



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

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## **MEETING MINUTES OF Tuesday November 26, 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  
Sabrina Smith, Recording Secretary

### **PUBLIC INPUT**

None

### **AGENDA REVIEW**

Gerard: None.  
Jim: None.  
Carole: None.  
J.C.: None.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **1. TD Bank resolution for change in Treasurer**

Carole moves to approve Roberta J. Maxfield for Treasurer.  
Gerard: Second.  
Discussion: None.  
Motion carried 5-0.

#### **ADDED ITEM – Appointment of Deputy Treasurer**

J.C. shared that the new Treasurer elect has foreseen a need for another person authorized to sign checks in her absence and so she has nominated Faith Whittier as Deputy Treasurer.

Carl motioned to approve Faith Whittier as Deputy Treasurer.

Gerard: Second.  
Discussion: None.  
Motion carried 5-0.

## **2. December Meeting Schedule**

There was a discussion of the December schedule for board meetings since the 4th Tuesday falls on Christmas Eve this year. Agreement was reached to hold meetings on Tuesday, December 10<sup>th</sup> and Tuesday, December 17<sup>th</sup> at 6:00 pm.

## **3. Setting the date of the 2020 SB2 Deliberative Session**

Discussion on when to hold 2020 SB2 Deliberative Session until a date/time could be agreed upon. The date was set for February 1<sup>st</sup> at 10:00 am with a snow day scheduled for February 3<sup>rd</sup> at 7:00 pm.

## **4. Proposed increase to EMS billing rates**

J.C. acknowledged Chief Peter Pszonowsky in the room. Chief Pszonowsky stepped up to speak on the proposal to raise EMS rates to be in line with other towns around us. He stated the current rates were set back in August 2015 and voting to raise the rates would put us up to date with the current 2020 rates.

Gerard motioned to adjust to new rates for EMS billing for January 1, 2020.

Carl: Second.  
Discussion: None.  
Motion carried: 5-0.

## **5. Eversource petition & pole license #41-771 for remove/replace, Leavitt Road**

## **6. Eversource petition & pole license #41-774 for remove/replace, Clark Street**

## **7. Eversource petition & pole license #41-781 for two new poles on Upper City Road & Shaw Road**

Carl motioned to approve Eversource petition and license for removing light poles on Leavitt Road and Clark Street and adding two new poles on Upper City Road and Shaw Road.

Gerard: Second.  
Discussion: None.  
Motion carried 5-0.

## **8. Request to transfer funds to the Conservation Fund - \$1,900 for land use change taxes collected**

Carole motioned to transfer the \$1,900.00 to the Conservation Fund.

Carl: Second.  
Discussion: None.  
Motion carried 5-0.

## **9. Proposal for Town Clerk's Office to collect Selectmen's Office deposits (as a cashier function)**

J.C. acknowledged Erica Anthony, the Town Clerk/Tax Collector, in the room and asked what her thoughts were on having the Town Clerk Office collect all town deposits from now on. Erica said that it would actually make the process a lot easier by keeping all the records organized together

using the same software that is used for other clerk collections. Erica also stated that the daily deposits would be going in the day of or the following business day. Erica then introduced Yvonne MacGlashing as the part time office assistant in the Town Clerk/Tax Collector Office and said she would be starting on Monday. Yvonne was welcomed by the board of Selectman.

Carl motioned to approve the Town Clerk's Office to collect all Town Office Deposits.

Jim: Second.

Discussion: None.

Motion carried 5-0.

#### **10. Discussion on changes to the Traffic Control Ordinance**

The board discussed changes to the Traffic Control Ordinance. Cara will draw up a draft with the proposed changes for the Selectmen to review and then vote on at a future meeting.

#### **Added Item - Discontinuance of sidewalks**

Gerard motioned to remove the Manchester Street and Chestnut Street extension sidewalks and to loam & seed the area in Spring 2020.

Second: Jim.

Discussion: None.

Motion carried 5-0.

#### **Added Item - Amendment to Flexible Benefit Plan employee withholding allowance to the IRS maximum**

Jim motioned to approve the amendment to the Flexible Benefit Plan to bring it up to the IRS maximum.

Carole: Second.

Discussion: None.

Motion carried 5-0.

#### **Added Item - Proposed budget adjustments**

Gerard motioned to adopt the new adjusted (lowered) budget figures for Health Insurance.

Carole: Second.

Discussion: The adjustment was due to a change in the plan, and lowers the budget for the administrative assistant in the Financial Administration, Welfare, Planning, & Zoning budgets.

Motion carried 5-0.

Carole motioned to increase dues line at \$4,918.00 for Central New Hampshire Regional Planning Commission based on 2018 population of 4,098 (1.2 per capita).

Gerard: Second.

Discussion: None.

Motion carried 5-0.

**Added Item - Hiring of Peter Elliott as a Full Time Heavy Equipment Operator**

Carole motioned to hire Peter Elliott as a Full Time Heavy Equipment Operator with Step 5 pay starting December 16<sup>th</sup>, 2019.

Carl: Second.

Discussion: None.

Motion carried 5-0.

**Added Item – Policy change to allow minors to join the Support Company with strictly supervised support only activities.**

J.C. acknowledged Deputy Chief Robert Freese in the room. Deputy Chief Freese said that the fire department recently interviewed a 17-year-old who would make a great addition to the fire dept. but without a charter/Scout explorer group, volunteers currently have to wait until 18 yrs. of age. As a solution, Deputy Chief Freese suggested allowing a policy change to the Support Company to allow volunteering starting at 16 yrs. of age. Supervised activities would include making sandwiches, passing out food and warm drinks, and possibly learn how to dress a fire hydrant. Volunteers would not be allowed to run trucks, hoses or be assigned fire equipment. The volunteer service will be at a Support Company capacity only.

