

**SELECT BOARD
TOWN OF NEW CASTLE**

**Tuesday March 5, 2024, 11:00 AM
Town Hall. 49 Main St.**

APPROVED

PRESENT: Chair William Stewart, Select Board Member Jane Finn, Select Board Member Pam Cullen, Town Administrator, Mike Tully, Building Inspector Russ Bookholz, Director of Public Works, Chris Robillard, Fire Chief Ted Hartmann via Zoom, Police Chief, Don White.

ALSO PRESENT: (Sign in Sheet): David Myers, Etoile Holzaepfel, Curt Springer, Nancy McArdle, David McArdle, Brian Terekelsen, Chet Fessenden, Paul Legere, Beth Barnhorst, Peter Hunt, Steven McCusker, Margaret Gibson, Nancy Euchner, Ray Martineau, Joe McLaughlin, Sharon Donnemyer, Randy Bryan, Pamela Stearns, Guy Stearns, Terri Golter, Lori Edmunds, Nancy Jackson, Dave Severance, Eban Lewis, NHDES Others were in attendance via Zoom and in the Conference Room.

Chair Stewart noted that the Board had already opened the meeting at 10:00AM as advertised and went right to Non-public session. That portion was completed and at 11:10 AM the Board is now in Public Session. The first order of business is to have a Motion to Seal the Minutes of the Non-Public Session as the action taken would be rendered ineffective.

MOTION: To Seal the Minutes of the March 5th Non-Public Session of the Select Board.

MOTION: P. CULLEN

SECOND: W. STEWART

UNANIMOUS. Select Board Member Finn abstained.

CONSENT AGENDA

1. Review and Approval of Previous Select Board Minutes of February 20, 2024.

After review, Chair Stewart called for a Motion.

MOTION: To Approve the Select Board Minutes of the February 20, 2024, meeting as presented.

MOTION: P.CULLEN

SECOND: J.FINN

UNANIMOUS

2. Acceptance of Payroll Manifest Dated February 15,2024 in the amount of \$40,303.10.

3. Acceptance of Payroll Manifest Dated February 29,2024 in the amount of \$37,261.64.

4. **Acceptance of Accounts Payable Manifest Dated February 9,2024 in the amount of \$73,061.91.**
5. **Acceptance of Accounts Payable Manifest Dated February 23,2024 in the amount of \$51,035.29.**

MOTION: To Accept the Manifests as presented.

MOTION: P.CULLEN

SECOND: J.FINN

UNANIMOUS

REPORT OF THE TOWN ADMINISTRATOR.

TA Tully presented his report for the period beginning February 21 through March 5, 2024.

Police: Officer Lightfoot was at the South Berwick Elementary school on February 28,2024 assisting South Berwick PD with Career Day. The program allows children to interact with officers, and ask questions, view the cruiser up close and have lunch with the officers.

The Motorcycle Unit was at two funeral processions over the weekend for NH Pilot Capt. Jack Casey and NH Retired Portsmouth Police Officer Phil Miles.

Fire: The Fire Department/ Emergency Management Dept. has continued to work on FEMA cost recovery work with DPW and the State of NH and has started preparation for the final federal graded radiological emergency drill in April. Two new residential Knox boxes were installed, and the department assisted an elderly resident with a whole-home smoke detector battery charge.

Highway: The Highway Department is approximately halfway finished with the clean-up work at the Common. They have invested a total of 56-man hours at this point, and TA Tulley expects completion in the next few weeks. Director Robillard has processed and scheduled 6 weddings through the Rec Desk.

Facilities:

Town Office: TA Tully reported that he is waiting for two more quotes for work that is required on the Town Hall foundation.

Fire/Police Building:

Flooring has been chosen for the Fire/Police Building and work is currently being scheduled. This should be completed by end of March, beginning of April.

Ocean Street Property:

Mailers for input have been mailed and responses have started coming in.

Rec Center:

Painting projects have begun.

Projects:**Budget:**

The Board presented the FY 25 budget to the Budget Committee on February 27th, with a return date of March 12th for a follow up. He has received no Emails with questions at this point.

