

**SELECT BOARD
TOWN OF NEW CASTLE**

**Tuesday, January 2, 2024, 11AM
Town Hall Conference Room**

APPROVED

PRESENT: Chair William Stewart, Select Board Member Jane Finn, Select Board Member Pam Cullen Town Administrator, Mike Tully, Town Clerk Lisa English (via Zoom) Police Chief, Don White, Ted Hartmann, Fire Chief, Russ Bookholz, Building Inspector, Director of Public Works Chris Robillard, Town Treasurer Tom Smith, Administrative Assistant Bernice Barnes, Bette Jane Riordan, Recording Secretary.

ALSO PRESENT: Residents Curt Springer, Dave McGuckin, Terri Golter, Catherine Eames. Ann and Mike McAndrew via Zoom

Chair Stewart opened the non-public portion of the Select Board meeting at 10:30, pursuant to NHRSA 91-A:3, IIc and moved into the regular meeting at 11:03 AM. Chair Stewart brought up the issue of a street signage request from resident Diane Coniglio, wherein the resident has asked that signage be placed at the sharp corner of Walton Road and Locke Road. The Chair stated this request will be addressed in today's Agenda along with other signage issues.

Review and Approval of Previous Select Board Meeting Minutes :December 18,2023, and November 28, 2023, Nonpublic.

After review, Chair Stewart called for a Motion.

MOTION: To Approve the minutes of the Select Board Meeting of December 18, 2023, as amended.

MOTION: J.FINN

SECOND: P.CULLEN

UNANIMOUS

MOTION: To Approve the minutes of the November 28, 2023, Nonpublic Select Board Meeting as written.

MOTION: P.CULLEN

SECOND: J.FINN

UNANIMOUS

Acceptance of Payroll and Accounts Payable Manifests.

After review, Chair Stewart called for a motion.

MOTION: To Approve the Payroll Manifest dated December 21, 2023, in the amount of 34,045.28, and the Accounts Payable Manifest dated December 22,2023 in the amount of 80,294.65.

MOTION: P.CULLEN

SECOND: J.FINN
UNANIMOUS

Chair Stewart introduced Mike Tully as New Castle's new part time Town Administrator, and indicated Mike comes to the part time position from North Hampton, where he has been and continues to be Town Administrator. He will be working in the position two days per week. Mr. Tully started his municipal experience with the North Hampton Fire Department in 1995 and worked his way up the ranks to Chief and retired from that position in 2020 to assume the duties of Town Administrator. He looks forward to working with the Department Heads and residents and encourages the public to contact him with any questions, comments or concerns. Chair Stewart thanked TA Tully, who then presented his report for the time period December 26, 2023 through January 1, 2024.

TA Tully noted that the Town is working on creating a spreadsheet that will give a quick overview of percentage of budget remaining, comparative to weeks remaining in the fiscal year. Chair Stewart indicated he had a particular format he preferred, and TA Tully will work with him on that matter.

He reported that Patrolman Chris Pollack will be heading to the January 8, 2024 Police Academy in in Concord for twenty weeks before he returns to the force as a full-time officer.

TA Tully noted that Fire Chief Hartmann kept his monthly community engagement pledge by meeting with the Homeowner's Association of Campbell's Island on December 21, 2023. Topics of discussion included safety in the home, and what the Fire Department can do for the residents, and aging in place. Ten new residential emergency access key boxes were installed, and nearly half a dozen more were ordered in 2023, with several more expected to be ordered in the first quarter of 2024. TA Tully noted that the Fire Department facilitates the ordering, installs and sets up the boxes for residents on a regular basis.

Regarding DPW issues, TA Tully noted that Director Chris Robillard became a certified backflow inspector/Tester after completing the course. Mr. Robillard also had a meeting with NHDES and Underwood Engineers formalizing the Town's having been awarded a \$30,000 grant for a storm water asset management program. This will allow the Town to better comply with the MS 4 requirements. He also noted that the Public Works will be collecting Christmas Trees on January 2, 3, and 10th.

