



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

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**MEETING MINUTES OF TUESDAY, May 3, 2016**

**CALL TO ORDER**

Call to order at 6:00 P.M. by Larry Konopka, Chairman

**MEMBERS PRESENT**

Larry Konopka, Chairman  
Carole Richardson  
Carl Anderson  
James Allard

**MEMBERS ABSENT**

Gerard LeDuc, Vice-Chairman

**OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

**PUBLIC INPUT**

None

**AGENDA REVIEW**

**APPOINTMENTS**

**1.6:05 P.M. - Jesse Pacheco, Building Inspector**

Jesse: I have a concern that I would like to bring the board and would like to see if we can clear up some of these issues.

Larry: Usually we have a letter regarding a concern and we don't have one. Is there a reason.

Jesse: Because I am not sure where it should go from here, and the situation is complex. My concern is with a property that has been brought to my attention that is a single family home but was converted to a 2 family and never approved. So it became an apartment on its own. HSA had given them a license. And there are a few instances like this in town.

Larry: This is a Zoning Board matter.

Jesse: Yes and they told me to bring it to you.

Larry: I think it is a HSA matter, we can ask them to come in to discuss this or we can go to one of their meetings.

Jesse: I think it's also an assessing matter. I flag the property for the assessor and they go out and write down if there is a shed and so forth and it becomes an issue like this.

Larry: The contract for the assessor runs out in December. I am not sure what the board will decide to do at that time. But this is something that we bring to their attention.

Jesse: I would like to see the process of communication open up between the different boards and departments. So we can work together and eliminate these issues.

Larry: Any questions from the board?

Carole: So are you looking for any action tonight?

Jesse: I do need some type of action at some point.

Larry: Can you go to HSA and speak with them?

Jesse: Yes.

Bill Elkins: We have a public hearing at our regular meeting on May 9, 2016 at 7:00 p.m.

Larry: We do have another matter we would like to present. (A letter was presented to Jesse.) We are short on time but would like to discuss this, maybe we can bring you in for our next meeting to discuss these concerns with you.

Carole: I would like to address this tonight, we did not do this last week and we don't have a meeting next week.

Jesse: I apologize for missing last week's meeting I was sick and couldn't talk.

Carole read some of the items on the letter presented to Jesse. These were items the board would like to see the Building Inspector perform. Some of the items included 12-hour work week, set office hours, monthly reports, and application response time. Other terms were also presented.

Jesse: And you would like this all to be done in 12 hours.

Carole: Yes

Jesse: When I was given this position I was given the keys to the office and had little to no direction. I was not trained on the software to generate the reports. I receive calls on weekends and at job sites.

Cara: I can show Jesse the software.

Jesse: I am going to have to look through this letter and see how this is going to work.

Larry: Let's try this for 30 days and see how it works.

Larry: Would you like an appointment for the next meeting?

Jesse: Yes.

Larry: We can put you on the agenda for the next meeting at 7:00 p.m. Thank you

## **NEW BUSINESS**

### **ACTION ITEMS**

#### **1. Letter, Paul Rogers, sale of town property concern**

Cara: I received an email from Paul late this afternoon. He rescinded his request and this does not need to be addressed.

Carole: I think it's a good idea to rescind the request.

The board then began to discuss the sale of tax deeded vacant property.

Carl: I make a motion to offer the Upper City Road property to the abutters.

Carole: Second.

Motion carries. 4-0

Carl: I make a motion we send a letter to the abutters for the Warren Street property.

Carole: Second.

Motion carries. 4-0

#### **2. Tax Anticipation Note, \$500,000, 2.29%**

Cara: We have the paperwork to execute to borrow \$500,000 at 2.29%

Carl: I make a motion to borrow the \$500,000.

James: Second.

Motion carries. 4-0

#### **3. Request to waive building permit extension fee – 34 Jenness Pond Road**

Larry: We have a waiver for \$392.65 for the permit renewal fee.

Carl: I make a motion to approve the waiver for \$392.65 renewal fee.

James: Second.

Motion carries. 4-0

#### **4. Memorandum from Josiah Carpenter Library Trustees – 37 Main Street**

James: I will recuse myself as a selectman and speak as a Library Trustee. (James was seated at the table in front of the board). As the author of the memorandum, we wanted to get that letter to the board to bring to your attention the Library Trustees would like to be included in

the discussions concerning the property next to the Library. As an abutter we are interested, as it could present many opportunities to the town.

Larry: What are the board member's thoughts on this? We do have some discussion going on about 37 Main St. and I understand your thoughts and concerns. It's going to be a tough one for me.

Carl: I agree it's going to be a tough one. My thought is that we do the best we can. You will know what's going on being a part of the selectboard.

Carole: I agree with that.

James was seated back on the board.

**5. Deed for redemption of tax deeded property, 24 Broadway**

Cara: We received the funds and this transfers the property back to the previous (tax deeded) owner of the property.

