

**MINUTES OF THE SELECT BOARD
MONDAY, NOVEMBER 2, 2015 – 10:00 AM**

Present: Chair, Lorn Buxton, David McGuckin, Selectman, William Stewart, Selectman, and Bette Jane Riordan, Secretary.

Also present: Chief Don White, Pam Cullen, Secretary to the Select Board, Steve Tabbutt, Supv. of Public Works, Doug Pinciario, Bruno Pacuilli, Eli Slater, Peter Rice Jeff Hughes, CIP Chair, Ken McDonald, Will Purcell and members of the 2nd and 3rd grade classes at Maude Trefethen School.

Chair Buxton convened the meeting at 10:00AM and welcomed the local elementary school children. MHT Teacher Will . Purcell explained that it was community day for the children and after observing the Select Board meeting would be visiting the Wentworth Hotel, and then will be having lunch at Henry's. The Select Board was invited to join them at Henry's.

1. Approve Select Board minutes of October 19, 2015 and Special Meeting of October 23, 2015.

Selectman McGuckin made a Motion to Accept the minutes of the October 19, 2015 and October 23 2015 meetings of the Select Board. Selectman Stewart seconded, and the Motion carried.

2. Public Q & A - None.

3. Items.

a. CIP Chair- Long Range Road Maintenance Plan.

Jeff Hughes, Chair of CIP stated the purpose of the CIP Committee is to evaluate and recommend capital expenditures for the Town. The CIP is reviewing establishing a new trust fund for the maintenance of roads.. Jeff stated he has worked with Steve Tabbutt and Ken McDonald to come up with long-term plans containing cost projections for road maintenance, and presented three different models for the Board's review. He complimented Steve Tabbutt on an excellent job inventorying road conditions and needs.

Chair Buxton stated the Board would review the material presented, and explained that should the Town move forward it would require 2 Warrant Articles go before Town Meeting in May one to create the trust fund and one to fund it. Selectman Stewart asked if there would continue to be a line item in the operating budget for road maintenance, which is approximately \$25,000. It was explained that that line item would remain and be used for smaller projects including patches etc. This fund would be in addition to funds allocated in the operating budget. Selectman McGuckin stated that if the articles pass, the CIP Committee and Select Board will revisit the funding amounts each year. Chair Buxton stated it was the sense of the Board that they favor the plan as presented. In preparation for the upcoming budget cycle, Jeff asked the Board when they needed the CIP Committee's recommendation for this budget cycle. Chair Buxton stated the recommendation needed to be made by the end of the calendar year.

b. Sailing School at Fort Stark. – Doug Pinciario.

Doug Pinciario stated that he and two others, Bruno Pacuilli and Eli Slater, are proposing to establish a sailing school at Fort Stark dedicated to the art of sailing. Both Bruno and Eli ran the sailing school at KPYC for several years. The club has discontinued the program, so they are proposing to have the school, “Portsmouth Maritime” at the Fort Stark location.

Portsmouth Maritime is a Section 501(c)(3) organization created to provide high-level sailing instruction and maritime education to the Seacoast community. An additional goal of the organization is to provide structured public access to the waters off of New Castle, NH.

They would be teaching both adults and children and would operate year round, primarily Monday through Friday in the summer months. The shoulder seasons would include boat building, boat design, repair, maintenance, and sail making. Spring and Fall instruction would include interscholastic sailing and physical education for area schools. Bruno and Eli explained about the locations of the various structures that would be constructed, and Doug indicated he had met with Ben Wilson, the State Director of Parks and Recreation, as well as members of the Fort Stark Brigade, and received favorable responses to the proposal. After hearing further information about the program, Chair Buxton asked what they expected the Town’s role to be this process. Doug explained concerns about security and has conferred with Chief White. They do not expect the traffic increase to be a major factor, and stated they would try and come up with an acceptable parking plan. They would need electricity and access to water, as well as bathroom availability. This could possibly entail the use of portable toilets or a composting system. Bruno explained they would be installing a security system in the structures where boats, equipment and materials would be stored.

In response to questions concerning funding sources, Doug estimated they need to raise between \$ 400,000 - \$500,000 through private donations, public fundraisers, membership and instruction fees, and grants. Chair Buxton noted that the water pressure is not good in that area. Selectman Stewart asked them about community benefits of the program. Bruno replied there would be access to the waters, a new pier, and an opportunity to get out on the water. Eli spoke of the benefits of after school programs, and the opportunity to have a high school sailing team.

