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**Town of New Castle**  
NEW CASTLE, NH 03854-0367

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

**MEMBERS:** Chairman David McGuckin  
Selectman William Stewart  
Selectwoman Jane Finn

**DATE/TIME:** Monday, November 7, 2022 – 11:00 am

**LOCATION:** Town Hall – 49 Main Street

**Members Absent:** None.

Chair McGuckin called the meeting to order at 11:00 am, and introduced Lori Ruest, who has transitioned from our Town Accountant position to our new Town Administrator. She will also be overseeing financial activities in town and our Town Budget.

**1. Approve Select Board minutes of the October 17, 2022 meeting:**

Chair McGuckin's first order of business was a motion to approve the minutes of the October 17, 2022, Select Board meeting. Selectwoman Finn made a motion to approve the Select Board minutes of October 17, 2022 as amended. Selectman Stewart seconded; motion carried.

**2. Public Questions and Answers:**

Chairman McGuckin asked if there were any public questions. Dawn Lake, Historical society stated they are in the next phase of their project. They will soon have the pathway of granite steps leading to the garden built and the mulch spread. They have coordinated the project with Russ, Bookholz, Building Inspector, and have had a police detail when necessary. Ms. Lake stated she is very pleased with the project's process as they finish up the process until the spring, when the plants will go in. Chair McGuckin stated he has seen the area as well, and commented as to how nice of a job the historical society was doing.

Pam Cullen, Tax Collector, stated she wanted to mention that she was in touch with Paul Hamblett, who is working on a new Resident sticker design and logo for the upcoming year and 400th celebration. When completed Pam will present to the Board for approval.

### **3. New Business:**

a. MS-535 Financial Report of the Budget:

Town Administrator, Lori Ruest, explained that each year the MS-535 Financial Report is completed by the auditing firm at the close of the audit, then submitted to the DRA, which is utilized in conjunction to setting the tax rate. The Select Board signed the signature page for reporting to the DRA.

b. Revised Policy on Internal Control Procedures of Payroll and Accounts Payable and Special Funds:

Town Administrator, Lori Ruest, explained that the Select Board created and adopted the internal control procedures for payroll and accounts payable last year, and with the change of positions, this policy is being revised and updated to include the responsibilities of the bookkeeper and the town administrator.

Chair McGuckin made a motion to approve the Internal Control Procedures of Payroll and Accounts Payable / Special funds revisions as presented by the Town Administrator at the November 7, 2022 Select Board Meeting. Selectman Stewart seconded; motion carried.

Acceptance of Manifests:

Selectwoman Finn made a motion to approve the Final Check Register, Dated October 27, 2022 in the amount of \$74,115.98 and the Payroll Summary Register, Dated October 21, 2022 in the amount of \$33,286.86. Selectman Stewart seconded; motion carried.

c. Conservation Commission- Chair, Conni White & Rockingham County Conservation District, Tracy Degnan: Regarding Pit Lane Analysis & Engineer Info:

- c. Tracy Degnan, of the Rockingham County Conservation District, introduced herself and stated she has been working with us on two grants that came before the Select Board last March. She received the Coastal Resiliency Grant for the Pit Lane Culvert Analysis Project as well as another grant from the Infrastrux Pressure fund. These grants will take the Pit Lane Analysis Project all the way to the final design and permitting stages, and is anticipated to be a shovel ready project to be reviewed hopefully in October 2024. Mrs. Degnan also stated each one of these grants is a two-year grant, with the first part of this

phase potentially happening around May 2023. She explained the process with data loggers and the wetlands, how the data itself captures the flow with the highest tides coming in and how it affects Pit Lane and Lavenger Creek. The Engineering firm hired for this project is CMA, who has done a substantial amount of work for the Town of New Castle. One of the requirements for the grants is to work with DOT and all of the data and information gathered will be shared with them. Mrs. Degnan noted that she wanted to keep the Select Board and community updated on these grants and projects. The only cash outlay from the town is a video funded by the Conservation Commission. Which will be created by Dave Murray, and a project team that will work with DES, to answer any form of technical questions, and Chris Robillard, Superintendent of Public Works Department in New Castle. NC400 Committee Update / Check In (Curt Springer, Carol White, Dawn Lake)

Curt Springer, 98 Cranfield Street, being a member of the NC400 Committee spoke on behalf of the committee to keep the Select Board informed. The Garden Club tour will take place in June, as well as reenactment which Carol White will coordinate, this information will be added to the town website. The final item is the July 4th Parade, which is being organized and is in the fiscal year 2024 for budgeting purposes. The Committee will keep the Select Board informed, as final estimates come in and final commitments, and keep them up to date as information is available.

