

MINUTES OF THE SELECT BOARD
Monday February 7, 2022, 7:00 PM
Macomber Room / Via Zoom

Present: Tom Maher-Chair, Dave McGuckin-Selectman, William Stewart-Selectman and Jennifer Smith-Administrative Assistant to the Select Board and Recording Secretary.

Public Participants via Zoom: Jane Finn, Thomas Smith-Town Treasurer/Chairman of the Budget Committee, Chris Robillard-DPW Superintendent and Pamela Cullen.

Chairman Maher opened the public session meeting at 7:00PM.

1. Approve Select Board minutes of January 18, 2022

Selectman McGuckin made a motion to approve the Select Board minutes of January 18, 2022. Selectman Stewart seconded and the motion carried unanimously, 3-0.

2. Public Questions and Answers

Jane Finn, 169 Portsmouth Ave, asked if the Budget Committee meetings are held via Zoom as well as in person.

Thomas Smith, Chairman of the Budget Committee, stated that there is no longer an Emergency Order in place in New Hampshire and as Chair he is not set up in such a way by the town to run meetings via Zoom.

3. New Business

a. Hazard Mitigation Plan Update

Chairman Maher stated that Fire Chief Ted Hartmann has presented the 2021-2022 Hazard Mitigation Plan Update for the Select Board's approval this evening.

Selectman McGuckin offered a motion to adopt the Hazard Mitigation Plan Update as submitted. Selectman Stewart seconded and said motion carried unanimously, 3-0.

b. Avitar Tax and GIS Subscriptions

Chairman Maher stated that the Select Board had received correspondence from town residents Curt Springer and Jim Cerny requesting the Select Board investigate the possibility of the town purchasing Tax and GIS software from Avitar. Chairman Maher stated that the Select Board had asked Ken McDonald, Admin Program Coordinator, to look into this matter. Chairman Maher invited Mr. McDonald to report his findings via Zoom.

Mr. McDonald stated that his research found that Avitar offers a Map Bundle as part of their software packages. This program is essentially what Avitar offered free to residents this past fall. It allows users to see assessment and tax information, as well as to generate and print abutters lists. It has the functions of GIS, but it does not have mapping information for water and sewer pipes or street light locations. That would be a separate program. The total cost of the program would be a yearly fee of \$1,145.00, \$790.00 for the Online Avitar Assessing information and \$355.00 for the Map Overlay. Mr. McDonald stated his belief that this would be a yearly renewal.

Mr. Smith spoke in favor of the town purchasing the software package.

Selectman Stewart spoke in favor of the software package and stated that the Select Board should consider budgeting the purchase in the upcoming budget.

Ms. Cullen, 11 Becker Lane, asked if this purchase would mean that the town would be printing its own tax bills in the future.

Mr. McDonald responded that it would not interfere with the current process of Avitar printing the tax bills.

Mr. Smith opined that the town should make this purchase sooner rather than later and find the money in the current budget.

c. GIGC Garden Tours 2023

Chairman Maher stated that the Great Island Garden Club is considering hosting garden tours in New Castle in 2023 and introduced Barbara Moore and Glicka Kaplan of the GIGC.

Ms. Moore, who also introduced Glicka Kaplan, stated that the club is presenting looking into what will be involved in hosting garden tours in 2023. They are anticipating tours of 8 to 10 gardens, while also coordinating with the Pocket Garden Tours. This work is all preliminary. The Garden Club still has to vote on this matter. The GIGC wanted to inform the Select Board of the possibility of these tours taking place in 2023.

Selectman McGuckin asked if these tours would be handled similarly to the Kitchen Tours in the past. That group used the school parking lot and parking there seemed sufficient.

Ms. Moore said they would consider that as a possibility.

Chairman Maher opined that June 2023 would be great for the Town's anniversary celebrations.

Chairman Maher closed by stating that Ms. Moore and Ms. Kaplan should continue to proceed with coordinating the tours and asked them to keep the Select Board apprised of any developments.

d. Water Trust Fund Request for Water Meters

Chairman Maher stated that this request is related to the second phase of the water meter update request previously submitted by Chris Robillard, DPW Superintendent, and approved by the Select Board.

Chairman Maher invited Norm Houle, Chairman of the Water and Sewer Commission, to speak to the matter.

Mr. Houle state, in short, the standard is to replace water meters is every 10 to 20 years and records indicate that the town has not done so. Currently, we are hoping to replace 40 meters, but the Water & Sewer Commission is asking for 60 to have additionally meters on the shelf should DPW be able to install the meters faster than the anticipated. Additionally, there should be meters available for retail purchase, such as second meters. Mr. Houle further stated that the last wholesale water meter replacement seems to have taken place in 1999 or 2000.

Selectman McGuckin asked for confirmation that these funds of \$4,500 would be coming out of the Select Board controlled Water Trust Fund.