Cable Franchise Agreement:

TA Tully is waiting for information from residents regarding problems with high-speed lines in their neighborhood.

Computers/IT:

Questionnaires have been reviewed and Portsmouth Computer Group (PCG) is working on a few issues in the office (Administrative Assistant's computer) and a meeting with department heads will be scheduled soon.

Solid Waste:

The RFP has been approved by the Select Board and has been posted.

TAC Position:

TA Tully had received word from the Planning Board Chair that she had an interested resident for the RPC TAC position. He was not aware of this position and stated he would advertise it on the website and bring any candidates to the Board for approval.

Playground:

TA Tully noted this item is on the agenda for discussion of the funding of Phase II of the project.

Open Positions:

A conditional offer for the Part-time Administrative Assistant has been given with the background completed. TA Tully was happy to report that Bernice Barnes has decided to rejoin the team at Town Office and will start work on March 11, along with the new Part-time Administrative Assistant Jennifer Polisenio. TA Tully announced the moving of offices, with the Building Inspector moving to the back offices along with the new assistant. A new computer needs to be purchased.

Goals Meeting.

The departmental goals meeting is scheduled for Thursday, March 7th, after which a workshop with the Select Board will be held for the Board to review and approve.

Meeting Schedule:

TA Tully asked the Board to considering moving the evening meeting of March 19th to the morning, as currently the meeting conflicts with the Zoning Board meeting. The Board agreed to change the meeting time from 7:00PM to 11:00AM on Tuesday March 19,2024.

OLD BUSINESS

Discussion of beach wall – Beach Hill.

Chair Stewart noted some of the issues involved and recognized that there are several people who wish to speak and encouraged them to address new content, keep their comments brief and to the point, to get through everyone's opinion, and understand what the concerns are, both public and of the property owner. He asked if the Board had any questions prior to the public speaking. Hearing none, he indicated the Board will be treating this matter as a public hearing. Any speakers should address the Board by first stating their name and address and sign the sign in sheet. The Chair recognized the landowner if he would like to start. He replied that he was not at the last meeting and would like to listen first. The Chair asked for public comment. TA Tully noted that Eban Lewis from NH DES is present. The Chair asked Mr. Lewis if he would like to speak first; however, he stated he preferred to hear the public comments and any concerns and would address them afterwards.

The first speaker was resident Terri Golter of 17 Locke Road, who as a lifelong resident expressed concerns that the wall is too far out, impeding use of the beach and that so much vegetation was removed. She questioned the hydroseeding, and the lack of notice or consultation with the co-owner, neighbors, and the Town. She stressed that the beach is a Town beach.

Paul Legere of 58 Northgate Road stated everyone present could greatly benefit by hearing from Mr. Lewis of DES to explain where we are in the DES process. Given there was no wall there 8 months ago as depicted by the aerial photos, what is the next step. He realizes the Emergency Permit was authorized but believes the property should be restored back. Rather than listening to the citizens keep repeating the same comments and concerns, hearing from Mr. Lewis would be beneficial at this time. He and others understand property rights, but he stated that you can't reclaim what you don't have. They are not disputing that the owner owns out to the high tide line, but the laws of the State of New Hampshire prohibit reclaiming land you don't have.

Mr. Lewis began explanation of the process, starting with the timeline. DES has issued 2 authorizations, the latest of which is why we're here today. Through the last authorization, it was conditioned upon the applicant's needing to file an application to propose to retain anything, any impacts on the property. In no way did DES's previous authorizations allow anything that has been finally approved by the State. With respect to concerns expressed regarding property rights and ownership, DES authorizations were also conditioned therein, to include that the authorizations did not permit a trespass or impact on abutting properties. How it stands now is that DES believes the work has been completed as far as being hydroseeded. Once the application is filed with DES, the Town will receive notification, and at that time the public could view the application on file with through the Right to Know process as a request through DES's Concord Office. Once the application is "in house", there is a period of 50 days to review the application. Public comments will be accepted during this time frame. Also, they will make sure that the work done complies with their statutes and regulations.

Chair Stewart questioned the Emergency Permit process, and whether the permit explains what can and/or cannot be done. Mr. Lewis explained that the scope of these authorizations' is quite big.

