



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

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## **MEETING MINUTES OF Tuesday, April 11, 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  
Carole Richardson

### **OTHERS PRESENT**

Cara Marston, Town Administrator  
Chief of Police Joseph Collins  
Fire Chief Peter Pszonowsky  
Superintendent of Public Works Noel Gourley

### **PUBLIC INPUT – AGENDA ITEMS ONLY**

None

### **AGENDA REVIEW**

Gerard has a BCEP update  
Jim has a union update  
Cara had 2 action items to add for consideration

### **PUBLIC HEARING – Unanticipated Revenue – Fire Department grant & donation**

Notice is hereby given in accordance with NH RSA 31:95-b that the Board of Selectmen will conduct a hearing to receive public comment concerning the acceptance of unanticipated revenue in excess of \$10,000.

The Fire Department has received a \$16,500 grant from the E.P. Sanderson Trust Fund and a \$8,000 donation from the Pittsfield Firefighters Association towards the purchase of extrication rescue tools. The Board of Selectmen is required by statute to hold a public hearing before accepting this unanticipated revenue.

Carl opened the public hearing.

Chief Pszonowsky was out at a fire call, so Cara explained that the Chief obtained two grants; one from Sanderson Fund and one from the Globe Community Fund (through the Firefighters Association) for the long overdue replacement of the rescue tools. The current tools are out of date,

nearly 30 years old, are extremely heavy and not conducive to a quick rescue on scene. Typically another town's tools are used when a call is in need of them. The new tools would be battery operated and much lighter and faster to operate. The department has tested several brands of tools the past few months and have narrowed down their choice to one that offers a lifetime warranty. With the two grants and tool portion of the new engine budget, a package of tools; a cutter, spreader, ram, & combi tool can be purchased.

The public hearing was closed.

## **NEW BUSINESS**

### **1. Consideration of acceptance of donations to the Fire Department for rescue tools.**

Jim made a motion to accept the donations for the tools. With thanks.

J.C. seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

### **2. Application for volunteer appointment – Community Development Committee**

Carole made a motion to appoint Marie Shaffer to the Community Development Committee.

Jim seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

### **3. Application for volunteer appointment – Old Home Day Committee**

Jim made a motion to appoint Jaime Koladish to the Old Home Day Committee.

J.C. seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

## **ADDED ITEM – BCEP Solid Waste District Committee appointments**

Cara explained that the BCEP brought in the BCEP committee appointment forms, there are Gerard's and the budget representative Dan Schroth's to consider.

Carole made a motion to appoint Gerard Leduc as the Selectboard Representative and Dan Schroth as the BCEP Budget Representative at the BCEP Solid Waste District.

J.C. seconded the motion.

Motion carried 5-0-0.

## **ADDED ITEM – consideration of the 2023 Update of the Hazard Mitigation Plan**

Cara informed the Board that, as initially mentioned in December, there were tight timeframes for adopting the 2023 Update, for the current plan format to be accepted. The next update in five years will be the new format recently approved by FEMA. Our 2023 update was initiated when the 'old' format was still the approved format.

The Board considered the following resolution for adoption:

*A Resolution Adopting the Pittsfield Hazard Mitigation Plan Update 2023*

*WHEREAS, the Town of Pittsfield has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of the hazards profiled in the Hazard Mitigation Plan Update 2023*

including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Pittsfield has developed and received conditional approval from the NH Homeland Security and Emergency Management (NHHSEM) for its Hazard Mitigation Plan Update 2023 under the requirements of 44 CFR 201.6; and

WHEREAS, public and Committee meetings were held between April 2022 through December 2022 regarding the development and review of the Hazard Mitigation Plan Update 2023; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies, and Plan maintenance procedures for the Town of Pittsfield; and

WHEREAS, the Plan recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Pittsfield with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Pittsfield eligible for funding to alleviate the effects of future hazards; now therefore be it RESOLVED by Town of Pittsfield Board of Selectmen:

The Hazard Mitigation Plan Update 2023 is hereby adopted as an official plan of the Town of Pittsfield; The respective officials identified in the mitigation action plan of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

The adoption includes the addition of any insubstantial review and update requirements identified by FEMA or NH HSEM after the Plan's adoption by the Board until the date of the five-year Formal Approval letter;

Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and

An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Emergency Management Director or designee.

Carole made a motion to approve the 2023 Hazard Mitigation Plan Update and sign the 2023 Certificate of Adoption.

J.C. seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

#### **ADDED ITEM – application for volunteer appointment – Parks & Recreation Commission**

Cara noted this was a renewal application for re-appointment.

Jim made a motion to appoint Jessica Drouin to the Parks & Recreation Commission.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

#### **ADDED ITEM – Sewer User Fee Warrant 2023 quarter 1**

Carole made a motion to approve the sewer user fee warrant in the amount of \$117,457.88.

Gerard seconded the motion.

There was no further discussion.

Motion carried 5-0-0.

## **COMMITTEE & DEPARTMENT REPORTS**

Superintendent Gourley discussed his plans for the 2023 department projects.