Mr. Houle responded that they would.

Mr. Robillard stated that it is estimated that 2/3's of the current meters are 23 to 25 years old.

Selectman McGuckin asked what the lead time is for ordering the meters.

Mr. Robillard stated that he has been told it is a week.

Selectman Stewart asked if the pricing would hold for the foreseeable future should the town need to order more.

Mr. Robillard responded "yes".

Selectman McGuckin offered a motion to approve the purchase of 60 water meters at the cost of \$4,500 to be paid out of the Select Board controlled Water Trust Fund. Selectman Stewart seconded and said motion carried unanimously, 3-0.

e. Night Time Ice Skating at the School Rink

Selectman McGuckin stated that the School Board has accepted control of the ice rink located at the elementary school and will oversee the ice-skating rink activities. The last storm did some damage to the skating surface of the rink, but once that is repaired, night skating will be allowed for 3 weeks. On March 7, the activity will be re-evaluated.

f. Reschedule February 21, 2022 BOS meeting due to Presidents' Day holiday

Selectman McGuckin made a motion to reschedule the normally scheduled February 21, 2022 Select Board meeting to February 22, 2022 due to Presidents' Day. Selectman Stewart seconded and said motion carried unanimously, 3-0.

4. Old Business

No matters were discussed.

5. Committee Reports

The Fire and Police Department monthly report will be attached to the minutes.

6. Adjourn

Selectman McGuckin offered a motion to adjourn at 7:25 pm. Selectman Stewart seconded and said motion passed unanimously, 3-0.

Respectfully submitted,
Jennifer Smith
Recording Secretary

New Castle Fire Department Monthly Report

January 1st to February 1st 2022

Calls for service:	20
Incident types:	Medical aid (8), Fire alarm activation (5), Check hazardous condition (2), Mutual Aid request (5)
Personnel per incident:	(Avg.) 2
Fleet status:	Engine One back from warranty work, in service Marine One out of water/ service for winter season
Mutual Aid given:	Rye 1/1 (2), 1/12, 1/19 Kittery 1/26
Mutual Aid received:	Portsmouth ambulance for medical per contract
Staffing:	2 Career, 15 part-time members (13 certified)
Budget remaining:	58% (approx.)
New members:	New member recruiting to be undertaken at training weekend.
Training:	On-shift, small group, training continues to keep members sharp and build core skills. Two members have completed commercial driver licensing written test, prep underway for on-road testing in March. One member has completed certified fire inspector course in Wells, Maine. One member enrolled in company officer course at NHFA. Large scale search/ rescue, fire training on 2/12/13/14. Hosting regional event with New England Fire Training bringing 80+ firefighters from the four-state area to build techniques and skills. Full report to follow.

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
911 ABANDONED/HANGUP	1	1	2	< 1	0	0
Action: ALL APPEARED NORMAL = 2						
ANIMAL CONTROL COMPLAINT	0	1	1	< 1	0.50	7.50
Action: SERVICES RENDERED = 1						
ASSIST DPW	0	1	1	< 1	0	0
Action: SERVICES RENDERED = 1						
ALARM - BURGLAR	1	2	3	1.2	0	0
Action: SERVICES RENDERED = 1						
ALARM - WEATHER RELATED = 1						
ALL APPEARED SECURE = 1						
ASSIST MV - DISABLED	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
ASSIST MV - LOCKOUT	1	0	1	< 1	0	0
Action: SERVICES RENDERED = 1						
ASSIST OTHER POLICE DEPARTMENT	1	2	3	1.2	0	0
Action: SERVICES RENDERED = 2						
PAPERWORK UNABLE TO SERVE = 1						
ASSIST CITIZEN	5	0	5	2.0	0.40	74.73
Action: SERVICES RENDERED = 5						
BUILDING/PROPERTY CHECK	145	0	145	58.2	0.50	4.75
Action: SERVICES RENDERED = 1						
ALL APPEARED NORMAL = 136						
ALL APPEARED SECURE = 8						
CRUISER MAINTENANCE	12	0	12	4.8	0	0
Action: SERVICES RENDERED = 8						
MAINTENANCE COMPLETED = 4						
CRIMINAL THREATENING	0	1	1	< 1	0	0
Action: PROTECTIVE CUSTODY = 1						
DIRECTED PATROL	3	0	3	1.2	0	0
Action: SERVICES RENDERED = 3						
Extra Patrol	1	0	1	< 1	0.50	49.00
Action: SERVICES RENDERED = 1						
ASSIST FIRE DEPARTMENT	3	7	10	4.0	0	0
Action: PT REFUSED TRANSPORT = 1						
SERVICES RENDERED = 8						
ALARM - MECHANICAL ERROR = 1						
Fire, Medical Aid	1	2	3	1.2	0	0
Action: UNFOUNDED = 2						
Alarm False/Operator Error = 1						
HOUSE CHECK	2	0	2	< 1	0	0
Action: HOUSE CHECK COMPLETE = 2						
COMPLAINT	0	1	1	< 1	0	0
Action: MOVED ALONG = 1						

