

**MINUTES OF THE SELECT BOARD**  
**Monday, November 18, 2019 – 7PM**

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

**Also present:** Christiane McAllister, Accountant, Dave McGuckin, Tom Smith, Ken McDonald, Mike and Ann McAndrew, Fire Chief Ted Hartmann, Jim Cerny, Diane Manson, and Ann Miller.

Chair Frampton opened the meeting at 7:00 PM.

**1. Approve Select Board minutes of November 4, 2019.**

Selectman Maher made a Motion to Approved the November 4, 2019 minutes of the Select Board as amended. Selectman Stewart seconded, and the Motion carried. Selectman Maher made a Motion to Approve the September 23, 2019 Select Board minutes as amended. Selectman Stewart seconded and the Motion carried.

**2. Public Questions and Answers.**

Dave McGuckin asked the Select Board to put money in the next budget for a Town Administrator. He stated there are Employees who may be retiring in the next five years and there are continuity issues, including the water project, that would benefit from an Administrator. He asked that funding be considered for at least a part time Town Administrator.

Tom Smith, speaking as a citizen and as Chair of the Budget Committee, agrees with Mr. McGuckin's suggestion that a part time Administrator is needed, and perhaps could evolve into a full time position. He stated that the current Select Board is different from past boards because the present members work and have less time available than did the prior board members, where members were retirees. Jim Cerny asked for clarification about the difference, if any, of Town Manager versus Town Administrator. The Select Board stated they are different. Chair Frampton thanked the speakers and stated the Select Board would take the matter under advisement. Dave McGuckin asked the members to comment. Selectman Stewart stated he was open to talking about it, but is not prepared to make a decision at this time. Tom Smith stressed that consistency of having a manager is important for the Town and its employees.

Pam Cullen reported on the following four items:

1. Tax Bills: The 2019 tax bills arrived today (November 18). She thanked the Board for setting the rate, and Christiane and Ken McDonald for getting the bills ready for mailing. There are 604 parcels. 530 bills were sent out for a

total of \$4,507,457.00. One owner has already paid. The rate this year is \$6.19.

2. Island Items: There had been a problem with delay by both the printing company and the Post Office, but she was assured they would be in mailboxes tomorrow.
3. Avitar representatives will be in Town this Friday to perform a data verification process. There was a percentage of residents who received a notice asking to do interior inspections. She noted that the Town Hall is some of the inspections to be done.
4. DRA Annual Report: Pam is currently working on this, which is report on equalization figures for current sales. The report is due December 15, 2019. She asked the Select Board for signatures, and will have the report ready for their review by the end of the week.

**3. New Business:**

**a. Diane Manson-Rec Building Rentals.**

Ms. Manson, a resident of Campbells Lane expressed her frustration in scheduling tennis times at the Rec Building, and wondered if there was another process, such as on-line reservations. She realizes she could come into Town Hall, and understands that Pam is very busy, but to go to Town Hall would take too much time. Selectman Stewart acknowledged her concern. Pam stated she does the best she can to answer the phones and Emails. Chair Frampton said the process has been working, and he doesn't foresee the Select Board buying any software for this purpose. (Tennis reservations). He noted that the free usage may be reviewed, and perhaps there will be a fee or cost associated with court usage. Chair Frampton encouraged Ms. Manson to be patient and, like the majority of people, come into Town Hall to make a reservation.

**b. Non-profits: Pam Cullen, John Ireland.**

Chair Frampton noted that John Ireland could not be present, and Pam Cullen asked that this matter be tabled until the next meeting. John had assisted her in making a report on each of the non-profits that the Town donates to each year. Pam did provide the Board with the report, and requested that John be present to make his recommendations.

**c. Health Trust renewal – Christiane McAllister**

Christiane provided the Board with a report which includes Health Trust's new rates, as well as new options for the Town to review. If there are any changes to our plan, they must be received by Health Trust by November 27<sup>th</sup>. Christiane has

distributed information to the employees regarding the open enrollment process. The Select Board will review and get back to Christiane before the end of the week. The increase this year is 7.9% this year to keep the same plan.

**d. Municipal aid – Christiane McAllister**

Christiane reported that as a result of the passage of the State's Biennial budget, \$40,000,000 in unrestricted municipal aid for students was included, based upon the number of students in a town that were eligible for assisted lunch. New Castle's share is \$3,214.53. The State had to have a clear direction on how towns can accept and use that money. It has gone into our revenue budget to offset the tax rate.

**e. Water update**

Selectman Stewart reported that the wholesale water agreement with Portsmouth was signed. We also have a signed contract with Granese & Sons (contractor for water project). They will begin work and will be in Town this Thursday to look at the meter pits, for removal of the valves in the pits. We are moving forward and everything is on task. Any outages will be announced in advance. This will be during the daytime hours. We are now in the process of working out a cost share agreement with Portsmouth on the pipe crossing from the wastewater treatment plant to Shapleigh Island. We have until March to award the contract. They are also going to be doing inspections on the bridge for the hangers to be installed, as well as looking at the quality of the waste water pipe on that bridge. Selectman Stewart assured a resident he would check with the contractor to make sure the quality of the water when it gets turned back on for this initial process will not be discolored. He indicated there will be advance notice.

Ann Miller asked for an update about the status of the loops. Selectman Stewart said we can now go forward with the looping. The next phase is the survey work and speaking with the landowners/homeowners. He noted that some of the loops may be impacted by the costs involved, which may require some action for Town Meeting in May. Selectman Maher asked about the number of homeowners involved. It was mentioned that it was under 30. 17 or 18 of the owners have responded to the Town's initial letter. Bill explained the different loop funding (those that are part of the main transition line portion of the project) and the private lines, which have a separate funding stream.

**4. Old Business.**

Selectman Maher wanted people to be aware that the consultant for HDC from CLG will be in town reviewing older homes and surveying them. There is a letter explaining this on the website.

**5. Committee Reports:**

Chair Frampton noted there was a meeting of the Water & Sewer Commission last week, and they signed the contract With Northeast Integration. Mr. Kimmel (NEI) signed it last Friday. Chair Houle will have an insert to the water and sewer bills to explain the water agreement.

**6. Adjourn.**

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

Meeting adjourned at 7:40 PM.

Respectfully submitted,

Bette Jane Riordan  
Secretary