#### **4. Old Business:**

- a. Mike Geanoulis: Signs for New Castle Update,  
"Site of the First Shots of the American Revolution"

Mike Geanoulis, of the Men's coffee club, presented a book to the Select Board for review and referenced the pages about the actual Site of the First Shots of the American Revolution. After more discussion, the Board stated they would like more input from residents and will put an article in the upcoming November issue of Island Items so, the public can weigh in on this matter. This will be addressed as an agenda item at an upcoming December Select Board meeting.

- b. Special Events at the Common:

Chair McGuckin noted that special events at the Common are under discussion between the Select Board and our New Town Administrator. The details, pricing, and contractual agreements are being reviewed and discussed. The Select Board would like to reiterate that there is a no alcohol policy at this time at the Common, a Special event being considered are wedding receptions, bar mitzvahs, or some sort of large event. A previous Select Board meeting had residents Sally & Mark Fodero, who were inquiring about the special events for a wedding reception with their daughter in July 2023. The Select Board will and finalize those

plans once the policies procedures, and contract forms have been finalized. Also, as a note to the public, at a previous Select Board meeting, it was stated applications are currently being accepted, and to clarify, wedding, tent and pavilion applications are **not** being accepted at this time. It will be announced when such time comes. .

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

Chair McGuckin noted that both Police and Fire Reports were received and will be attached to the minutes.

#### **6. Other:**

Chair McGuckin informed the public that the NHDOT will be attending an upcoming Select Board meeting to give an update and presentation on the first draft of the Feasibility Study on the Causeway in the ten years plan.

Also noted was the upcoming Change of Command Ceremony for NOAA on December 14, 2022 in the Macomber Room @ 9:30 am, which the Select Board has been invited to attend.

Chris Robillard, Public Works Superintendent, is working with the EPA, and MPDS regarding an MS-4 Permit which is the Municipal Separate Storm Sewer system permit that the EPA originated in 2003. There have been some noncompliance issues with these requirements, and to stay compliant, Mr. Robillard is asking Chair McGuckin as an elected official to authorize him as a designated signer in a letter and notice of intent. we are in the fifth year of this permit and 95% complete It is his goal to get everything compliant and up to date. Chair McGuckin made a motion to authorize Chris Robillard and any other Select Board member to sign any required documentation on behalf of the Select Board as needed, if he is unavailable. and motion carried.

#### **7. Adjourn:**

Selectwoman Finn made a motion to adjourn, Selectman Stewart seconded and the meeting adjourned at 12:10 pm.

