

MINUTES OF THE SELECT BOARD
Monday, May 15 ,2017 – 7:00 PM

Present: Bill Stewart, Chair, Bill Stewart, Tom Maher, Selectman, Damon Frampton, Selectman, and Bette Jane Riordan, Secretary.

Also present: Pam Cullen, Assistant to the Select Board, Christiane McAllistair, Town Accountant, Jim Cerny,

1. Approval of Select Board Minutes.

Selectman Maher made a Motion to Approve the May 1, 2017 Select Board Meeting minutes as amended. Selectman Frampton seconded, and the Motion carried.

2. Public Question and Answer: None.

3. Items.

a. Election of Chairman of BOS.

Selectman Maher made a Motion to Nominate Selectman Bill Stewart as Chair of the BOS. Selectman Frampton seconded. The Board's vote to elect Bill Stewart as Chair was unanimous.

b. (Item moved to end of Agenda: Delineate Select Board members' duties)

c. Abatements.

Pam Cullen reported that the Town received 10 abatements this year, of which 3 were approved, 3 were denied and 4 are pending. The period is now closed for requesting an abatement. Those who have been denied can appeal to the Board of Tax and Land Appeals at their own expense.

d. Fire hydrant flushing at Common.

Chair Stewart stated that training exercises carried out by the Fire Department created problems, principally low water pressure and back flow valve problems. He noted that data received from Portsmouth showed significant pressure loss, which highlight the issues on Wentworth Road. This is Portsmouth's feed and Portsmouth owns the hydrants, but New Castle services them, as well as paying rental fees. The Town Accountant noted there are twelve hydrants, and we recently received an invoice. Chair Stewart stated there should be a 24-hour notice to Portsmouth of the flushing as well as proper notice to Town Department heads and citizens who may be affected. Selectman Maher is the new liaison to the Fire Department and will follow up with the Chief. Pam Cullen stated that there is also an issue with the Fire Truck passing through the common on summer weekends when

there is a large crowd, and the problems caused by this drive through. Selectman Maher will bring this matter to the Chief's attention.

e. Wi-Fi at the Common.

Pam explained the need for a booster system to be installed in the Library in order for Park Crew and DPW to have Internet access. Ben Jankowski is in charge of the Common this summer and is responsible for dealing pavilion and tent rentals reservations, which without internet access require Ben to go to Town Hall on Fridays to get the updated reservation list. Pam got a quote from Justin Mayrand, tech specialist, for \$360.00, and requested the Board to approve this request. The Town Accountant also stated that Treasurer Tom Smith would like the Internet at the gate so that the Town could consider accepting credit and debit card payments for Common entry fees. Selectman Maher noted that the Town should not have to pay for a processing fee and suggested that fees be passed along to the customers. Chair Stewart stated there needs to be a review of all of the Town's payments systems. Selectman Maher agreed and there was a brief discussion of what this would entail.

Returning to the specific W-Fi request, Chair Stewart said he would support if Ben can find the necessary funds in his current budget. After further discussion, Selectman Maher made a Motion to authorize extension of Wi-Fi at the Common using DPW's budget for this year at a cost of \$360.00. Selectman Frampton seconded, and the Motion carried.

f. NH DOT agreement forms.

Pam Cullen explained that these agreements relate to the bridge replacement at Little Harbor (16127-NHR1B), and need the signatures of at least two Selectmen. After discussion, Selectman Maher made a Motion to Approve the Municipal Agreements, which was seconded by Selectman Frampton. Motion carried.

g. Household Hazardous Waste.

Chair Stewart stated he had been contacted by James Hafey of the Town of Hampton DPW regarding New Castle's participation on June 10th from 8-12 at Hampton's transfer station. The fee is \$500 and \$38.00 per vehicle. Pam explained that this takes the place of the 53-B compact which New Castle no longer participates in, and allow residents to properly dispose of hazardous waste. After discussion, Selectman Maher made a Motion to approve participation in Hazardous Waste Day, June 10th from 8:00 AM to Noon. Selectman Frampton seconded, and the Motion carried.

h. Global Wellness Day request.

The Board received a written request from this organization to hold this event at the Common, along with display booths, radio station coverage, and food to promote global wellness. The organizers also said this event would promote the Common. After discussion, it was agreed that this event was not in keeping with the overall purpose and

use of the park during the peak season. Selectman Maher made a Motion to Decline the Request of this organization, which was seconded by Selectman Frampton.

