the ditches by himself. There will be a staff shortage in the next few weeks due to employees taking their accrued leave times so they don't lose it, resulting in the manpower that is traditionally needed of at least three workers for ditching will not be available. This blower has a cost of \$5,696 and set up configuration of \$500 and comes with a ten-year warranty. Using this blower to clean out the ditches will also save the town in gravel costs, as it does not scrape the ground like the grader. There was discussion of some areas in the public works budget that would have unspent funds to offset this.

Carole asked if other towns used something similar. Brian explained that the City of Keene and Henniker have one but have not started using it this year yet.

Carl asked if Brian was confident that this equipment would be a one-man operation. Brian confirmed and also estimated that $\frac{3}{4}$ of the roads could be done with this blower.

Carl made a motion to purchase the hydraulic debris blower.

Motion was seconded by Jim.

There was no further discussion.

Motion carried 5-0

Carole was concerned that the Superintendent was not here to present the proposal. She was also concerned that this is a piece of equipment that has not been used in other communities and was hesitant to approve this, without more usage by other towns so see how effective it is.

ADDED ITEM – Purchase of cemetery software

Cara presented to the Board two software options for creating a computerized database of the cemetery records, including the lot maps. The Cemify proposal included the entire digitization of the existing maps, which are in poor condition, with a start up cost of \$2,500 and annual software cost of \$599. There are no set terms to sign up for. The other software, Grave Discover, was similar in pricing but not as confirmed with the final cost for the map digitization with their existing condition.

With the computerization of the cemetery database the existing records can be archived.

Carole made a motion to purchase the Cemify software.

Motion was seconded by Carl.

There was no further discussion.

Motion carried 5-0

ADDED ITEM – Resignation of CIP Committee Member

Carl explained that the CIP activity is winding up for this year. The meeting dates and availability of the members lined up on a day that did not work for Joan's schedule.

Carl made a motion to accept the resignation of Joan Osborne from the CIP committee with regret.

Motion was seconded by Gerard.

There was no further discussion.

Motion carried 5-0

8. 2020 Municipal Budget Review

4611 – Conservation Commission

Chairman Chris Hill was present to discuss the conservation budget.

The commission requested a flat budget, the increase was due to the allocated share of electronic communications, namely the town's website.

Chairman Hill explained that the expenses have been down, as membership is down and they are working on getting new members. Most of the expenditures are for dues and attendance at conferences/training.

He also noted the activity on the Rocky Ridge project, with a purchase of gravel to start building the trailhead and as solid ground to get the old building materials off of the land that would be a safety issue for the future trail.

4191-1 Planning Board

Chairman Paul Nickerson was present to discuss the planning budget.

The noted change on this budget is for the re-allocated portion of the Administrative Assistant's compensation for duties that have been transitioned to land use administration. There is also a line left for a minute taker, which is currently vacant. Until we have a better handle on the known hours and wage and duties moving forward it was hard to estimate the actual hours needed to budget for.

Also, the previous computer cost is no longer there as there no longer a need for a separate planning computer.

4191-3 – Zoning Board of Adjustment

Vice Chair Scot Palmer was present to discuss the zoning budget. Chair Larry Konopka was also present, but as a member of the budget committee, has asked the Vice Chair to present the budget.

Like planning, the noted change on this budget is for the re-allocated portion of the Administrative Assistant's compensation for duties that have been transitioned to land use administration.

Training costs are also up, as there are several new members on the board.

Scot explained that he would like to have the zoning board review this budget and come back next meeting to discuss further if the rest of the zoning board would like to propose further changes.

ADDED DISCUSSION – Office Assistant vacancy

Erica provided the Board with job duties of the town clerk/tax collector's office and would like permission to post for the position. She has already received a couple of applications for the position, which is encouraging. The Board was in agreement to post the position, for at least a few weeks, and make sure that the position is posted in accordance with the union's requirements.

NON-PUBLIC SESSION

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

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 Jim.

Discussion: None

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

ADDED ITEM – Starting wage for new hire Patrolman Bishop

Jim made a motion for the starting wage for Justin Bishop to be set at 2019 step 4 \$21.90.

Motion was seconded by Carl.

There was no discussion.