Respectfully Submitted,

Bernice L. Barnes, Recording Secretary

## Call Reason Breakdown

| Call Reason                            | Self | Disp | Total | %    | Avg. Arrive | Avg. Time @ Scene |
|--|------|------|-------|------|-------------|-------------------|
| <b>ANIMAL CONTROL COMPLAINT</b>        | 1    | 1    | 2     | < 1  | 10.00       | 20.98             |
| Action: PEACE RESTORED = 1             |      |      |       |      |             |                   |
| PT TRANSPORTED TO HOSPITAL = 1         |      |      |       |      |             |                   |
| <b>ALARM - BURGLAR</b>                 | 0    | 2    | 2     | < 1  | 6.00        | 3.00              |
| Action: Alarm False/Operator Error = 1 |      |      |       |      |             |                   |
| ALL APPEARED NORMAL = 1                |      |      |       |      |             |                   |
| <b>ASSIST OTHER POLICE DEPARTMENT</b>  | 3    | 1    | 4     | 1.6  | 0           | 0                 |
| Action: NO REPORT REQUIRED = 1         |      |      |       |      |             |                   |
| NEGATIVE CONTACT = 1                   |      |      |       |      |             |                   |
| SERVICES RENDERED = 2                  |      |      |       |      |             |                   |
| <b>ASSIST CITIZEN</b>                  | 2    | 0    | 2     | < 1  | 0.50        | 30.83             |
| Action: SERVICES RENDERED = 1          |      |      |       |      |             |                   |
| REPORT TAKEN = 1                       |      |      |       |      |             |                   |
| <b>BUILDING/PROPERTY CHECK</b>         | 160  | 0    | 160   | 63.5 | 0.50        | 3.54              |
| Action: ALL APPEARED NORMAL = 141      |      |      |       |      |             |                   |
| ALL APPEARED SECURE = 17               |      |      |       |      |             |                   |
| MOVED ALONG = 2                        |      |      |       |      |             |                   |
| <b>CRUISER MAINTENANCE</b>             | 12   | 0    | 12    | 4.8  | 0.50        | 16.52             |
| Action: SERVICES RENDERED = 8          |      |      |       |      |             |                   |
| ALL APPEARED NORMAL = 1                |      |      |       |      |             |                   |
| MAINTENANCE COMPLETED = 3              |      |      |       |      |             |                   |
| <b>Community Policing</b>              | 3    | 0    | 3     | 1.2  | 0           | 120.00            |
| Action: INFO TAKEN = 1                 |      |      |       |      |             |                   |
| SERVICES RENDERED = 2                  |      |      |       |      |             |                   |
| <b>DEPARTMENT BUSINESS</b>             | 4    | 0    | 4     | 1.6  | 0.50        | 72.64             |
| Action: NO REPORT REQUIRED = 1         |      |      |       |      |             |                   |
| INFO TAKEN = 1                         |      |      |       |      |             |                   |
| SERVICES RENDERED = 2                  |      |      |       |      |             |                   |
| <b>DISTURBANCE</b>                     | 0    | 1    | 1     | < 1  | 0           | 0                 |
| Action: SERVICES RENDERED = 1          |      |      |       |      |             |                   |
| <b>DIRECTED PATROL</b>                 | 3    | 0    | 3     | 1.2  | 0.50        | 31.08             |
| Action: SERVICES RENDERED = 3          |      |      |       |      |             |                   |
| <b>Extra Patrol</b>                    | 0    | 1    | 1     | < 1  | 0           | 0                 |
| Action: SERVICES RENDERED = 1          |      |      |       |      |             |                   |
| <b>ASSIST FIRE DEPARTMENT</b>          | 3    | 1    | 4     | 1.6  | 0           | 14.62             |
| Action: SERVICES RENDERED = 4          |      |      |       |      |             |                   |
| <b>Fire, Medical Aid</b>               | 2    | 3    | 5     | 2.0  | 4.72        | 27.54             |
| Action: UNFOUNDED = 1                  |      |      |       |      |             |                   |
| PT REFUSED TRANSPORT = 1               |      |      |       |      |             |                   |
| SERVICES RENDERED = 1                  |      |      |       |      |             |                   |
| PT TRANSPORTED TO HOSPITAL = 2         |      |      |       |      |             |                   |
| <b>RAUD</b>                            | 1    | 1    | 2     | < 1  | 0           | 0                 |
| Action: INFO TAKEN = 1                 |      |      |       |      |             |                   |
| SERVICES RENDERED = 1                  |      |      |       |      |             |                   |
| <b>FOLLOW-UP</b>                       | 2    | 0    | 2     | < 1  | 0           | 0                 |
| Action: SERVICES RENDERED = 1          |      |      |       |      |             |                   |

