

**MINUTES OF THE SELECT BOARD**  
**Monday, November 13, 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 McAllister, Town Accountant, Jim Cerny, Fire Dept. Chief David Blanding, Ken McDonald, Elaine Nollet, Nancy DeLeeuw, Joe Cuetera.

**1. Approve Select Board minutes October 16, 2017.**

Chair Stewart deferred approval until the next Select Board Meeting. (October 27, 2017).

**2. Public Question and Answer.**

**a. Supplemental Warrants.**

Pam Cullen presented two supplemental warrants for Select Board signatures. These were necessary as two property owners were billed incorrectly. The initial iteration of the bills was deleted, and new bills were reinstated with the correct amount. The Board requested that the Tax Collector work with the Town Accountant to ensure the proper amounts are shared with NH Dept. of Revenue.

**b. Wentworth Bridge update.**

Jim Cerny stated that originally the scheduled finish date for the Wentworth bridge replacement was January - March 2019. The dates are now January - March 2020 as confirmed by NHDOT.

**3. Items:**

**i. Historical Society re: roof/town garage Main Street.**

NCHS Board Members Elaine Nollet and Nancy DeLeeuw presented the group's proposed plan to share storage space with the Fire Department after cleaning out many unused and unclaimed items. Board members have met twice with the Fire Chief, who is supportive and has allowed NCHS to store Piscataqua River artifacts in the building. The long-term goal would be to eventually have part of the building as an annex to the museum. The present proposal before the Select Board is to repair a leaky roof as the building is Town owned. Elaine got an estimate from a contractor who has worked on town buildings and submitted the estimate to the Select Board. Selectman Maher wanted to clear up any jurisdictional issues and confirmed that the garage is in fact a town owned building which is presently being used by the Fire Department. He asked if the building were compromised. All agreed the roof needs

to be redone. Chief Blanding feels the building structurally might be fine, however, because the roof has holes allowing water in, there may be other problems. Elaine pointed out that the contractor does reference other concerns which may need to be addressed. Ken McDonald suggested the Town's Building Inspector should take a look at the structure. Selectman Maher asked if the building was an historic building. Pam stated it is in the Historic District, and even though it's a Town owned building, permission would have to be obtained from the HDC. Selectman Maher stated Rodney Rowland should be given a heads up.

Chair Stewart stated the Board can talk with Steve Tabbutt and DPW, and review the estimate, but he noted the Fire Dept. is a town department whereas the Historical Society is not. Legally, there would have to be adequate insurance and there would need to be a lease. Selectman Maher feels we should do something about mitigating any further degradation of the building. Chief Blanding will take a look and Steve Tabbutt will be consulted.

**Action Steps:** What is the proposal? How much space does NCHS need? A lease arrangement then needs to be drafted and agreed to. The two entities need to decide how they want to share the space, and then the Select Board will look at the maintenance issues. There was also a brief discussion about some extra chairs being stored there. Pam thought maybe they belonged to Portsmouth Yacht Club. The museum could use them. Steve will be notified and make the determination. Elaine asked for the next step which needs to be taken to bring this to fruition. Chair Stewart said NCHS and the Fire Department need to formalize the sharing of space, solidify the relationship and submit the proposal.

#### **ii. Cuetera/Rossi letter re: pruning trees Town garage Main Street.**

Selectman Frampton explained that the area in question is the woods in between NCHS and the Fire house. He had Steve Tabbutt and Ben Jankowski (DPW) do a site review and concluded there was no need for pruning, as the area in question is woods.

Mr. Cuetera pointed out that there are dead trees, and dead stumps which are unsightly. They could fall over onto power lines. Chair Stewart asked about the power company's situation, as they have been seen in town cutting tree limbs to avoid power outages from trees falling on lines. They have been by all of Rte. 1B. Mr. Cuetera stated that he is not asking to clear cut, but to do some pruning to make the area more pristine and in keeping with the beauty of New Castle. He feels the area looks derelict. He feels the Town should provide some stewardship and clean up this area.

Chair Stewart explained that the Town typically takes care of hazards or things that create a problem, but historically the Town has not dealt with aesthetics related to wooded areas. He did assure Mr. Cuetera that the Board would take this matter

under consideration. Selectman Frampton stated he would go back to the area with DPW.

**iii. 81 Piscataqua Street —Tabled, pending receipt of requested information. No one present to address the matter.**

**iv. Tom and Linda Ball – Shaw Circle.**

In response to the drainage problems outlined in the Balls' letter, Selectman Frampton stated that Steve Tabbutt will be installing a swale to divert the drainage to the culvert. In their letter to the Board the Balls indicated that all efforts to date had failed to rectify the problem and that Steve agreed there was a problem, but funds had to be allocated. The Balls request that the Select Board allocate funds to resolve this problem. If the current solution fails, then perhaps a broader review of the drainage issues in the area needs to be done.