The goal is to protect public property. With the two January storms there was a lot of damage in the Seacoast. To date DES has issued 45 authorizations. Many of them are much like this one. (damaged seawalls, erosion, properties in imminent peril). Typically, a property owner or the Town reaches out, and a band aid approach is used initially. DES issues the authorization, at which time when the work is completed, they submit photos and, in some projects, an application. Just because in this instance DES is requesting an application, doesn't mean everything is in order, but in fact DES is looking at everything holistically to ensure that property rights aren't violated, and that all the work that has been done meets DES rules and regulations, and statutes.

Chair Stewart asked if the property owner must state what the band aid is for? What was it they were curing? Mr. Lewis stated that they do have to so state in the Emergency Permit application. Chair Stewart recognized Beth Barnhorst, Pit Lane. She stated when she saw the work being done, she contacted the Building Inspector. She is concerned that this emergency process has allowed for the circumventing of the local land use boards, and the Building Inspector. She noted there was never a seawall there. She has previously submitted comments on other issues she has with this project, but then posed the following questions to Mr. Lewis: Noting that the beach is a New Castle Town Beach whose responsibility is it if someone gets injured? The writ wrap has already started spilling out. What happens when children are injured? Why was the wall not required to follow the lines of the other walls in the area?

Mr. Lewis responded by stating that the process is a State driven mechanism for property owners to do emergency repairs on their property. It doesn't necessarily absolve them of having to go through the local approval process. (Building Inspector and Select Board) As far as the plans go for these authorizations, the process is very rudimentary. A lot of times photos will suffice, and the Department takes in faith that the property owner presents information and states their case. The application requires that actual plans showing the tidal markers, etc. be submitted. Through the application process, the Department will be able to delve into the details. As far as high tide, DES's purpose is to protect the public. They will investigate pre-existing conditions during the application process.

Peter Hunt of Pit Lane asked Mr. Lewis for the best way to reach out to DES and had questions about the Shoreline Protection Act prohibiting the building of a retaining wall within a certain amount of feet of the high tide. Mr. Lewis apologized for the delay in responding to emails. He explained that the DES application process begins with the Town Clerk who signs the DES submitted application. At the Town's level, 4 copies remain with the Town. It is publicly available and can be viewed at Town Hall. Once it's in house at DES, one can request to view their file through their Right to Know process. As to Mr. Hunt's second question about the Shoreline Protection Act, Mr. Lewis stated that what drives this situation is the Wetlands Law. RSA 482-A. The Department looks to what is least impactful.

Chair Stewart noted that the wall's location and use is egregious in the public view. He asked if the Town just has to wait for the application process or are there other avenues the municipality can take at this time vis a vis the State. Mr. Lewis responded that the application process makes provision for the Conservation Commission to comment, and submit to the Select Board, but this doesn't limit the Select Board to that one facet of the process. Chair Stewart summarized by stating that based upon Mr. Lewis's information, and response, there is no additional action step between the Emergency Permit and the Application Process for the Town to take at this juncture. Chair Stewart asked about a timeline? Mr. Lewis could not comment on the deadline or DES's compliance process at this time. He explained some of the array of tools available to DES in the compliance area but did not give any details. There was mention of a thirty-day period, but this was not confirmed.

Chair Stewart recognized Dave Severance of 24 Elm Court with a question about ceded property rights and a question shortening the 75-foot setback for a septic system. Mr. Lewis referred him to the Subsurface system division of DES for the septic issue. As for the property rights question, Mr. Lewis stated it is up to the requestor in the application for the emergency permit to represent that the work requested does not violate property rights.

Todd Baker stated that what has happened doesn't seem reasonable and the 50-day time limit to be reviewed by the State, doesn't seem a reasonable amount of time for the Town to wait. He questioned the emergency permit issued as seeming to be "not right". It stated, "repair storm damage". That was not in his view what the Town got. He feels that the Town should have some say on the initial permit that was approved. He feels that the Town permit was exceeded.