4. New Business:

a. Change of Select Board Meeting Times.

Selectman Frampton requested that the first Select Board Meeting of the month, which is held at 10:00 AM be changed to an evening (7:00 pm) meeting to accommodate his work schedule. He is normally at sea until 3PM for his fishing business. He noted he could be present earlier, and suggested 3:30-5:30. After discussion Selectman Maher made a Motion to change the time of the first Select Board Meeting of the month from 10:00AM to 7:00 PM effective with the June Meeting schedule.

5. Committee Reports.

Chair Stewart reported that Walter Liff was reelected as Chair of the Water and Sewer Commission. He stated that two individuals have come forward to fill the position of Alternate with Reg Whitehouse leaving the Commission. Both Craig Strehl and Clint Springer have expressed interest. Selectman Maher attended the recent meeting of the Water and Sewer Commission, where members expressed concern about PK Brown, contractor for sewer pump project running into ledge and whether or not extra funds may be needed. Chair Stewart agreed to review this matter and report back. PK Brown was due to commence the project May 15th.

Chair Stewart returned to Item B on the Agenda concerning the delineation of Select Board members' responsibilities.

3.b.

Please refer to hand out prepared by Chair Stewart which is attached to these minutes for all categories and assignments.

Conversation about the various duties which were discussed is as follows:

Chair Stewart said he welcomed any comments, changes, or suggestions about the assignments in order to accomplish the tasks as best as possible.

Chair Stewart said there was need for a Selectman to serve on the Budget Committee and he is going keep that duty, along with finance. He would like to get more active with the Trustees of the Trust Funds. He also agreed to take the Conservation Commission and Planning Board. He expressed his interest in developing sidewalks, trails and other walking connectivities. One of these projects he mentioned was connecting one side of the island with the other via Pitt Lane and using a piece of Town owned land to accomplish this.

With respect to Public Safety he suggested he'd be taking over as point person for the Police Department. He proposed Selectman Maher for Fire Department, and for Emergency Management. He asked Selectman Maher to consider covering legal ethical and Right to Know issues.

He asked Selectman Frampton to take over coordinating the Human Resources process including oversight of the review process for employees, as well as employee programs and plans. Damon would also be the point person for the Water and Sewer, town- owned equipment and land, paving, road maintenance, and serve as CIP liaison. He will also oversee the Energy Commission (Sandra Bisset).

Selectman Maher will be the point person for the Library. All three Selectmen will cover Town Administration issues.

Chair Stewart reviewed current projects and Select Board point person:

- Sewer infrastructure upgrades will be covered by Chair Stewart with Selectman Frampton doing the sewer by pass project.
- Chair Stewart will handle pump controls, and water systems will be covered by all three.
- Chair Stewart will cover sidewalk connectivity, including sidewalk installation. This includes making the lot by Steve Tabbutt's home more accessible, by fixing it up and having a bridge connection.
- Establish road projects for the State's 10-year plan.
- Town Hall upgrade and replacement will be Selectman Frampton's area.
- Review of signage – Selectman Maher
- Street light replacement and underground utilities– Selectman Maher
- Review of web technology – Selectman Maher
- Handicapped Ramp project finish – Selectman Frampton.
- Volunteers Nancy Jackson and Laurie Chandler review of employee job duties with a goal of revising job descriptions to accurately depict duties and responsibilities.
- Procedural Reviews:

Check signing process: Selectman Maher made some suggestions regarding moving away from Selectman having to sign individual checks, and just approve the manifest, and then Tom Smith would sign the actual checks.

This engendered some discussion. Selectman Maher felt there might be a problem with rubber stamping and not being aware enough of the outflow of dollars in particular matters. The Town Accountant expressed the need to have a more streamlined and quicker process to get bills paid on time, and gave some examples of delays. After further discussion it was agreed to use the manifest, which will be Emailed to the Selectman, and also available for in person review.

- Chair Stewart proposed doing employee reviews on a calendar year basis in January, with raises effective July 1st This way the proposed raises will get into the budget and all employee reviews will be coordinated. Right now there are several different permutations.
- Google Calendar: Chair Stewart suggested the Board members use this. He will review with Selectman Frampton.
- Parking lot and enforcement issues.
- Back up system for the computers: This topic engendered a lot of discussion. A final decision will be made shortly.

There being no further business to come before the Board, Selectman Maher made a Motion to Adjourn, which was seconded by Selectman Frampton. Motion carried.

Meeting adjourned at 8:50 PM.