

MINUTES OF THE SELECT BOARD
Monday, November 27, 2017 -7:00 PM

Present: Bill Stewart, Chair, 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, Ken McDonald, David Borden.

1. Approve Select Board minutes October 16, 2017, and November 13, 2017.

Selectman Maher made a Motion to Approve the October 16, 2017 meeting minutes of the Select Board, as amended. Selectman Frampton seconded, and the Motion carried.

Selectman Maher made a Motion to Approve the November 13, 2017 meeting minutes of the Select Board as amended, which was seconded by Selectman Frampton. Motion carried.

2. Public Question and Answer.

Jim Cerny, speaking in his capacity as a NCHS (New Castle Historical Society) Board member briefed the Select Board on the signage for the obelisk monument located at the Common, and requested official approval of the design and installation. His motivation for doing this was that the standing committee for the Town was not active at the time NCHS initially presented the proposal to the Select Board, and now that it is in the process of reconstituting itself, with one member left to be appointed, NCHS wanted it on the record that the Select Board approval was confirmed. After further discussion, Chair Stewart expressed his approval of the design as he had initially supported one of two previously submitted designs and NCHS had selected his preference, which was supported by the other Selectmen. Selectman Maher made a Motion to Approve the signage for the obelisk monument as submitted, which was seconded by Selectman Frampton. Motion carried.

3. Items.

i. Sidewalk Trust Fund.

Chair Stewart explained that one trust fund was previously set up for the purpose of allowing private citizens to donate towards the completion of the Safepath project which is ongoing. This is the establishment of a sidewalk beginning near the Wentworth and extending down to Wild Rose Lane and hopefully in the future, down to the Common. As a result, several checks have come in designated to be deposited into this fund. According to New Hampshire laws, there has to be a public hearing in order for the Town to accept these donations. He stated this hearing has been scheduled for the December 18, 2017 Select Board Meeting at 6:30 PM prior to the regular meeting at 7:00 PM. Select Maher stated that acceptance of the Comcast education fund (technology fund), which he negotiated for inclusion in the new contract extension, would also be on the agenda for this portion of the Select Board meeting.

David Borden spoke to the trust fund issue. He explained that there are presently 2 trust funds for sidewalks. One accepts funding from the public sector (ie. budget funding) This was established to allow money to accumulate for sidewalk maintenance. The second was established by Town Meeting Warrant Article in 2015 which allows the Select Board to

accept legacies/donations from private entities, which currently is not funded. No taxpayer funds are allowed for this fund. The NH Department of Revenue Administration and the Attorney General's Office, Charitable Trust Division, have given their approval to this fund. Dave Borden reported that to date he has received donations to this fund in the amount of \$14,220.00, and he submitted a list of donors to the funds

There was discussion regarding the contract with CMA engineers over their current submittal of estimated costs to complete the Safepath down to the Common, as well as drawings. After hearing comments from the Town Accountant, Chair Stewart asked to review all files regarding this project as the submitted estimate for further work appeared higher than was expected. He will review the files and will report back to the Board as to his findings, conclusion and recommendations. He thanked Dave Borden for all of his work on this matter.

Action Item: Chair Stewart will confer with CMA and report back.

ii. Website: Ken McDonald.

Ken McDonald, the Town's Administrative Program Coordinator, presented his findings regarding upgrades to the Virtual Town Hall system, which is the Town's Website provider. He stated that the provider now has a new browser based system, which has many more capabilities than the one New Castle is presently using, which is the "Legacy" system. He explained our current limitations with using Legacy. He explained the benefits of moving to the new system, and outlined the costs, which include an initial expenditure of \$4500, but our current monthly fee payment will remain the same. Selectman Maher asked a number of questions, including questioning the justification to move to a new system when the Town now has Ken to do some upgrades to the present system, and also questioned the new system's ability to accept on-line payments. Mr. McDonald replied that Virtual Town Hall contract with a third party (EB2.gov) to provide this service to other municipalities.