Building Inspector Russ Bookholz responded with an explanation of the limitations he is under in issuing or denying an emergency town shorelands permit. It is very hard to approve or disapprove without a full set of plans. Once the full set of plans is approved and permit submitted there is information which is reviewed by the Town and its Boards. A copy is kept with the Town Clerk. In this emergency case, he had very little to go on, other than photos of rocks, stones and debris, and representations that the requestor would follow the conditions outlined by the State.

Chair Stewart recognized Brian Terkelson, 41 Spring Hill Road, who asked if there was a wall that was damaged and repaired because of the permit that was submitted to the Town. Lori Edmunds, owner with her father Mr. Chapeldaine and a co-owner with Mr. Martineau, stated she had been there 40 years and there was no wall. She hopes that the situation can be rectified to everyone's satisfaction.

A question was raised about how the Town can enforce compliance. Chair Stewart asked the Building Inspector to explain. He stated that normally the violator receives a written letter of non-compliance, outlining the section of the Building Code being violated, and attendant fines involved (\$275.00 per day). Each additional day is a new violation. With a Shoreland Permit the Town is looking for whether Erosion control is put up, spill containment kits are there, and work is done at the right time. He noted that during the storm a considerable amount of sand washed up on Mr. Martineau's property from the beach. While he was working in the sand, he was not working on the beach.

Randy Bryan, 34 Wentworth Road, asked if there is an obvious permit violation, does the Town have immediate recourse? Or does it have to wait for the State process? Mr. Bookholz explained his sequence of events. When he received the emergency permit and the shoreline permit was applied for, he issued the shoreline permit and went down to do an inspection. He saw the scope of the work and based on what he observed he called Eban Lewis and spoke about the permit and the emergency procedure going forward. Any problems will be addressed once the full-blown permit is received. He was advised that any problems would be dealt with during the full application and permitting process. He was not about to shut down the project with a State issued Emergency Permit Project going on, because he did not believe he had the authority to override the State, and put the Town in a possible legal matter, had the septic system washed out. He made the decision to issue the permit based upon the information he had and stands by his decision.

Chair Stewart summarized the Town's recourse to review this matter to determine whether the work permit was violated. This can be looked at now.

Paul Legere pointed out the "scope of work" section of the permit needs to be reviewed as in his view the owner basically was filling in a wetland in violation of the law. He referred to an RSA which is on the DES website. The only exception provided for in the RSA is when repairing an existing wall. He urged others to view the website.

Mary Pat Gibson of 90 Cranfield Street asked the Select Board to say what they need from citizens to assist in this issue. Chair Stewart that at this point the application needs to be filed and the public needs to review it and offer comments. We need all the facts that will be contained in the application to act upon the information meaningfully.

David Murray, 38 Duck's Head, joined in via Zoom. He stated there is an issue relating to the Emergency Permit Application filed with the State, in that the information submitted may have contained misstatements. He doesn't intend to make any accusation, but it may be that misrepresentations were made about what emergency existed. It was stated that a damaged wall needed to be repaired. He stated we appear to know there was no wall. Is the Town or State in a position to determine if there were in fact any misrepresentations? Mr. Lewis responded that its incumbent upon the requestor to provide truthfulness in the application for an Emergency permit.

Curt Springer, 98 Cranfield Street suggested consulting with Town Counsel. Can the Town accept an application in a situation where only one owner of the subject property is submitting? Should the Town have required the other owners? Etoile Holzaepfel, 29 Laurel Lane asked if there was any way to stop this process such as a cease-and-desist order. Mr. Lewis reiterated DES goal of protecting the public and they have methods to triage a response. DES relies on municipalities to advise them of any problems during the process. Again, DES relies on the good faith of the requestor.

Dave McGuckin, Cranfield Street asked if the Board could consider replacing or restoring "in kind" as a requisite for the permit application.

Steven McKusker, contractor for the property owner Ray Martineau asked to address the group. He outlined his experience and showed photographs of what he referenced in doing the contracted work. One of them was from 2022 showing the existing condition of the property. He reassured the Board that there were no misrepresentations made on the application. He also showed some other photos which were used depicting the topography. These were all referenced by the engineers working on the project. He did acknowledge that there was never a wall, only vegetation. He also stated that the purpose of the permit was to protect the property. He addressed the location of the wall, and what factors went into deciding what would be rebuilt. Both Mr. Martineau and Mr. McCusker addressed issues of land and wall locations. Chair Stewart indicated he didn't want to litigate at this meeting and wished there had been dialogue prior to this meeting. He understands and appreciates their comments.