TA Tully informed the Board that Town Hall Building reopened to the public on Wednesday, December 27, 2023. Spray foam was completed around the interior sill to control odors from entering the building from the basement. The Town has received recommendations for remediation including dehumidification equipment in the basement. Director Robillard will be scheduling the project to complete repairs to the Public Safety Building including the bathroom floor. He noted that all equipment for Public Works have been prepped and changed over the winter season. As to the Great Island Common, he reported that all Fall leaf cleanup has been completed.

TA Tully reported that Department Heads have presented their budgets to the Select Board, and a draft budget will be circulated soon for the Board to review. The suggestion was made to hold a budget workshop.

As for the Cable Franchise Agreement, TA Tully noted the agreement is expired and needs review. He has reached out to counsel for recommendations and will add this issue to a future agenda for the Board to review later.

TA Tully reported he has contacted the Town's IT provider and will be setting up a meeting to get a better understanding of the Town's equipment needs and replacement schedule.

He has also begun reviewing the current Personnel plan and will be soliciting feedback from the Select Board soon on specific changes they would like to see.

With respect to DPW issues, Director Robillard will be building the reservation platform for the Rec Desk for reservations at the Common including the Rec Building reservation system. Other DPW projects highlighted by TA Tully included that construction on the Safe Path has finished for the season. There is one small area which will require paving in the Spring.

The contract for solid waste expires on June 30, 2024. The Town will be preparing an RFP for the Board to approve.

TA Tully noted that the Town's water system sanitary survey with NHDES has been completed. This survey is required to be done every three years and assures that the operator is operating the water system in accordance with NHDES regulations. The meeting was successful, and the Town has implemented all the recommendations from the last survey. TA Tully noted the old playground equipment has been removed.

The next meeting of the Select Board is Tuesday, January 16, 2023 at 7:00 PM.

OLD BUSINESS.

Discussion of Ocean Street Property Advisory Committee.

Chair Stewart outlined the purpose of the committee which is advisory to the Select Board. The Select Board asked for volunteers and received several requests to join the committee. (19) After review, each Select Board member nominated three, with one extra agreed upon member, for a total of 7 members. In response to inquiry by Dave McGuckin, Chair Stewart noted no Select Board Member is on the advisory committee.

Select Board Member Finn made the following recommendations, which were agreed to by both Chair Stewart and Select Board Member Cullen:

Paul Legere, 58 North Gate Road; Financial experience

Rodney Rowland, 174 Walton Road: Finance and HDC

David Myers, 38 Cranfield.: Retired Business Owner

Chair Stewart made the following recommendations:

Doug Pinciarro, 52 Riverview Road, who has good financial acumen and focus.

Maura Sullivan, 110 Mainmast Circle. She previously served in the military as a Marine and has been engaged at both the State and local level.

Chair Stewart also mentioned Police Chief Don White as a nominee recommended by both Select Board Member Pam Cullen, Chair Stewart and Select Board Member Jane Finn. He will serve as an employee liaison.

Select Board Member Cullen made the following recommendations:

In addition to Chief Don White, Ms. Cullen nominated Peggy Lamb, 12 Cranfield Street. Ms. Cullen noted the importance of having women on the committee, and Ms. Lamb would join Maura Sullivan, both bringing their respective expertise to the committee. Ms. Cullen had also proposed Chief White. Catherine Eames asked if the Board had considered a member of the Budget Committee as a possible committee member. Chair Stewart noted Mr. Pinciarro has expertise in this area. Town Clerk Lisa English noted that she would like to see more women on the committee. In response to Mr. McGuckin and Ms. Eames's concerns about proposed expenditures and the role of the Budget Committee and CIP. She stated that any recommendations for expenditure by the committee would have to be voted upon at the Town Meeting. Chair Stewart clarified the role of the committee as advisory. The goal of the committee is to come up with various use recommendations, poll the public and come up with options and opportunities, and provide that information to the Board. After further discussion, Chair Stewart asked TA Tully to reach out to the proposed nominees, indicating they can elect their own chair and organize themselves to post meetings and keep minutes as per the Right to Know law.

Discussion of Proposed Kiosks at the Common.