After further discussion Chair Stewart stated the Board needed to study this proposal further, and both he and Selectman Maher stated there is no immediate need or urgency to go forward with the new system. Further information is needed, and the matter will be reconsidered at a future meeting.

iii. Roof/town garage Main Street.

This subject concerns the need to do some repairs to the Garage, which is currently being utilized by the Fire Dept. and NCHS, and NCHS's proposal to be allowed to utilize and share the building for storage with the Fire Department. The roof needs to be repaired, and a proper legal lease arrangement needs to be considered. Selectman Frampton stated he had spoken with Rodney Rowland Chair of the HDC who expressed that he is not satisfied with the proposal to replace the roof with a metal roof. It was confirmed that the Building Inspector had reviewed the condition of the structure, and agreed on a needed repair. Selectman Maher had previously expressed the need to look into whatever mitigation needed to be done to prevent further deterioration of the Town owned building. A metal roof was proposed, but the HDC Chair expects the Town to come before the regulatory Board with whatever proposal the town intends to implement. Chair Stewart explained that as he previously stated to NCHS Board Members Elaine Nollet and Nancy De Leeuw,

that the Town needs to see a formal proposal regarding space sharing, what insurance will be required, and then a legally sufficient lease will have to be drafted, agreed to and signed. Chair Stewart reiterated to Jim Cerny that as the next step in this process, NCHS has to submit a written proposal. At that point the Select Board will discuss the needed repairs.

Action Item: Selectman Frampton agreed to follow up and report back.

iv. 81 Piscataqua Street.

This matter was previously before the Board as Mr. Bill Grenier appeared on behalf of the property owner to address the need to bury power lines and other issues involving easements. At that time he was requested to submit more detailed plans. No one was present for tonight's hearing, and so the matter was tabled pending receipt of additional information.

v. LED Lights.

Selectman Maher reported that he had spoken with Sandy Bisset, Chair of the New Castle Energy Committee and learned of a few glitches which could impede going forward with the proposal for 68 LED lights as outlined in a previous meeting. It appears that some residents actually own their own private streetlights. Sandy is currently doing an inventory of these individuals. It may be the 68 light initial proposal will have to be adjusted, which could affect the financial benefits as previously outlined. Also, the HDC has requested information on a more expensive type of LED light which one of their members had learned about, as they are perceived as more historically appropriate. This would add cost and lengthen the return on investment. **Action Item:** Selectman Maher will report back to the Board.

vi. Equalization Rate:

Pam Cullen reported on the current status of the rate and submitted a list of last year's property sales (26), and explained how this information needed to be forwarded to Avitar, the Town's assessing company. This information needs to be submitted NH Department of Revenue Administration, and she requested signatures from the Board. Chair Stewart explained that normally a reassessment of the Town's properties is done every 5 years, however, if the valuation amounts exceed the assessed amounts by 10% or more in a particular year, then reassessment may be required.

vii. BOS meeting of Dec. 4, 2017.

Chair Stewart stated the agenda for December is a one-agenda meeting dealing primarily with the Water infrastructure project, as the Board intends to present a Warrant Article for the May 2018 Town Meeting. This is a public informational meeting to update the citizens on the status of both water project construction information, and water quality issues. It will also include information about the sewer status. (pump station replacement project). Selectman Maher explained the forward progress that has occurred during the past year, including negotiations- with Portsmouth. He stated that the Town is in a much better position to proceed than last year, as necessary information has since been obtained. This information needs to be shared with public and will be the subject of the December 4th meeting at the Rec Center.

4. New Business

a. Air Quality in Town Hall.

Selectman Frampton reported that as a result of reports from Town employees about smells/odors and physical side effects, the Town has contacted Green Air Solutions to develop a remediation plan to discern and diagnose the extent of the problem, with particular attention being paid to the presence of mold. Selectman Frampton was adamant that this matter be attended to as soon as possible. Several steps are being proposed, such as a Hepa filter being installed, deep cleaning, venting, etc. The Board agreed to trying remediation initially, and then decide on the next steps.

Action Item: Select Board to report back on next steps.

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

Meeting Adjourned at 8:20 PM.