

**MINUTES OF THE SELECT BOARD**  
**Monday June 6, 2022 7:00 PM**

**Present:** Dave McGuckin, Chair, Bill Stewart, Selectman, Jane Finn, Selectwoman, and BJ Riordan, Secretary.

**Also present:** Lisa English, Town Clerk, Normand Houle, Chair Water and Sewer Commission, Curt Springer, Mary Ann Driscoll, Tim Driscoll, Phyllis Stibler, David Moisan, Etoile Holzaepfel, Julie Thomas, Ruth Zikaras, Pam Cullen.

Chair McGuckin opened the meeting at 7:00 PM and proceeded with the agenda.

**1. Approve Select Board Minutes of May 2 and 16<sup>th</sup>, 2022.**

Selectman Stewart made a Motion to approve the Minutes of the Select Board Meetings of May 2 and 26<sup>th</sup> as amended. Selectwoman Finn seconded, and the Motion carried unanimously.

**2. Public Questions and Answers.**

Curt Springer reported that that New Castle will be having the annual 4<sup>th</sup> of July parade and requested help for the organizing committee headed by Nancy Borden. The Committee is looking for various assistance including traffic control. Mr. Springer assured Chair McGuckin that both the Police and Fire department have approved of the event, along with any necessary State regulations.

**3. New Business.**

**a. Nick Diana- 2023 10 K Road race.**

Mr. Diana was not in attendance. There was no specific date in his paperwork, so Chair McGuckin requested that Pam Cullen contact him with additional information. The request for approval was tabled until the next meeting.

**b. Phyllis Stibler-New Castle Congregational Church-Letter of Support LCHIP**

Ms. Stibler, representing the New Castle Congregational Church came before the Select Board to request a Letter of Support for the Church's Sanctuary Preservation Plan to be included with their fund-raising efforts, including applying for a Land and Community Heritage Investment Program (LCHIP) grant. She also provided a draft letter for the elect Board to consider. In May of this year, the Church had an assessment of work to be done and received a building Condition report with an estimate of \$550,000. They are applying for the LCHIP loan as well as engaging in other fund raising. The work will be done over the next three years. Etoile Holzaepfel spoke of the historic significance of the Church and will be seeking input from the HDC and any other necessary Town approvals. She stressed the need for the Select Board to acknowledge the historical character of the building and the importance of the Select Board to provide a Letter of Support.

Chair McGuckin asked for any other public comments on this matter and then the Select Board expressed their approval, resulting in a Motion made by Selectwoman Finn to provide the Letter of Support to accompany the loan application which is due June 15, 2022. Selectman Stewart seconded the Motion which carried unanimously. The letter will stress the Board's support for the Church's Preservation Plan and its continued viability to the town for the next 200 years.

**c. NHDES Designation of Authorities for CWSRF Loan-Normand Houle.**

Norm Houle, Chair of Water Sewer Commission spoke about the documentation required for the CWSRF loan for the Electrical System Upgrades to the pump station.

He reviewed the documentation with the Board, noting that Selectman Stewart would be named as the designee for the filing of the application, and then any Select Board member will be authorized to approve of any disbursements. After further discussion, Selectman Stewart made a Motion to approve the designation of authorities as outlined and presented in the document presented by Mr. Houle. Selectwoman Finn seconded the Motion, which carried unanimously.

**d. Website Maintenance – Lisa English**

Town Clerk Lisa English addressed the need for timely access and posting requirements for the website, and noted that the current situation with various people trying to manage the website is not sustainable. Their needs to be designated individuals to manage the website and be trained. She thanked Pam Cullen for helping out, and offered her own time to get trained and be able to utilize the website for necessary postings having to do with upcoming elections, DMV issues, and other State required information. Mary Ann Driscoll, Library Trustee, reported-similar problems in managing the library's postings and recommended that the Librarian get her access back. Ms. Driscoll also noted that the Safe Path Project is having difficulties with its necessary postings and emails.

Chair McGuckin thanked Ms. English and Ms. Driscoll for their input and reported that the Town has hired a new Administrative Assistant to the Select Board, Bernice Barnes, who starts June 20, 2022, and is well versed in computer issues and technology, which hopefully will alleviate some of the issues raised regarding the website and postings. After further discussion, Selectwoman Finn made a Motion to approve the hiring of Bernice Barnes as Administrative Assistant to the Select Board. Selectman Stewart seconded, and the Motion carried unanimously.

**e. Board Appointments- Trustees of Trust Funds**

**Ruth Zikaras- Alternate**

**Julie Thomas – Alternate**

**Library Trustees – Pam Stearns – Alternate.**

Chair McGuckin introduced the two new proposed alternates for Trustees of the Trust Fund and asked each to speak a little bit about their backgrounds and interest in the positions. After discussion, the Select Board thanked them for their voluntary service.

Mary Ann Driscoll nominated Pam Stearns for a term as Alternate to the Library Trustees. Chair McGuckin made a Motion to Appoint all three people to their respective terms, which was seconded by Selectman Stewart. The Motion carried unanimously.

**f. Recommittal warrant – Pam Cullen**

Pam Cullen presented the Recommittal Warrant for property tax liens which is required whenever there is a change in the Town Clerk/Tax Collector. Lisa English was elected to replace Jenifer Rumph as of the May Town Election. In this instance the warrant authority is to authorize the Town Tax Collector to collect the uncollected balance of the liens as committed to Jennifer Rumph (\$19,279.95) with interest at the rate of 14%. After discussion, Selectman Stewart made a Motion to Approve the Recommittal Warrant as presented. The Motion was seconded by Chair McGuckin, and the Motion carried unanimously.

**g. Exemption request-Friends Forever – 19 Walbach Street (Map 28 Lot 38)**

Pam Cullen presented the Exemption Request of Friends Forever for 19 Walbach Street (Map 28 Lot 38). As a result of her research and discussions with NHMA legal counsel, Ms. Cullen recommended that the Exemption request be denied due to an unpermitted tenancy. Selectman Stewart asked if the applicant could reapply at a future date once the problem is resolved. Ms. Cullen indicated in the affirmative, noting April 1<sup>st</sup> of each year is the deadline for application. After further discussion Selectwoman Finn made a Motion to Deny the Exemption as presented. Selectman Stewart seconded, and the Motion carried unanimously.

**4. Old Business.**

Selectwoman Finn noted she had witnessed members of the public who were waiting for the Town Clerk, sitting on the stairs outside of the office, as no bench or seating existed. She asked that seating be provided to accommodate customers. She was advised that during the renovations in Town Hall, and Covid accommodations, the Building Inspector had required the hallway be free and clear of any impediments. Chair McGuckin stated he would look into the matter right away.

**5. Committee Reports: Police Dept. and Fire Dept.**

(Electronically attached).

**6. Adjourn.** There being no further business to come before the Board, Selectwoman Finn made a Motion to Adjourn, which was seconded by Selectman Stewart. Motion carried unanimously. Meeting Adjourned at 7:40 PM.

**Respectfully submitted,**  
**Bette Jane Riordan, Recording Secretary**