The paperwork was presented and signed by the board.

**6. Deed for transfer of tax deeded mobile home to park owner, 175 Leavitt Road, Unit #18**

Cara: This deed is being issued for the agreement of the park owner doing the labor on the demolition of four tax deeded mobile homes at the other two locations of their mobile home parks (62 & 65 Leavitt Road). This transfers this mobile home to the park owner.

Carl: I make a motion to execute the deed.

Carole: Second.

Motion carries. 4-0

**7. Sale of town property**

Larry: The board has held the public meeting as required.

**a. Tax map R44, lots 7&8**

Larry: The Board of Selectmen has held two public hearings in accordance with RSA 41:14-a, on April 5, 2016 and April 19, 2016.

Larry: I make the motion to uphold the previously executed purchase and sale agreement between the town of Pittsfield and Mary H. Pritchard Trust for the town property displayed on the town of Pittsfield's tax maps as Tax Map R44 Lots 7 & 8, dated January 5, 2016.

James: Second.

Motion carries. 3-1 Carl: opposed.

**b. Tax map R48, lot 6**

Larry: The Board of Selectmen has held two public hearings in accordance with RSA 41:14-a, on April 5, 2016 and April 19, 2016.

Larry: I make a motion to uphold the previously executed purchase and sale agreement between the town of Pittsfield and Alton Rollinsford, LLC, dated November 7, 2015, the rights of which have been purchased by the Mary H. Pritchard Trust as confirmed by David Alden Moore on April 2, 2016, for the town property displayed on the town of Pittsfield's tax maps as Tax Map R48 Lot 6.

Carole: Second.

Motion carries. 4-0

## **COMMITTEE REPORTS**

None

## **INFORMATION ITEMS**

1. Most recent sewer hookup fee of \$3,500.00 for 26 Broadway, collected 8/28/14, deposited in sewer reserve on 9/19/14 (M. Wells 4/26/16)

Cara: This is in response to Maurice's inquiry. I did not find a sewer hook-up in 2015, the most recent one I found was in 2014. It came into the office on August 28<sup>th</sup> and transferred to the sewer reserve account on September 18<sup>th</sup>. So I am not sure about 2015 I looked through all of 2015 and did not any hook-ups.

2. Legal costs to date \$5,813.29 (A. Gauthier 4/19/16)

## **PUBLIC INPUT**

### **OLD BUSINESS**

#### **1.WWTP – personnel issues (update)**

Cara: Nothing to update.

#### **2.Sale of town property**

a. Tax map R12, lot 10 – (pending)

Cara: This is pending waiting for collection of the purchase price.

#### **3.Town hall basement (4/5/16)**

Cara: Who would you like to facilitate this project? Would you like to have the facilities maintenance person (Glenn) to oversee this project or the building inspector?

Larry: I think Glenn.

Carl: I agree.

Cara: George would you like to add anything to that with the work schedule?

George: I would like to know what is involved and how quick you would like it done.

Larry described some of the work that would be needed.

Larry: Chief Pszonowsky and I can go through it with you.

Cara: Any coordination needed for the work and permits can be done between the departments.

**4. Town owned tax-deeded properties (4/5/16)**

**a. Franklin Street parking lot – (Ward to list for town)**

Cara: I contacted Donna Ward for the Franklin Street parking lot and she is interested. However, she has an offer for the Fayette St. property which includes the parking lot so she may not have to list it. If you would like to have her come in perhaps with the perspective buyer on the 17th meeting I could line that up.

Larry: I think it would be a good idea to line that up.

**b. 11 Watson Street**

Cara: We still need to designate a seller's agent for the town. We do have an offer from John Pacheco, and Paul Rogers is his representative.

Carl: I think we should have someone to represent us.

Larry: We started the counter offer last time. With a few clarifications we can have legal review and move forward. If that's what the board wants.

Cara: We need to clarify who will be representing the town first.

There was some discussion on the representatives and terms on the fees.

The board decided on Donna Ward to be the town's agent.

Cara: The board voted on the counter offer to be \$55,000 but the offer presented was \$56,000.

Carole: Made a motion to amend the amount from \$55,000 to \$56,000.

Carl: Second.

Motion carries. 4-0

Cara: A request to waive the inspection was presented.

Carl: I make a motion to waive the inspection.

Carole: Second.

Motion carries. 4-0

Cara: We need to provide a disclosure for lead paint.

Carl: Donna should have one and be able to put that in.

Cara: Was it this board's intention to have this property remain a 2 family unit?

Larry: Yes

Carole: Yes

Cara also went through some of the wording amendments in the contract to confirm with the board that those were what the board wanted.

**c. Warren Avenue vacant land (U3-55-1) – selective bid to abutters (tabled 4/19/16)**

Letters will now be sent to abutters.