NOTIFICATION	1	0	1	< 1	0	0
Action: No Action Taken = 1						
OFFICER WANTED	0	2	2	< 1	0	0
Action: NEGATIVE CONTACT = 1						
CALLED BY PHONE = 1						
PARKING COMPLAINT	0	1	1	< 1	0	0
Action: PARKING TICKET ISSUED = 1						
PARKING ENFORCEMENT	3	0	3	1.2	0	0
Action: PARKING TICKET ISSUED = 3						
SCHOOL CROSSING	3	0	3	1.2	0	0
Action: SERVICES RENDERED = 3						
SUSPICIOUS PERSONS	0	2	2	< 1	0	0
Action: WARNING ISSUED = 2						
SUSPICIOUS ACTIVITY	0	1	1	< 1	2.00	18.85
Action: INFO TAKEN = 1						
TRAFFIC ENFORCEMENT	11	0	11	4.4	0	0
Action: SERVICES RENDERED = 4						
ALL APPEARED NORMAL = 7						
CRIMINAL TRESPASS	0	1	1	< 1	0	0
Action: WARNING ISSUED = 1						
TRAFFIC STOP	25	0	25	10.0	0	0
Action: WARNING ISSUED = 19						
SERVICES RENDERED = 1						
SUMMONS ISSUED = 5						
WELL BEING CHECK	0	1	1	< 1	0	0
Action: REFERRED TO OTHER AGENCY = 1						
WALK THROUGH/EXTRA PATROL	3	0	3	1.2	0.50	21.92
Action: ALL APPEARED NORMAL = 3						
TOTAL	223	26	249	100	0.58	39.01

Call Action Breakdown

<u>Call Action</u>	<u>Self Init</u>	<u>Dispatched</u>	<u>Total</u>	<u>%</u>
UNFOUNDED	1	1	2	< 1
INFO TAKEN	0	1	1	< 1
NEGATIVE CONTACT	0	1	1	< 1
WARNING ISSUED	19	3	22	8.8
PT REFUSED TRANSPORT	0	1	1	< 1
SERVICES RENDERED	32	9	41	16.5
REFERRED TO OTHER AGENCY	0	1	1	< 1
SUMMONS ISSUED	5	0	5	2.0
PROTECTIVE CUSTODY	0	1	1	< 1
ALARM - MECHANICAL ERROR	0	1	1	< 1
ALARM - WEATHER RELATED	0	1	1	< 1
Alarm False/Operator Error	0	1	1	< 1
ALL APPEARED NORMAL	147	1	148	59.4
ALL APPEARED SECURE	8	1	9	3.6
CALLED BY PHONE	0	1	1	< 1
HOUSE CHECK COMPLETE	2	0	2	< 1

Dispatch Analysis

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MOVED ALONG	0	1	1	< 1
MAINTENANCE COMPLETED	4	0	4	1.6
No Action Taken	1	0	1	< 1
PARKING TICKET ISSUED	3	1	4	1.6
PAPERWORK UNABLE TO SERVE	1	0	1	< 1
TOTAL	223	26	249	100

Operator Race And Sex Breakdown

<u>Sex</u>	<u>Total</u>	<u>%</u>
Not Specified	7	20.6
Male	16	47.1
Female	11	32.4
Unknown	0	0.0
Non-Binary	0	0.0
TOTAL	34	100

<u>Race</u>	<u>Total</u>	<u>%</u>
Not Specified	7	20.6
Asian/Pacific Islander	0	0.0
Black	1	2.9
American Indian/Alaskan Native	0	0.0
White	26	76.5
Unknown	0	0.0
TOTAL	34	100

<u>Ethnicity</u>	<u>Total</u>	<u>%</u>
Not Specified	7	20.6
Hispanic	1	2.9
Not Hispanic	23	67.6
Unknown	3	8.8
TOTAL	34	100

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>	<u>%</u>
Incidents	0	0.0%
Accidents	0	0.0%
Arrests	2	5.7%
Citations	33	94.3%
EMS	0	0.0%
Field Interviews	0	0.0%
Fire Incidents	0	0.0%
TOTAL	35	100.0%

Percent of Calls Where Case Num. Assigned: 14.1%

Man Hours By Call Arrive To Clear

<u>Call Reason</u>	<u>Total</u>	<u>%</u>
ANIMAL CONTROL COMPLAINT	15 min 0 sec	2.9
ASSIST CITIZEN	6 hr 13 min 39 sec	72.6
BUILDING/PROPERTY CHECK	14 min 15 sec	2.8
Extra Patrol	49 min 0 sec	9.5
SUSPICIOUS ACTIVITY	18 min 51 sec	3.7