Motion carried 5-0

COMMITTEE REPORTS

Gerard stated that the BCEP's website and email system have been hacked and are off-line. The administrator will be contacting Cara to see the availability of using our website to save costs. Gerard also mentioned that the compost issue has been remediated at a cost of \$53,486. Carole asked Gerard to have the BCEP administration to come in to discuss their budget.

INFORMATION ITEMS

1. SB2 Town Meeting Calendar – for reference to town meeting-related dates
2. American Legion's Veterans Day Observance – November 11, 2019 at 11:00 am at Dustin Park.

OLD BUSINESS

1. Perambulation of town lines – (8/14/2018)
No action
2. Memorial Day 2020 (6/11/2019)
Carl would like to discuss this item with the review of the patriotic purposes budget, it should be increased to at least \$2,500 for the Memorial Day activities next year.
Carole mentioned the possibility of some Sanderson Grant funding for this. Cara will get a form for Carl to apply for the grant.
3. Junkyard licensing (7/23/2019)
No action
4. Town Hall exterior repairs (8/27/2019)
Waiting for Chief Collins to check on the option of the prison work crew
5. Zoning & RSA 155-B violations (8/27/2019)
No action
6. Holden Engineering Contract Amendment #1 – Shaw Road over Kelly Brook project (9/24/2019)
Waiting to hear from the engineer and DOT on a firm estimate for the additional funding
7. Replacement of police station roof (10/8/2019)
Waiting for estimates
8. Fire department generator service contract (10/8/2019)
Will check with Chief Pszonowsky to make sure this can be removed.

CHECK MANIFESTS

1. Accounts Payable

Gerard made a motion to approve Accounts Payable.

Motion was seconded by Jim.

There was no discussion.

Motion carried 5-0

2. Payroll

Gerard made a motion to approve Payroll and Direct Deposit.

Motion was seconded by Carole.

There was no discussion.

Motion carried 5-0

MINUTES

1. October 8, 2019 Public Meeting Minutes

Gerard made a motion to approve the October 8, 2019 Public Meeting Minutes.

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

Motion carried 5-0

2. October 8, 2019 Nonpublic Session Minutes

Gerard made a motion to approve the October 8, 2019 Nonpublic Meeting Minutes.

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

Motion carried 5-0

3. October 15, 2019 Public Session Minutes

Gerard made a motion to approve the October 15, 2019 Public Meeting Minutes.

Carole asked when they received the minutes. Cara confirmed she did not finish them until late this afternoon.

Motion was seconded by Carl.

There was no further discussion.

Motion carried 4-0-1, Carole abstained.

4. October 15, 2019 Nonpublic Session Minutes

Gerard made a motion to approve the October 15, 2019 Nonpublic Meeting Minutes.

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

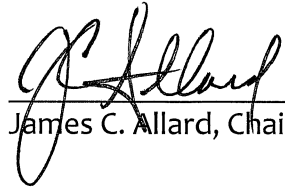
Motion carried 5-0

PUBLIC INPUT

Budget Committee Chair Bob Schiferle asked to clarify if the school's additional aid was in the setting of the tax rate. Cara confirmed that the Department of Revenue would not let towns set their tax rates if any school, town, or county forms or reports were not verified, which includes the finalizing of revenues. Cara will contact Sally at the SAU office for the before and after revenue amounts for Bob.

Meeting was adjourned at 9:13 p.m.

Approved:



James C. Allard, Chairman

17 Nov 2019

Date



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

TUESDAY, OCTOBER 22, 2019

6:00 p.m. – call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Resignation of Office Assistant
2. 2019 Municipal Aid, \$115,094.50 received as unanticipated revenue
3. 2019 Tax Rate (either a discussion or possible setting of the rate)
4. Application for a Parade Permit – PES Halloween Parade
5. 2020 HealthTrust Medical Coverage Rate
6. Minute Taker vacancy
7. Sewer User Fee Warrant, Third Quarter 2019 - \$103,012.75
8. 2020 Municipal Budget Review

COMMITTEE REPORTS

INFORMATION ITEMS

1. SB2 Town Meeting Calendar

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)
7. Replacement of police station roof (10/8/2019)
8. Fire Department generator service contract (tabled 10/8/2019)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. October 8, 2019 – Public Session Minutes
2. October 8, 2019 – Nonpublic Session Minutes
3. October 15, 2019 – Public Session Minutes
4. October 15, 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.