

## **MINUTES OF THE SELECT BOARD**

### **Monday, August 5, 2019 – 7PM**

**Present:** Damon Frampton, Chair, Tom Maher, Selectman, Bill Stewart, Selectman, and Pam Cullen, Secretary.

**Also present:** Fire Chief Ted Hartmann, Pam Cullen, Administrative Assistant to Select Board, Christiane McAllister, Accountant, Ken McDonald, TAPC, Chief Don White, Jim Cerny, Dave McGuckin, Andy Schulte, Cody Lightfoot, Ann and Mike McAndrew.

#### **1. Approve Select Board Minutes of July 15, 2019. Tabled to next meeting.**

#### **2. Public Questions and Answers:**

Dave McGuckin announced that the elementary school is having a grounds clean up on August 22, 2019 from 4-6 PM. The PTO would like to borrow the Town's truck (550) to put the yard waste in. Steve Tabbutt has approved of the request. A Town employee will be operating the vehicle. After a brief discussion, the Select Board approved the vehicle use with the stipulation that only Town personnel operate the vehicle.

Pam Cullen stated she had three matters to discuss.

The Select Board allocates specific donations to no-profits in its annual budget. She recently received letters from two of the recipients providing statistics as to how many New Castle residents used their services. The first was from Cross Roads House Inc. which provided shelter for two residents. The second was from Seacoast Mental Health which provided 60 hours of service to 10 residents.

Pam reported that Ann Miller has submitted her resignation as recording secretary for the Planning Board. She has advertised the position on both the Town's website and the NH Municipal Association website.

Her last item concerns Island items. She has only received two items to publish as of the deadline. Pam recommended not publishing the August issue due to the cost and the limited number of articles. Discussion ensued about whether or not to continue with publication of Island Items. Pam noted that while there are things to write about, she couldn't force people to write articles. The Select Board agreed to extend the August deadline ten days or so and publish in September. The Select Board will speak with town departments and wishes to continue to publish Island Items 4 times per year.

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

##### **a. Chief Don White and Police Dept. event at the Common.**

A New Castle Police public outreach event will be held September 8 at the Common from 4-7, with a set up similar to last year's event. There will be food vendors, music, a military obstacle course, classic cars, hot air balloon rides, potentially a beer garden, and raffles and donations to benefit the playground. The Chief is not planning to charge an entry fee but

will defer to the Select Board if they wish to charge one. Chief White stated this event is an opportunity to give back to the community. The Select Board expressed support for the program. All donations and proceeds will go to the playground improvement.

**b. TAPP Update.**

Ken McDonald reported that he, Ben Jankowski, and Tom Maher attended a mandatory meeting (Project Scoping Meeting) last week in Concord DOT for TAPP recipients to go over the scope and details of requirements. Ken has posted this on the website. They went over timelines. The next task is to create a preliminary project schedule, and appoint a consultant to work with. The goal is for all to fully understand the program from start to finish. The Director of the program Tom Jameson is assigned to New Castle. In addition to Ben who is the full time employee, Ken and Tom will get trained for backup in October. Selectman Maher indicated they seemed more flexible due to the smallness of the community. A letter will go out to potential consultants, such as CMA. There will be a lot of outreach on this project. All agreed it was a very productive meeting.

**c. Avitar Software update.**

TAPC Ken McDonald reported on the new Avitar software for the Building Inspector's Office. The software will be remotely installed by Avitar and there will be a training session on August 15<sup>th</sup> with Josh at Avitar offices. He will also schedule some time in the New Castle Town Office. There was discussion about possibly finding a way to be able to denote the existence of a performance bond on the tax card, and to be able to track the bond, as well as other property attributes. Customization will be done subsequent to the 15<sup>th</sup> in the office. Selectman Stewart is interested in participating in some of the training sessions in the office.

**d. Audit Update.**

Christiane distributed documents to the Select Board for their review and signing off on corrections and adjustments to the journal entries. She stated there were more sets of invoices for FY 19 which when done will result in a final balance of \$129,380.00.

She reported that the Superintendent's Office (SAU) has changed to TD Bank and a disbursement schedule was submitted by Christiane for the Select Board. The Board now needs to sign off on the disbursement schedule. They will finalize an agreed upon process.

**e. Host Committee for the Santa Fe.**

Pam Cullen reported that Gary Hildreth, Outreach Director for PNSY, has asked that the Town consider being the Host Town for two years for the Santa Fe. She did reach out to Paul Hamblett who headed up the Host Committee for the Providence, but he is not able to participate this time. While it is a big commitment, Pam stated they could probably find someone, but she needs to know within a week. Selectman Maher said we should reach out to community members. Pam explained how she prepared a calendar of events for all of the sub's family members, as part of the many tasks of the Host Committee.

**f. Water Sewer Update:**

Selectman Stewart reported that all updates and edits have been made to the proposed agreement regarding removal of the meters and it is going back to Portsmouth for further comment. There was a pre bid meeting held with 4 of the 12 firms sent bid packages. Underwood has previously worked with all 4 of them. The bid opening is scheduled for August 16<sup>th</sup>. Questions and answers from the pre-bid meeting will be made available at Town Hall. Bill reminded those present that the Town applied for SRF funding to study the sewer line under the Sawtelle bridge.

**4. Old Business: None.**

**5. Committee Reports:**

**Fire Department: See Attached**

**Police Dept.: See Attached**

**Water & Sewer meeting is scheduled for August 14.**

There being no further business to come before the Board, Selectman Stewart made a Motion to Adjourn, which was seconded by Selectman Maher. Meeting adjourned at 8:00 PM.

Respectfully submitted,

Bette Jane Riordan