Carl made a motion to lower age of Support Company volunteers to 16 yrs. of age or older. Gerard: Second.

Discussion: Jim stated for the town insurance and legal team he wanted to make sure that a document was in writing to make sure of activities that are allowed and not allowed for the minors volunteering. The contract should be signed by the minor and someone from the fire dept. Motion carried 5-0.

**COMMITTEE REPORTS**

Gerard announced a public hearing meeting for B.C.E.P. next month. He said there would be an increase for the four towns at \$425,000.00. This year's amount for Pittsfield is \$184,597.00 and the 2020 proposed amount will be \$216,906.00. The final budget figure will be after the hearing next month and the Select board will vote at that time.

Carole thanked the Public Works Department for the open house they recently had for the budget committee. She said that it was a great experience for everyone to see the garage, trucks, and graders that will need to be upgraded. She personally thanked George Bachelder, Superintendent of Public Works, and Brian Eldredge, Asst. Superintendent of Public Works, for the great job they did explaining and showing everything in the garage.

**INFORMATION ITEMS**

J.C. updated everyone with the quarterly report of Waste Water Treatment Facility saying the bad bacteria are holding steady, good bacteria are doing what they should right now. Carl wanted as a side note to keep in mind the amount of work that will need to be done in the future as far as the Waste Water Treatment Facility.

## **OLD BUSINESS**

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

J.C. stated Loudon is ready to move on perambulation and they will be getting together soon.

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

Carl revised letter for a grant from the Sanderson fund. Carole and Carl are working on some updates.

### **3. Town Hall exterior repairs (8/27/2019)**

J.C. asked about the exterior updates. Cara stated that we are waiting to hear if prison labor would be available for woodworking and painting outside. No other updates at this time.

### **4. Zoning & RSA 155-B Violations (8/27/2019)**

Current action needed on has been taken care of as of now. Other zoning violations in town were discussed, letters sent out.

### **5. Holden Engineering Contract Amendment #1 – Shaw Road over Kelley Brook project (9/24/2019)**

No discussion.

## **CHECK MANIFESTS**

### **1. Accounts Payable**

Gerard made a motion to approve Accounts Payable.

Carole: Second.

Discussion: None.

Motion carried 5-0.

### **2. Payroll**

None this week.

## **MINUTES**

### **1. November 12, 2019 – Public Meeting Minutes**

Gerard made a motion to approve the November 12, 2019 Public Meeting Minutes.

Carole: Second.

Discussion: None.

Motion carried 5-0.

### **2. November 19, 2019 – Public Meeting Minutes**

Gerard made a motion to approve the November 19, 2019 Public Meeting Minutes.

Jim: Second.

Discussion: None.

Motion carried 5-0.

3. November 20, 2019 – Public Meeting Minutes  
Gerard made a motion to approve the November 20, 2019 Public Meeting Minutes.  
Jim: Second.  
Discussion: None.  
Motion carried 5-0.
4. November 12, 2019 – Non-Public Meeting Minutes  
Gerard made a motion to approve the November 19, 2019 Non-Public Meeting Minutes.  
Carole: Second.  
Discussion: None.  
Motion carried 5-0.
5. November 20, 2019 – Non-Public Meeting Minutes  
Jim made a motion to approve the November 20, 2019 Non-Public Meeting Minutes.  
Carole: Second.  
Discussion: None.  
Motion carried 3-0. Gerard and Carl abstained because they were not at the meeting.

#### **PUBLIC INPUT**

Bob Schiferle said that the School Board approved the draft budget last Thursday. He said when the state posted on Monday, the increase for Adequacy grant was \$886,516.00 over last year. So current tax impact will be a decrease of \$1.90 per \$1,000.00.

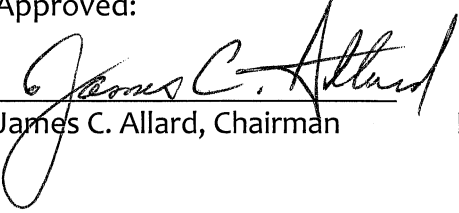
Carl motioned to adjourn at 7:51 pm.

Carole: Second.

Discussion: None.

Motion carried 5-0.

Approved:

  
James C. Allard, Chairman

12 Dec 2019  
Date



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

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**TUESDAY, NOVEMBER 26, 2019**

**6:00 p.m.** – call to order

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**NEW BUSINESS**

**ACTION ITEMS**

1. TD Bank resolution for change in Treasurer
2. December meeting schedule
3. Setting the date of the 2020 SB2 Deliberative Session
4. Proposed increase to EMS billing rates
5. Eversource petition & pole license #41-771 for remove/replace, Leavitt Road
6. Eversource petition & pole license #41-774 for remove/replace, Clark Street
7. Eversource petition & pole license #41-781, for two new poles on Upper City Road & Shaw Road
8. Request to transfer funds to the Conservation Fund - \$1,900 for land use change taxes collected
9. Proposal for town clerk's office to collect Selectmen's Office deposits (as a cashier function)
10. Discussion on changes to the Traffic Control Ordinance

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. October 2019 Wastewater Treatment Facility report

**OLD BUSINESS**

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

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. November 12, 2019 – Public Session Minutes
2. November 19, 2019 – Nonpublic Session Minutes
3. November 19, 2019 – Public Session Minutes
4. November 20, 2019 – Nonpublic Session Minutes
5. November 20, 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.*