**v. Police employment application packet.**

Chair Stewart explained that this packet was given to the Select Board to show the extensive investigation that is done when hiring new employees. This document is on file under processes and procedures.

**vi. Appointee to NH Seacoast Commission on Long-term Goals and Requirements for Drinking Water.**

Selectman Maher explained that as a result of new legislation, the Town has been asked to appoint an individual to be a member of this Commission, which will study long term goals and requirements for drinking water in the seacoast area. Selectman Maher proposed Mindy Mesmer as the appointee and she currently represents New Castle as a State Representative. She is a scientist in this field, and works regularly with Dr. Zuckerman in serving on another water quality committee. Chair Stewart is supportive but questioned the appointment process, and the length of the appointment. If there were to be issues, he wanted to be sure the Town can make another appointment at any time. He is fully committed to her qualifications and supports her appointment at this time.

Select Maher made the following Motion:

To appoint Mindy Mesmer as New Castle's appointee to the Seacoast Commission on Long-Term Goals and Requirements for Drinking Water pursuant to State of NH House of Representatives HB 431, Chapter 138:1, Law of 2017 (RSA 485-F: 5).

Selectman Frampton seconded and the motion carried.

**vii. Website, Email, and IT Update.**

Ken McDonald presented a summary of his work to date which features the Town's website. He noted that the Town would like to have the same look and feel when someone visits the home page of each of the departments as well as the Boards and Committees. All meeting Agendas and Meeting Minutes have the same naming convention as well as Archive folders by calendar year. Agendas and Minutes are now placed within the appropriate calendar year archive folder. All minutes and agendas are now in order by the actual date of the meeting.

Subscribing to Email Alerts is now updated to include all boards and committees. People who have signed up for E-Alerts will only receive updates if a new agenda or minutes has been posted to the website.

Ken has started a procedure manual which includes detailed instructions on how to upload an Agenda or Minutes to the website and send out the email indication (click here). There are 34 steps that need to happen to ensure successful loading and sending out via Email to the subscribers. He has also started to build quick links on the home page. One click brings you to the Underwood Engineering Executive Summary. You can still have the option of going to the Town News section, but the new link is much quicker. He is working on a free form document allowing those with administrative access to update the document real-time. (Example: Great Island Common forms). His goal is also to reach out to all Board and Committee Chairs to verify and update information and to assure all links are valid and working with no error messages.

Ken concluded his presentation by stating he is presently working on an email solution for Town Employees. Selectman Maher is working with Ken and Pam on this issue, and pointed out some of the roadblocks and possible solutions. Chair Stewart expressed some preferences as well. Feedback on the website improvements is welcomed and can be given using the "Send us Comments" at the bottom of the Town's home page. His full report is available at Town Hall. Selectman Maher thanked Ken for all of his work to date, and encouraged feedback. Jim Cerny asked that the Board recognize and thank Pam for all of her work with the website to enable citizens to access Town information.

#### **4. New Business: Non**

#### **5. Committee Reports.**

##### **Water and Sewer Commission: Selectman Frampton**

Selectman Frampton reported that Chair Stewart came to the recent meeting and gave an overview of the water and sewer projects. The Commission was satisfied with the status, and also the Commission is approximately half way through review and rewrite of the applicable ordinances.

## **Fire Dept.-Selectman Maher**

### New Castle Fire Department Monthly Report – October 2017

1. Calls for service in October: 26. Calls for service, year to Date: 178
2. Types of calls in October: 11 Medical Aid, 4 Fire Alarms, 1 Carbon Monoxide Alarm, 1 Structure Fire, 1 Transformer Fire, 1 Wires Down, 2 Event Standby, 2 Service Calls, 2 Water Rescue, 1 Residential Lockout
3. Average response time in October: 4.89 minutes.
4. Total number of minutes on scene in October: 131.9
5. Average number of personnel per incident in October: 3.78
6. Total number of personnel responding to incidents in October: 102
7. Apparatus responding to incidents:
  - Rescue 7 responded to 16 incidents in October and 95 YTD.
  - Forestry 1 responded to 6 incidents in October and 44 YTD.
  - Engine 1 responded to 0 incidents in October and 0 YTD.
  - Engine 4 responded to 11 incidents in October and 62 YTD.
  - Hose 1 responded to 0 incidents in October and 6 YTD.
  - Marine 1 responded to 0 incidents in October and 2 YTD.
  - Marine 2 responded to 1 incident in October and 5 YTD.
8. Training in October: 182 Man Hours of department in-house training. 5 Members attended “Infectious Disease and Blood-borne Pathogens” class at Portsmouth Regional Hospital. 2 members attended “Incident Response to Terrorist Bombings” class at New Mexico Tech.
9. Public Outreach Activities in October: Held annual Open House.
10. Mutual Aid Given in October: Structure Fire in Eliot. EMS standby at USCG Station Portsmouth Harbor.
11. Mutual Aid Received in October: None
12. Budget remaining on 11/2/17:
  - Fire Department: \$261,303.81
  - Emergency Management: N/A
13. Staffing: 2 Career members and 29 Volunteer members.
14. Areas of Concern: None.