**5. Sale of town owned property policy (4/5/16) - to be discussed with Planning Board 5/24/16**

**6. Central N.H. Regional Planning Commission representative appointment – James Pritchard** (voted then tabled 4/19/16) – Planning Board

Cara: We are waiting for a Planning Board response.

**7. Website Policy (4/19/16)** (audio files on website will be incorporated in the policy)

Cara: I am working with Clayton.

## **APPLICATIONS and WARRANTS**

**1. Timber Yield Tax Warrant – Tax map R37, Lot 13, \$684.62**

Carl: I make a motion to approve the Timber Yield Tax Warrant for Tax Map R37, Lot 13 for \$684.62.

Carole: Second.

Motion Carries. 4-0

**2. Sewer User Fee Warrant – First Quarter 2016 \$98,655.65**

Larry: The warrant for the collector of sewer user fees was presented in the amount of \$98,655.65.

Larry: I make a motion to accept the warrant for the collector of sewer user fees in the amount of \$98,655.65.

Carole: Second.

Motion carries. 4-0

## **CHECK MANIFESTS**

**1. Accounts Payable**

Carl: I make a motion to accept accounts payable.

Carole: Second.

Motion carries. 4-0

**2. Payroll**

Carl: I make a motion to accept payroll.

Carole: Second.

Motion carries. 4-0

## **MINUTES**

**1. April 26, 2016 – Public Meeting Minutes**

Carl: I make a motion to accept the April 26, 2016 minutes, with correction on pg. 6., deleting the words “He would” after the sentence in the #3 6:50 p.m. appointment with Adam Gauthier.

Carole: Second.

Motion carries. 3-1 James abstain (not a member for that meeting).

## **PUBLIC INPUT**

Adam: I noticed online about the selectman’s budget and the amount of \$2,600, and wanted to know if the architect has been paid yet.

Larry: The bill has not been received yet.

Fred: I noticed an ad in the paper for a minute taker. What is the difference between a recording secretary and a minute taker?

Cara: The recording secretary had included other office duties and the minute taker just takes minutes.

### NON-PUBLIC SESSION

Carole: Motion to go into Non-Public Session per **RSA 91-A:3 II (d)** – Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. **RSA 91-A:3 II (e)** – Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the Town or any subdivision thereof, or against any member thereof because of his membership in such body, until the claim or litigation has been fully adjudicated or otherwise settled. **RSA 91-A:3 II (a)** – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Carl: Second. Carried: 4-0. Individual members of the Board were polled and all agreed.

Board went into Non-Public Session at 6:46 P.M.

Board returned to Public Session at 7:13 P.M.

**NOTE:** RSA 91-A (III) – Minutes of proceeding in non-public session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decision reached in non-public session shall be publicly disclosed within seventy-two (72) hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Shall the Minutes be publicly disclosed? No.

Motion made by Carole and Seconded by James to not publicly disclose the minutes because it is determined that divulgence of the information likely would render the proposed action ineffective. Carried 4-0. Individual members of the Board were polled and all agreed.

### RESUME PUBLIC SESSION

Carl: I make a motion to pull all badges from all town personnel except police and fire.

James: Second.

Motion carries. 4-0

Carole: I make a motion to adjourn the meeting. Carl: Second.

Motion carries. 4-0

Meeting adjourned at 7:14 P.M.

Approved:

  
Lawrence Konopka, Chairman

  
Date





## **MEETING AGENDA**

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

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**TUESDAY, MAY 3, 2016**

6:00 p.m. - Call to order

7:00 p.m. - 8:30 p.m. - Public Forum

### **PUBLIC INPUT**

### **AGENDA REVIEW**

### **APPOINTMENTS**

1. 6:05 P.M. - Jesse Pacheco, Building Inspector

### **NEW BUSINESS**

#### **ACTION ITEMS**

1. Letter, Paul Rogers, sale of town property concern
2. Tax Anticipation Note, \$500,000, 2.29%
3. Request to waive building permit extension fee - 34 Jenness Pond Road
4. Memorandum from Josiah Carpenter Library Trustees - 37 Main Street
5. Deed for redemption of tax deeded property, 24 Broadway
6. Deed for transfer of tax deeded mobile home to park owner, 175 Leavitt Road, Unit #18
7. Sale of town property
  - a. Tax map R44, lots 7&8
  - b. Tax map R48, lot 6

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2. Sale of town property
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3. Town hall basement (4/5/16)
4. Town owned tax-deeded properties (4/5/16)
  - a. Franklin Street parking lot - (Ward to list for town)
  - b. 11 Watson Street
  - c. Warren Avenue vacant land (U3-55-1) - selective bid to abutters (tabled 4/19/16)
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2. Payroll

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1. April 26, 2016 – Public Meeting Minutes

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2. RSA 91-A:3, II(e) - Consideration or negotiation of pending claims or litigation

## **PUBLIC INPUT**