Guy Stearns, Lavengers Lane, commented on the emergency permit stating it was vague. He also spoke about the Safe Path and the connectivity concept. For years people have walked the beach at high tide but with this new wall, public access would be impeded.

Ray Martineau, property owner, introduced himself and explained the permit situation from his perspective. He noted that he applied for a permit a couple of days after the storms. He then had to assemble a legal team, several engineering companies, an environmental attorney, a land use attorney, a civil company and once done, then had to move forward within a 30-day deadline. Given the tidal situation, he had a window of six days. He gave an overview of his experience and expertise in conservation, and stated he never wanted this to devolve into the current situation, and if he made a mistake, he'd be the first to acknowledge and fix it. In response to a question, he explained about the materials used with the wall (field stone) with slots which allow for the ebb and flow of the tides.

He also explained about the high tide effects on the decision of where to do the restoration.
/Repairs.

Chair Stewart thanked Eban Lewis for being available for public questions.

Consideration of Capt. Cherry's Co. Reenactment Group Application.

The Select Board reviewed the Permit Application of Matthew Payson to allow the use of the Common on June 22-23, 2024 from 9:00 AM to 5:00 PM for a Living History Enactment by Capt. Cherry's Co 2nd NH Regiment Reenactment Group with expected attendance from 20-60. The reason is to raise funds for the December 250th event at Fort Constitution and to support restoration at the fort.

After further review and discussion, the Chair called for a Motion.

MOTION: To Approve the Permit Application of Matthew Payson as presented and vetted by Police and Fire Depts., to allow the use of the Common on June 22-23, 2024 from 9:00 AM to 5:00 PM for a Living History Enactment by Capt. Cherry's Co 2nd NH Regiment Reenactment Group with expected attendance from 20-60.

MOTION: P.CULLEN

SECOND: J.FINN
UNANIMOUS

PUBLIC COMMENT

Curt Springer reminded the public that the School Board Budget meeting is this evening and urged attendance. He also stated that the prior discussion regarding the Beach Hill property was informative and well done.

Randy Bryan expressed his concerns about the membership makeup of the Ocean Street Property Advisory Committee, noting that residents of the neighboring or “nearby” properties are not on this committee; however, he is glad that the committee is in place, and feels the current members are appropriate. Select Board Member Finn stated that all the meetings are open to the public and encouraged attendance. Everyone’s opinion and input are welcomed.

David Severance reported that he has reached out to the Lomi Company which manufactures a device which turns compost into dirt and maybe usage of this product would help lessen the costs and problems associated with current waste management. Chair Stewart would like to explore this and find out more about this company.

Mr. Severance also questioned the reason for the sealing of minutes from the December 16, 2023, Select Board Meeting. After discussion, TA Tully will investigate this issue and report back.

Police Chief Don White asked about the scope of authority for the Cemetery Trustees. The Chair noted they are elected to the position. Chief White had just been informed at this meeting today by a trustee that the light he ‘d had installed at his mother’s gravesite was no longer allowed and would appreciate more information. TA Tully will review and report back.

NEW BUSINESS

Discussion of UNH Tower Project – Melinda Mozonni - Rescheduled to a future meeting.

Discussion of Funding for Phase II of the Commons Playground.

TA Tully presented the Board with new information that they are no longer prohibited from doing fundraising, according to legal counsel from NHMA (New Hampshire Municipal Association”. He also advised the Board that if they intend to fund Phase II without relying on donations, a Warrant Article for \$200,000 would need to be done for the upcoming Town Meeting in May, or they may not be able to purchase the second half of the playground equipment. Depending on other revenue sources, this money could be put into capital reserves. Discussion ensued regarding whether to do some fundraising as a Board. Should tax dollars be used versus donations. Pam Stearns of the Rec Dept. wants to fundraise but stated maybe the Town should be the one to fund the playground. She pointed out the revenue the Playground brings in. Chair Stewart stated he would like to give people avenues to donate, and suggested a

review of what we currently have for funding. He referred to the CIP and will review with TA Tully.