The culvert on River Road will be replaced, this project was bid last year with the Dowboro Road culvert project, to be done by Hall Construction. The roadway is visibly collapsing around the culvert.

Tan Road's culverts are being engineered by KV Partners to get a cost on this eventual project. Also, there will be culvert replacements on Governors Road (undersized), Prescott Road (failing), and Daroska Road (will be sleeved).

The sidewalk project for this year is a section of South Main Street from Blake Street to the south end of French Circle. This project was delayed from last year due to the rapidly failing culvert on Dowboro Road that was replaced.

For paving, Swett Road will be a two part project as part of the road is partially gravel currently – the entire road will be paved this year, along with Shackford Court as that's a small project near the area of Swett Road for the contract work.

Finally, the street sweeping and catch basin cleaning is scheduled for the end of April.

Carl let Noel know that the Board appreciated the extra lengths that Noel goes to, to save costs. He is able to get a lot accomplished at a price that the taxpayers can afford.

Chief Collins did not have any updates or business for the Board to consider.

J.C. reported that the Community Power Coalition is giving a presentation to the CDC tomorrow.

Carl noted that the Planning Board's next meeting will be Thursday April 27<sup>th</sup>. The meeting for the 13<sup>th</sup> had to be postponed due to a typographical error on the advertising notice.

Jim let the Board know that the initial meeting to arrange the negotiations team and schedule with AFT is set for Tuesday, May 9<sup>th</sup> at noon.

Jim also let the Board know that he reached out to Executive Councilor Ted Gatsas to apprise him of a situation regarding the lack of spots in the Firefighter training classes for smaller communities at Fire Standards. Chief Pszonowsky and the area Fire Chiefs have been discussing how best to bring their concern of the lack of training for their smaller departments to the Director and Commissioner. Currently, the bigger departments and tech schools have been getting in to the training first, leaving no openings for the small departments. The availability of training needs to be discussed to make the opportunities more balanced. Once the Chiefs can formulate some positive talking points, they can meet with Councilor Gatsas for his input and assistance with communicating with the Commissioner.

## **INFORMATION ITEMS**

1. March 2023 monthly Wastewater Treatment Facility report  
Testing has been good and the work continues on the various equipment at the Joy Street pump station.

## **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)
- 10. Minute Taker vacant position (3/28/2023)**

Carole let the Board know that she and Cara met with Joan Monaco. Joan has an impressive resume and has kept minutes for various boards, as well. She had worked in a town office several years ago and is currently transitioning from a long term office job that she is still travelling to.

Carole made a motion to hire Joan Monaco as a minute taker at \$20.00 per hour.

Jim seconded the motion.

Carole explained the increase in pay from the previous minute taker is commensurate with Joan's experience, plus she will be transcribing the minutes at home and won't need the hours at meeting attendance.

Motion carried 5-0-0.

## **CHECK MANIFESTS**

### **Account Payable**

Gerard made a motion to approve accounts payable.

Jim seconded the motion.

There was no discussion.

Motion carried 5-0-0.

### **Payroll**

Gerard made a motion to approve payroll.

Carole seconded the motion.

There was no discussion.

Motion carried 5-0-0.

## **MINUTES**

### **1. March 28, 2023 – Public Session Minutes**

Gerard made a motion to approve the March 28, 2023 Public Session minutes.

J.C. seconded the motion.

There was no discussion.

Motion carried 5-0-0.

### **2. March 28, 2023 – Nonpublic Session Minutes**

Gerard made a motion to approve the March 28, 2023 Nonpublic Session minutes.

Carole seconded the motion.

There was no discussion.

Motion carried 5-0-0.

## PUBLIC INPUT

Chief Pszonowsky let the Board know that he and Deputy Chief Freese have received a few bids for the replacement ambulance and are expecting a few more. They hope to have the bids along with their recommendation for the Board's consideration at one of the upcoming meetings. There is still an 18 month to 2 year build on the ambulance.

Carl noted that he would not be present at the next meeting on April 25<sup>th</sup>.

The meeting was adjourned at 6:46 p.m.

Approved:



Carl Anderson, Chair

Date 5/9/23



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

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**TUESDAY, APRIL 11, 2023**

**REGULAR SESSION – 6:00 p.m. – call to order**  
**PLEDGE OF ALLEGIANCE**

**PUBLIC INPUT – regarding agenda items only**  
**AGENDA REVIEW**

**PUBLIC HEARING 6:05 P.M. – Unanticipated Revenue – Fire Department grant & donation**

**NEW BUSINESS**  
**ACTION ITEMS**

1. Consideration of acceptance of donations to the Fire Department for rescue tools
2. Application for volunteer appointment – Community Development Committee
3. Application for volunteer appointment – Old Home Day Committee

**COMMITTEE & DEPARTMENT REPORTS**

**INFORMATION ITEMS**

1. March 2023 monthly Wastewater Treatment Facility report

**OLD BUSINESS**

1. Perambulation of town lines (8/14/2018)
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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)
10. Minute Taker vacant position (3/28/2023)

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. March 28, 2023 – Public Session Minutes
2. March 28, 2023 – Nonpublic 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