Library Director's Report – Christine L. Collins  
The New Castle Public Library  
October 17, 2017

Programming:

1. **Rocky Readers gmgl** – book group at MN Bakery in Portsmouth on 9/22/17 to discuss *Star of Kazan* by Eva Ibbotson, 30<sup>th</sup> book celebration. Book #31 is *Counting by 7s* by Holly Goldberg Sloan.
2. **All Stars Book Group** – Met on 9/29/17 to discuss Book #10 *Frindle* by Andrew Clements. Book #11 is the graphic novel *El Deafo* by Cece Bell.
3. **MBT Castle Kids** – met on Saturday 10/7/17 with Bruno Pinciario (gr.3), Tristan Kimmel (gr.4), & Max Russman (gr.4) to get a new book group going. We discussed the purpose of the book group & created a reading list. Book #1 is *How Oliver Olson Changed the World* by Claudia Mills. The boys heard about the book group that met “at a bakery” – I told them we would plan a fun celebration for their 10<sup>th</sup> book.
4. **Library Book Group** – Met October 4<sup>th</sup> to discuss *Do They Hear You When You Cry* by Fauziya Kassindja.
5. **Thursday Story & Tea Time** from 9:30-11:30am each week, with weekly drop-in bridge.
6. **“Drop in for a Stitch” Knitting Group** – Tuesdays at 3pm (5-7 knitters each week).
7. **Introduction to Bridge Fundamentals** – Session 4 is on hold while Dick Spaulding recovers from surgery.
8. **NH 1000 Books Before Kindergarten** – signed up two new families.
9. **Bus Trip to Ogunquit 10/18/17** – seating has been assigned, lunch at The York River Landing confirmed, bus confirmed.
10. **Bus Trip to Holiday Pops** – received 40 tickets for Sunday 12/10/17 at 3pm, we have sold 28 thus far.

Library Activities:

1. Book Pick-up 9/19 and 10/7 by Andrew Fitts.
2. On Thursdays we have a student helper from Birch Tree School in Dover (cleans tables, sorts books).

Summer Reading Program:

1. Booked kick-off with Wildlife Encounters for Wednesday 6/20/18– spoke with Jen to create animal request list – 5 foot American Alligator, Brazilian Porcupine, Flemish Giant Rabbit, Chinchilla, Hedgehog, Umbrella Cockatoo, and Madagascar Giant Hissing Cockroaches. Ordered supplies for reading incentive program.

MHT:

1. 9/28/17 visited each classroom at MHT to try to find missing/overdue books. Met with Will Purcell to discuss library programming for 5<sup>th</sup>/6<sup>th</sup> grades. He asked that we do a series of book discussions (he prefers project based programming).
2. 1<sup>st</sup>/2<sup>nd</sup> grade walked to the library on Wednesday 9/27/17 – we talked about *community* (part of their social studies curriculum) – *A Tower of Giraffes*, *Be My Neighbor*, *The Circus Ship*, *Most People*, *Tacky the Penguin*, *Franklin's Valentines*,

*Berenstain Bears New Neighbors / Think of Those in Need / Lend a Helping Hand.*

10/11/17 continued discussing *community* with *The Circus Ship* by Chris Van Dusen.

3. 5<sup>th</sup>/6<sup>th</sup> grade – MHT on Tuesday and Thursday mornings for *Iqbal* discussion and research project with students.

### **HDC: Selectman Maher**

Selectman Maher reported that the Certified Local Government (“CLG”) designation for the Town is moving forward. A Code of Conduct needed to be adopted for the HDC and he noted the Commission has adopted draft language provided by the State Attorney General’s office. There may be opportunities for grants in the future. Chair Stewart suggested they be aware of possible matches for any grant and to include that in their budget.

### **Tree Committee. – Selectman Frampton**

Selectman Frampton noted that this committee is also moving forward and expressed his view that it appears to be on right track. Chair Stewart clarified that this committee is advisory to the Planning Board.

### **Police Department – Chair Stewart.**

Chair Stewart briefly reviewed the submitted data on use of the electronic sign and the summer reduced speed initiative, and observed some interesting facts. Chair Stewart is looking to see if these measures have impacted overall speed reduction. This report is available at Town Hall. This subject will be discussed at a future meeting in terms of the conclusions and findings from the submitted data. The monthly statistics for October were briefly mentioned. Chair Stewart noted there were mostly property checks. He will provide the Secretary with the report. Pam noted that New Castle had a recent roll over accident, and fortunately all survived. There was no speeding involved.

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

Meeting adjourned at 8:40 PM.