OTHER: None

ADJOURN: There being no further business to come before the Board, Select Board Member Cullen made a Motion to Adjourn, which was seconded by Select Board Member Finn. Motion carried unanimously.

Meeting Adjourned at 1:08 PM

Respectfully submitted,

Bette Jane Riordan
Recording Secretary



New Castle Fire Department

43 Main Street New Castle, New Hampshire 03854



Ted Hartmann
Fire Chief

Non-Emergency: (603) 436-1132
Dispatch/Emergency: 911
Fax: (603) 430-0162

New Castle Fire Department Monthly Report

February 1st to February 29th 2024

Calls for service: 10

Incident types: Medical aid (7), Fire alarm activation (1), Check hazardous condition (2)

Fleet status: All apparatus in service
Marine One garaged for season

Mutual Aid given: None

Mutual Aid received: Portsmouth ambulance per contract

Staffing: 3 Career, 11 part-time members

New members: None to report

Training: On-shift, group training continues to keep members sharp and build core skills.

Several members working to complete national level medical recertification

Members on shift have been working with newest FF candidate to prepare him for entry level firefighter program he is currently enrolled in.

Two members continue to prepare and practice for their CDL exam in March

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ANIMAL CONTROL COMPLAINT	1	1	2	1.3	7.75	10.33
Action: UNFOUNDED = 1						
SERVICES RENDERED = 1						
ALARM - BURGLAR	2	0	2	1.3	0	0
Action: SERVICES RENDERED = 1						
ALL APPEARED NORMAL = 1						
ASSIST MV - DISABLED	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
ASSIST NON-POLICE AGENCY	1	0	1	< 1	0.50	2.15
Action: MESSAGE DELIVERED = 1						
ASSIST CITIZEN	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
BUILDING/PROPERTY CHECK	107	0	107	68.2	0.50	3.97
Action: ALL APPEARED NORMAL = 103						
ALL APPEARED SECURE = 4						
CIVIL STAND-BY	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
CRUISER MAINTENANCE	6	0	6	3.8	0	0
Action: SERVICES RENDERED = 6						
DIRECTED PATROL	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
ASSIST FIRE DEPARTMENT	0	1	1	< 1	0	0
Action: SERVICES RENDERED = 1						
Fire, Medical Aid	5	1	6	3.8	2.00	13.00
Action: PT REFUSED TRANSPORT = 1						
PT TRANSPORTED TO HOSPITAL = 4						
Alarm False/Operator Error = 1						
Police Information	1	1	2	1.3	0.50	15.87
Action: INFO TAKEN = 1						
SERVICES RENDERED = 1						
PUBLIC ASSISTANCE - OTHER	0	1	1	< 1	0	0
Action: ALL APPEARED SECURE = 1						
ROAD HAZARD	0	1	1	< 1	0	0
Action: SERVICES RENDERED = 1						
SCHOOL CROSSING	4	0	4	2.5	0.50	19.87
Action: SERVICES RENDERED = 4						
SUSPICIOUS ACTIVITY	0	1	1	< 1	0	0
Action: INFO TAKEN = 1						
TRAFFIC ENFORCEMENT	8	0	8	5.1	0.50	25.22
Action: SERVICES RENDERED = 5						
ALL APPEARED NORMAL = 3						
TRAFFIC STOP	10	0	10	6.4	0.50	13.82
Action: WARNING ISSUED = 8						

SUMMONS ISSUED = 2

WELL BEING CHECK	0	1	1	< 1	1.00	14.00
Action: ALL APPEARED NORMAL = 1						
TOTAL	149	8	157	100	1.05	7.98

Call Action Breakdown

Call Action	Self Init	Dispatched	Total	%
UNFOUNDED	0	1	1	< 1
INFO TAKEN	0	2	2	1.3
WARNING ISSUED	8	0	8	5.1
PT REFUSED TRANSPORT	1	0	1	< 1
SERVICES RENDERED	22	2	24	15.3
PT TRANSPORTED TO HOSPITAL	4	0	4	2.5
MESSAGE DELIVERED	1	0	1	< 1
SUMMONS ISSUED	2	0	2	1.3
Alarm False/Operator Error	0	1	1	< 1
ALL APPEARED NORMAL	107	1	108	68.8
ALL APPEARED SECURE	4	1	5	3.2
TOTAL	149	8	157	100

