



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

MEETING MINUTES OF Tuesday, February 28, 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
J.C. Allard
Jim Adams

MEMBER ABSENT

Carole Richardson

OTHERS PRESENT

Cara Marston, Town Administrator
Deputy Fire Chief Rob Freese

PUBLIC INPUT – AGENDA ITEMS ONLY

None

AGENDA REVIEW

Carl had 1 action item to add for consideration
Cara had 1 action item to add for consideration

NEW BUSINESS

1. Consideration of town-issued credit cards for department heads

A request was made from the library trustees regarding a town-issued credit card for purchases from vendors who don't have town billing options - so that their employees do not have to front the expense for a few weeks at a time before reimbursement. These expenses are from stores like Danis, Wal-Mart, and Michaels; shopping for various items for programming like crafts and snacks. There also have been some larger dollar amount purchases for grant programs like paying a guest speaker or bulk order fun-passes in advance.

Cara explained that Citizens Bank offers a credit card program for government agencies that can be structured with set credit limits, monthly accounting, and other points/rewards incentives. The existing Financial Policy of the town already has the framework for this type of credit use, with a \$1,000 limit that requires advance permission from the Selectmen. The cards would be structured for no cash advances. Per the Financial Policy there would be no personal use permitted under any circumstance. The employees issued the cards would have to submit the supporting documentation

with the monthly statements.

Carl asked if these purchases would be for items that would fall within the approved town budget, which wouldn't otherwise require advance permission. Cara responded yes.

Carl made a motion to approve the credit card program with a \$1,000 limit per card holder.

Gerard seconded the motion.

Gerard felt that the department heads should choose the designated card holders.

Motion carried 4-0-0.

2. Request for funds transfer – JCL building maintenance \$300.49

The library trustees utilized the 2022 trust balance of the JCL building maintenance expendable trust for a purchase for their windows as the trust balance was small and the project long since completed. This trust was created in 2010 for the purpose of the library's windows only, during a multi-year window restoration project. The trust can be put on the ballot in the future for consideration to close it out.

J.C. made a motion to approve the funds transfer request.

Gerard seconded the motion.

There was no further discussion.

Motion carried 3-0-1. Jim abstained.

ADDED ITEM – for abatement of interest – tax payment plan completed

Cara let the Board know that the last of the old payment plans that had been structured with a reduction in statutory interest has just been paid off a little over a year early. There are two lien levy years of interest to abate, the 2015 year for \$386.66 and 2014 for \$4,871.81, totaling \$5,258.47.

Jim made a motion to approve both abatements in total of \$5,258.47 for 107 Tilton Hill Road.

Gerard seconded the motion.

There was no further discussion.

Motion carried 4-0-0.

ADDED ITEM – JC Library asbestos inspection update

Carl received an update from the library - in the initial stages of the asbestos inspection it was discovered that the flooring has more layers than anticipated, so only some layers can be tested or the work will exceed the estimate, around \$150 or so. The library trustees were looking for the Board's thoughts on the scope of the testing.

Gerard made a motion to exceed the estimate and have the asbestos testing be done on all layers.

J.C. seconded the motion.

There was no further discussion.

Motion carried 3-0-1. Jim abstained.

COMMITTEE & DEPARTMENT REPORTS

Gerard let the Board know that last week's BCEP meeting had been postponed due to weather.

Carl informed the Board that the Planning Board has completed their task of the review and update of the rules of procedure, site plan review regulations, & subdivision regulations; and the drafts have been sent to the Regional Planning Commission for their input.

OLD BUSINESS

7. Review of solar project proposal – CDC project (6/14/2022)

J.C. updated the Board that the CDC is still waiting for another project to be submitted. The company has done their preliminary work and the proposal is forthcoming.

CHECK MANIFESTS

Account Payable

Gerard made a motion to approve accounts payable.

Jim seconded the motion.

There was no discussion.

Motion carried 4-0-0.

Payroll

Gerard made a motion to approve payroll.

J.C. seconded the motion.

There was no discussion.

Motion carried 4-0-0.

MINUTES

1. February 14, 2023 – Public Session Minutes

Gerard made a motion to approve the February 14, 2023 Public Session minutes.

Jim seconded the motion.

There was no discussion.

Motion carried 4-0-0.

2. February 14, 2023 – Nonpublic Session Minutes

Gerard made a motion to approve the February 14, 2023 Nonpublic Session minutes.

Jim seconded the motion.

There was no discussion.

Motion carried 4-0-0.

PUBLIC INPUT

None

The meeting was adjourned at 6:44 p.m.

Approved:


Carl Anderson, Chair

4/3/2023
Date



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

TUESDAY, FEBRUARY 28, 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. Consideration of town-issued credit cards for department heads
2. Request for funds transfer – JCL building maintenance \$300.49

COMMITTEE/DEPARTMENT REPORTS
INFORMATION ITEMS

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)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. February 14, 2023 – Nonpublic Session Minutes
2. February 14, 2023 – Public 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