Director Robillard had already provided a full presentation on two prior occasions but updated the Board in response to questions concerning enforcement, costs, and staffing issues. Specifically Select Board Member Finn had questions about sufficiency of staffing and consistency in the ticketing process. Tom Smith, Town Treasurer, expressed concerns about the cost. Chair Stewart and Director Robillard noted that installation costs were in the \$27,500 area with each kiosk costing approximately \$6000 as well as an ongoing annual costs of \$2000 for cellular service and paper receipts. The chief benefit will be reductions in staffing costs. In response to Mr. Smith's questions about penalties, Director Robillard explained the escalation process once a ticket is issued and is not paid for in time. Ms. Eames asked if increasing the cost of non-resident stickers might be a better way to go. Mr. McGuckin noted that the kiosks would help Director Robillard better manage the park. Curt Springer stated the important thing is to make the decision. Select Board Member Cullen stated she was in a quandary as to making a

final decision today, and after Chair Stewart suggested a budget workshop on the issue, the Select Board agreed to table the decision to the next meeting on January 16, 2024, at 7:00 PM. In response to a question by Ann and Mike McAndrew, Chair Stewart and Director Robillard noted that residents would not be affected by the kiosk system if their resident sticker was current.

Continuation of discussion regarding Road Signage.

As a result of an Email received concerning the request for signage at the sharp corner on Walton and Locke Road, the Select Board directed TA Tully to meet with the highway department and Police Department and report back with a recommendation.

PUBLIC COMMENT

Resident Terri Golter commented on the lack this year of the traditional Christmas Eve Fire truck parade with Santa. She stated she received at least 38 emails from citizens who did not know that the event had been changed to a Saturday, December 16th event for people to bring their families to the Common to meet and greet with Santa and have photographs taken. Fire Chief Ted Hartmann had organized the new tradition to provide a safe venue for all to enjoy and to comply with safety laws and regulations. He notified and posted the event on the website and posted the notice. He advised the Select Board that he has received no complaints. Ms. Golter offered to help in any way she can to assure the continuation of the tradition.

Curt Springer stated he is impressed with the new Town Administrator, Mike Tully but is concerned that he will not be working enough hours to get all the work done. He would like money to put into the budget for more hours. Both Chair Stewart and Select Board Member Finn noted that TA Scruton after 7 months of doing the job, recommended that 2 days per week was sufficient.

Mike McAndrew asked about getting copies of the sample ballots for the Presidential Primary . Town Clerk English responded she can give these to him on Wednesday.

NEW BUSINESS.

Indoor Air Quality 2nd Opinion Update.

TA Tully stated that a second opinion was done, and the company stated it is agreement with the initial company. Remediation downstairs, and introduction of dehumidifying into the basement and resealing in the pump area are being worked on. Director Robillard reported that he is in the process of getting quotes. for the remaining items. These steps must be taken in conjunction or at the same time to be effective. Evergreen Air's second opinion only dealt with the basement and the Building Inspector's office. According to TA Tully there are no further air quality concerns noted. Select Board member Finn wanted assurance that the first company looked at more than one office on the main floor. Director Robillard stated that Evergreen confirmed the first company's findings.

Proposed changes to HDC to go before Planning Board.

Select Board Member Cullen acknowledged two letters received regarding proposed changes to the HDC Ordinance, which is going before the Planning Board. Ms. Finn noted another letter came into today. The letters were written to the Select Board regarding what you can see from street view to 360 degrees. Chair Stewart noted that the Planning Board will, as a matter of course, hold public hearings for any ordinance change, but in this instance, a particular request was made regarding what will come under HDC jurisdiction because of sight issues. Mr. Springer noted the hearing on Wednesday January 3rd. Chair Stewart also noted that at tomorrow's Planning Board Meeting, UNH is proposing to notify the Board that they are expanding the cell tower from 35 feet to 70 feet in order to better communicate with the Isles of Shoals. While the Town does not have jurisdiction over this, UNHS did confer with the Building Inspector, and as a courtesy to the Town is having the meeting with the the Planning Board.

There being no further business to come before the Select Board, Chair Stewart called for a Motion to Adjourn.

MOTION: J.FINN
SECOND: P.CULLEN
UNANIMOUS

Meeting Adjourned at 12:10 PM

Respectfully submitted,
Bette Jane Riordan, Recording Secretary