

**APPROVED MINUTES OF THE NEW CASTLE
SELECT BOARD**

Tuesday, July 18, 2022 – 7:00 pm (Town Hall)

Members Present: Dave McGuckin, Chair, William Stewart, Jane Finn

Members Absent: None.

Others Present: Bernice Barnes, Recording Secretary, Curt Springer, Norman Houle, Jim Cerny, Dawn Lake, Lisa English, Tom Smith, Diane & Phil Llewellyn, Randy Bryant, Jeanne D’arc Mayo

Chair McGuckin called the meeting to order at 7:01 pm.

1. Approve Select Board minutes of the June 20, 2022, meeting.

Chair McGuckin’s first order of business was a motion to approve the minutes of the July 5, 2022, Select Board meeting. He stated he had not had a chance to look at those yet and would like to postpone approval for the next meeting agenda, as the Select Board has had some administrative absences and is a bit behind. The Board agreed to defer until the next Select Board meeting.

2. Public Questions and Answers.

Chair McGuckin asked if any public questions or answers weren’t on the agenda this evening. Dawn Lake, 108 Main Street, Historical Society, stated she would like to set up a fundraiser for a Memorial for gardens, trees, benches, etc., and currently has interested donors. The Board wants to review the Memorial application process and policies as they believe there may have been a committee set up for memorials on town land. This will be addressed at the next meeting and will be on the next agenda for discussion after a review of the policy.

Tom Smith, Secret Pond, Treasurer & Chairman of the budget committee, stated he was looking for clarification for an item of expenditure as a non-budgeted item. A prior public conversation was made around this subject, which the DPW deemed a critical need as there were water quality and utilization issues in the Common. This was executed under the current project with a “change order.” The Select Board authorized the expenditure and the project.

Normand Houle, 52 Quarterdeck Lane, Water/Sewer Commission, stated he had an issue with the Select Board minutes from April 18, 2022, because they did not explicitly state the cross-connection was approved or adopted, and he would like the Select Board to make a motion tonight, so he could send the documents along to Concord as the DRA states a governing body needs to approve or adopt this. Selectman Stewart motioned to adopt the cross-connection program as presented on April 18, 2022. Chair McGuckin seconded the motion, motion carried.

In order to reaffirm its approval of the water line work at the Common and to clarify the minutes, Selectman Stewart also motioned to approve the water line project at the Common. Funding that

project with a combination of the trust fund and operating monies. Selectwoman Finn seconded the motion, motion carried.

Bernice Barnes had been asked to speak on behalf of Doug Palardy, owner of the Islander Café, about a letter he would like amended for outside seating to be changed from seasonal to year-round. The Select Board would like Mr. Pallardy to come in and speak for himself on his behalf for greater clarity.

3. New Business:

a. USCG Property

Selectman Stewart stated we need to get an appraisal for the USCG Property as we have a deadline of Labor Day to see if we can go forth with this purchase or not. Several community members stated their concerns about the property not being sold to the Town and how the Town could possibly fund the acquisition. The only way to decide on this matter is to get an appraisal with a bottom-line dollar figure, as the property could potentially go to a public auction. Selectman Stewart made a motion to have the USCG Property appraised. Selectwoman Finn seconded the motion, motion carried.

b. Hazardous Waste date for September

Chair McGuckin stated as a public announcement that the Hazardous Waste date and location this year would be in Brentwood Highway Garage in Brentwood NH instead of Hampton, on September 22 from 9:00 am to 12:00, and only happens once a year and will be posted on the website as well.

c. Avitar Contracts- Software agreement Clerk/MV Purchase and Installation agreement/Clerk MV MAAP system Assessor's Agreement (5 years)

Lisa English, 15 Shaw Circle, Town Clerk, explained the process of the software agreement and purchase and installation on the cloud piece, which will process DMV transactions, bring efficiencies to banking, and also includes credit card processing in the future. These are one-year contracts, and once those are signed, Avitar will consider this ready to go and will send someone out to train and get us up and running in approximately 5-6 weeks, which is Mid to the end of August. Chair McGuckin motioned to approve the purchase of Avatar cloud software for the Town Clerk and the purchase and installation of the MAAP system and asked if everyone was in Agreement, and everyone unanimously agreed. Selectwoman Finn seconded the motion. Motion carried.

Chair McGuckin stated the next item on the agenda is the Assessor's Agreement, which carries a five-year contract. He would like to postpone this until the next meeting agenda so that the Board can review it in its entirety. The Board agreed to defer until the next meeting.

d. Town Administrator

Chair McGuckin explained to the public that the Town is looking into hiring a part-time Town Administrator this fall. The Town Administrator will give the various Departments and Boards clarity and direction from an Operations standpoint, and provide continuity and consistency. The Town officials, various Committee members, and the attending public were pleased about this upcoming addition and role to the Town and our community going forward.

4. Old Business

Chair McGuckin stated two items he needed to address from the last meeting. The first was to furnish Ted Hartmann with the Fire Chief agreement, which is still in progress, pending the approval of 7/5/22 minutes. The second item was the new Town Hall Hours and days, which was voted on at the July 5, 2022 meeting but will now be in effect starting Monday, August 1, 2022.

Selectwoman Finn also stated another issue regarding the professional cleaning. Carol and where that issue stands as she is still unaware of the new responsibility for cleaning the Macomber room, which was addressed and voted on at the last Select Board meeting. Chair McGuckin stated he would catch up and discuss this with Carol.

5. Committee Reports

All committee reports are submitted.

6. Adjourn

Selectwoman Finn motioned to adjourn the meeting, and Selectman Stewart seconded the motion. Meeting adjourned at 8:13 pm.

Respectfully Submitted,

Bernice L. Barnes
Recording Secretary