## Dispatch Analysis

Printed: 11/04/2022

ALL APPEARED NORMAL = 1

|   |     |    |     |     |       |       |
|---|-----|----|-----|-----|-------|-------|
| LOUD NOISE COMPLAINT<br>Action: SERVICES RENDERED = 1   | 0   | 1  | 1   | < 1 | 0     | 0     |
| COMPLAINT<br>Action: INFO TAKEN = 1   | 1   | 0  | 1   | < 1 | 0     | 0     |
| NOTIFICATION<br>Action: INFO TAKEN = 1<br>SERVICES RENDERED = 3   | 3   | 1  | 4   | 1.6 | 0     | 0     |
| PARKING COMPLAINT<br>Action: GOA = 1<br>MOVED ALONG = 1   | 1   | 1  | 2   | < 1 | 12.32 | 3.80  |
| PARKING ENFORCEMENT<br>Action: PARKING TICKET ISSUED = 1  | 1   | 0  | 1   | < 1 | 0.50  | 8.22  |
| Police Information<br>Action: MESSAGE DELIVERED = 1   | 0   | 1  | 1   | < 1 | 0.50  | 10.00 |
| FOUND/LOST PROPERTY<br>Action: INFO TAKEN = 1<br>SERVICES RENDERED = 1<br>RETURNED TO HOME/FAMILY/OWNER = 1 | 1   | 2  | 3   | 1.2 | 0     | 0     |
| ROAD HAZARD<br>Action: SERVICES RENDERED = 1  | 1   | 0  | 1   | < 1 | 0     | 0     |
| SCHOOL CROSSING<br>Action: SERVICES RENDERED = 4  | 4   | 0  | 4   | 1.6 | 0.50  | 17.36 |
| SUSPICIOUS ACTIVITY<br>Action: PEACE RESTORED = 1<br>ALL APPEARED NORMAL = 1                                | 1   | 1  | 2   | < 1 | 2.25  | 58.03 |
| TREE DOWN<br>Action: REMOVED HAZARD = 1   | 1   | 0  | 1   | < 1 | 0     | 0     |
| TRAFFIC ENFORCEMENT<br>Action: SERVICES RENDERED = 3<br>ALL APPEARED NORMAL = 7                             | 10  | 0  | 10  | 4.0 | 0     | 66.50 |
| TRAFFIC STOP<br>Action: WARNING ISSUED = 9<br>SUMMONS ISSUED = 2  | 11  | 0  | 11  | 4.4 | 0.50  | 8.83  |
| TALK THROUGH/EXTRA PATROL<br>Action: SERVICES RENDERED = 1<br>ALL APPEARED NORMAL = 2                       | 3   | 0  | 3   | 1.2 | 0.50  | 12.96 |
| TOTAL   | 234 | 18 | 252 | 100 | 1.66  | 12.64 |

## Call Action Breakdown

| Call Action        | Self Init | Dispatched | Total | %   |
|--------------------|-----------|------------|-------|-----|
| UNFOUNDED          | 1         | 0          | 1     | < 1 |
| NO REPORT REQUIRED | 2         | 0          | 2     | < 1 |
| GOA                | 0         | 1          | 1     | < 1 |
| INFO TAKEN         | 5         | 1          | 6     | 2.4 |

## **New Castle Fire Department Monthly Report**

**October 1<sup>st</sup> to October 31<sup>st</sup> 2022**

**Calls for service:** 17

**Incident types:** Medical aid (9), Fire alarm activation (4), Check hazardous condition (2), Mutual Aid request (2)

**Fleet status:** All seasonal maintenance complete

**Mutual Aid given:** 10/7 Rye building fire  
10/9 Rye water rescue

**Mutual Aid received:** Portsmouth ambulance per contract

**Staffing:** 3 Career, 14 part-time members (15 certified)

**New members:** New perspective firefighter candidate has been interviewed, awaiting background check. Lives in Dover, no experience.

**Training:** On-shift, small group, training continues to keep members sharp and build core skills.  
  
One member currently in fall firefighter academy scheduled to finish in December.  
  
New FT member has begun professional development courses through fire academy  
  
One member has completed inspection course at fire academy  
  
One member enrolled in advanced non-traditional medicine course in Bridgton Maine  
  
All members in process of completing new, State mandated mental health awareness training (online)  
  
Biannual national medical recertification training underway