

MINUTES OF THE SELECT BOARD
Monday, October 1, 2018 - 7PM

Present: Thomas Maher, Chair, Bill Stewart, Selectman, Damon Frampton, Selectman, Bette Jane Riordan, Secretary.

Also present: Pam Cullen, Secretary to the Select Board, Christiane McAlister, Accountant, Ken McDonald, TAPC, Kohn Ireland, Jim Cerny, Josh Arend from Avitar.

1. Approve Minutes: September 4, 2018:

Selectman Stewart made a Motion to Approve the minutes of the September 4 2018 meeting of the Select Board as amended. Selectman Frampton seconded and the Motion carried. Approval of the September 17, 2018 minutes was tabled until the next meeting.

2. Public Q & A:

Pam Cullen advised the Select Board that Alison Tanguay is seeking appointment to the Zoning Board of Adjustment as an Alternate. After discussion Chair Maher asked to have her invited to the BOS meeting as is the procedure, and to ask and answer any questions. ZBA Board Chair Todd Baker had spoken with Chair Maher about the submission. She is not replacing anyone but will serve as needed alternate to assure a quorum is present. Selectman Stewart noted her background as being appropriate to serve. Pam will contact Ms. Tanguay and notify her of the next meeting to be held on October 15, 2018.

3. New Business.

a. Avitar Demo.

Josh Arend from Avitar presented a demonstration on the functionality of the assessing and building permit software, which the Town is considering purchasing. Currently Avitar provides their programs 145 municipalities with just New Castle and Sharon being the exceptions. The majority of municipalities have the software installed on their own servers. We do have the tax cards provided to the Town from Avitar. They also generate the MS-1 and all warrants. A disk is provided to input the tax information to the Avitar "Tax Collect", which is installed on two computers in Town Hall. We pay \$700 annually to Avitar to have them maintain the data, but we don't have access to it. The desired building permit software relies upon the assessing function database which we don't have. Our IT infrastructure cannot support the assessing function so therefore the building permit software is not presently available. Josh proceeded to demonstrate how the assessing program works, and the features and benefits of the building permit software. It will give a total

history of each parcel (HDC, ZBA, Planning, construction documents, septic, design, deed transfer) and reports can be generated. Applications, permits and Notices of decisions, as well as each activity on the parcel can be printed out. These items are referred to as "attributes". In order for us to obtain these programs one option is to have the information put in a hosted environment off premises (Cloud basis).

Selectman Stewart asked questions about various costs and options. Josh is waiting to hear back about the cost of a cloud-hosted environment.

Chair Maher reiterated that the purpose of the presentation tonight is to make sure that the “record” of each parcel is stored and maintained electronically and is accurate as well as easily accessible. Currently the work is being done manually and multiple times here at Town Hall in order to send information to Avitar. The new software would further the stated goals as expressed by Chair Maher. In response to questions from Selectman Stewart about the panoramic database, Josh stated it does not presently allow for full queries of the individual lot. The data is there, but one cannot query across the panoramic database, yet the data can be accessed.

Ken McDonald and Pam pointed out the many benefits of the software as a great tracking tool. Many items can be customized as well.

In conclusion, Josh stated that the Cloud based option seems most suited to the Town’s needs. He expects to get back to the BOS in a week with a final cost estimate for this option. This would be a joint venture with Avitar, as New Castle would be the first to have a Cloud based system. If after a year or two, it doesn’t appear to be sufficient, then the systems would be installed on site. Pam reiterated how important it is to have a complete history of the individual properties.

b. VTS Website.

Ken McDonald updated the BOS on our Virtual Town Hall website situation. As of April 30, 2019, the current system that we have will no longer be available, unless we pay for the updated version to this vendor. It is actually more user friendly and will cost \$3000 for migration only or divvy it up over 3 years. It is \$2000 per year for hosting. Our current website is based on an Email system. The company has merged with another company and will no longer be using the system we currently have. We either go with this option or start interviewing for another vendor. Ken is concerned about the deadline and the need for a decision by the Select Board. The new system can also accept payments. (Taxes, parking tickets, dog licenses, etc.).

c. New Castle Historical Society request.

NCHS has asked permission to install some metal shelving units in the Town garage to store artifacts. A group of volunteers is going in to catalogue and store these items, but will need additional insurance, which is being looked into, in order to cover these additional people while they are in the building. It was the sense of the Select Board to approve the request contingent upon receipt of adequate insurance.

d. Water & Sewer update:

Selectman Stewart reported that the TTHM test result came today, and the levels are down due primarily to the bleeding done at Town Hall and the school. Results from Shapleigh Island are still high. Bleeding will continue until October 23rd. It’s a good

temporary solution, however a lot of water is being used. We are working with Portsmouth on the cost sharing.

Survey work on the water project and borings continues. Currently individual property owners who may be affected (looping construction, and easements, etc.) are being identified in order to have a discussion about these issues with these private landowners. There will be a kick off meeting October 19 with the Town (BOS accountant DPW) and the engineers to give an overview of how the roll out will occur. A subsequent meeting the Town property owners will follow.

4. Committee Reports.

Police Dept.:

Selectman Stewart presented the two month report (August and September), with the two largest items: Traffic stops (68) and Building Check (81) leading the list of incidents. The full report is an attachment to these minutes. There were 2 DWIS and 2 assists. No major issues according to the Chief. Staff is stable.

Fire Dept.

Chair Maher stated that Fire Chief David Blanding is going to retire effective October 12, but he will be on vacation, so his final day is Friday October 5. Transition plans have been discussed. There will be an interim chief named in the next few days. Chief Blanding has been Chief for 11 years.

There being no further business to come before the Board, Selectman Frampton made a Motion to Adjourn which was seconded by Selectman Stewart. Motion carried. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Bette Jane Riordan