Operator Race And Sex Breakdown

Sex	Total	%
Not Specified	3	23.1
Male	10	76.9
Female	0	0.0
Unknown	0	0.0
Non-Binary	0	0.0
TOTAL	13	100

Race	Total	%
Not Specified	3	23.1
Asian/Pacific Islander	0	0.0
Black	0	0.0
American Indian/Alaskan Native	0	0.0
White	10	76.9
Unknown	0	0.0
TOTAL	13	100

Ethnicity	Total	%
Not Specified	3	23.1
Hispanic	0	0.0
Not Hispanic	10	76.9
Unknown	0	0.0
TOTAL	13	100

Case Assignment Breakdown

Type Of Case	Total	%
Incidents	0	0.0%
Accidents	0	0.0%

TOWN OF NEW CASTLE

Permits Issued

Summary of Permits Issued With Approved Date Between 02/01/2024 And 02/29/2024

Summary of Permits:			Total of Estimated Costs:	\$ 499,923.00
Permit Type	Count	Fees Collected	Estimated Cost	
BUILDING PERMIT	5	\$ 1,672.00	\$ 219,623.00	
ELECTRICAL PERMIT	3	\$ 335.00	\$ 31,600.00	
PLUMBING PERMIT	3	\$ 1,199.00	\$ 158,200.00	
MECHANICAL PERMIT	9	\$ 861.00	\$ 78,600.00	
GENERATOR PERMIT	1	\$ 109.00	\$ 11,900.00	
SHORELAND PERMIT	7	\$ 350.00	\$ 0.00	
Total	28	\$ 4,526.00	\$ 499,923.00	



Town of New Castle
NEW CASTLE, NH 03854-0367

Memo

To: Mike Tully, Town Administrator
From: Chris Robillard, Public Works Director
cc: N/A
Date: 2/29/24
Re: DPW February Report

February DPW work consists of 54 completed work orders including the following highlights:

- Installation of pedestrian sign on Walton Rd
- One winter snow storm (9 manhours)
- Commons storm cleanup (56 man hours)

Commons & Rec Desk:

- 24 new Rec Desk profiles created; 87 reservations made at the rec center for 166 hours of use
- Currently have 6 weddings reserved, all through Rec Desk; \$1,500 of revenue
- Began prepping playground area for replacement; will do layout with vendor in the coming weeks

Roads:

- FEMA preliminary damage assessment is submitted, awaiting their review
- Working with NHDES on emergency authorization permits for some work; working with engineering firms on other projects related to the storm

Buildings:

- DPW – Working on additional weatherproofing measures based on the energy audit
- Rec Building – Painting projects in progress
- Public Safety – Flooring replacement project awaiting scheduling

- Town Hall – Gathering assessments and estimates for the foundation work; deposit check for vapor barrier has been issued and awaiting an installation date from the vendor; front porch project to begin in 4 weeks or so

Water/Sewer/Stormwater:

- Continuing Lead Service Line inventory; need to schedule and inspect roughly 120 more service lines in basements
- Working on manhole frame/cover replacement project materials to determine if the Town wishes to borrow the money from NHDES
- Developing an RFP for CCTV inspection of sewer lines as we continue our I&I reduction efforts; smoke test letters were sent and I've already spoken to several homeowners about their issues
- Received revisions from legal on the IDDE ordinance required under the stormwater permit. Needs a public hearing prior to adoption.
- NHDES will be sending staff to assist with the dry weather sampling required under the MS4 permit to help get us where we need to be for the permit (this was required in Year 3 ending June 30, 2021)
- Working with Underwood Engineers to get scope and fee for \$30,000 Stormwater AMP grant