Selectman McGuckin expressed concerns about possible vandalism, theft and questioned the size of the boats traveling Wild Rose Lane. There was further discussion with Chief White who stated his main concerns were at night, and parking availability. Doug indicated the State is being supportive, but of course may be seeking some revenue. Peter Rice, representing the Fort Stark Brigade stated he had a good meeting with the group along with other Brigade members and Joan Hammond and Carol White. They are supportive, but are concerned about parking, and also possibly disturbing any historic structures or items. He spoke of the successful Town, public and State partnership which resulted in the success of Fort Stark, and recommended the group speak with Fire Chief Blanding about the area, who Peter stated had a vast amount of information about Ft. Stark. Selectman

McGuckin suggested that the group also talk to Town Historian, Jim Cerny, who may also have Ft. Stark information. After the presentation and further discussion, the Board stated they were in support of the preliminary proposal. The group will report back to the Board.

c. Letter from Town of Newington re: Sea-3 request.

After review and discussion of Newington's request of New Castle to send a letter of support for this project, the Select Board agreed the Town was insufficiently knowledgeable to support an official letter of support from the Town at this time.

d. Radar signs.

Chief White reported that the company which provides these signs was not willing to lease one on a trial basis. They do not lend out or lease. The cost for the sign is \$3,300, which is down from the original quote, and the cost of brackets to mount the sign is \$150.00 per bracket. In answer to Selectman McGuckin's question as to the amount of brackets needed, Chief White stated four would be adequate. Chair Buxton and Chief White agreed that these costs are not presently budgeted. After further discussion, Selectman McGuckin suggested the Board delay the purchase until April or May of 2016 to determine if funds are available as the fiscal year draws to a close.

d. Avitar Associates Contract.

Chair Buxton explained that the Town is coming into its fifth year of a five year contract with Avitar to do the Town's assessments. Because the Town's property values are outside the + or - 10% boundary established by the State, the Town is required to do a full reassessment this spring (2016). The cost of the assessment under the contract is \$30,000. Avitar will start the process in April, and it will take several months to complete. In order to initiate the assessment, additional contract paperwork is required to be signed. After discussion, Selectman Stewart made a Motion to approve the Avitar contract as presented. Selectman McGuckin seconded and the Motion carried.

e. Health Trust Agreement.

Selectman Stewart reported that Health Trust has sent the renewal documents and the Town has until the end of November to renew or change. The rates will go up 3.1%. He noted there are some alternative plans. He plans to meet with Peter Chappel (title?) to review options and will report back.

f. Appointments to the Conservation Commission.

The Select Board signed the appointment paperwork for both Carol White and Beth Barnhorst to officially appoint both as members to the Conservation Commission.

4. Other Old Business.

a. Payroll Outsourcing.

Chair Buxton stated that Accufund needs a decision if the Town is going to switch to their services in January. By December 1, 2015, the Town must notify BMSI if the Town is going to drop them as its service provider. Selectman Stewart indicated he would pursue this and report back. Chair Buxton suggested that ADP be considered along with Checkmate.

5. Other New Business.

a. Tax Rate.

Chair Buxton reported that the State (DRA) is behind in providing figures in order for the Town to set the tax rate. The DRA has only completed 1/3 of all the municipalities. He explained the process the Town has to go through in order to set the rate, notify Avitar, get the bills printed and sent out, while affording citizens a clear 30 days in which to pay.

b. Budget Committee.

Selectman Stewart stated there is a special Budget Committee Meeting on November 10th at 5:00 PM to select a replacement for Bill Stewart, as an elected member of the committee. After discussion, the Select Board agreed to present and support Gary Rumph as the nominee.

6. Committee Reports.

a. Police department.

Selectman McGuckin reported the following based upon the report filed by Chief White:

It was a fairly quiet month of October. There were 65 speeding warnings issued, 56 services rendered, and 3 motor vehicles broken into on Piscataqua Street. Those cars had been left unlocked.

b. Fire Department.

Selectman Stewart reported as follows:

New Castle Fire Department Monthly Report – October 2015

1. Calls for service in October: 16 Calls for service, year to date: 170
2. Types of calls in October: 11 Medical Aid calls, 3 Mutual Aid calls to Portsmouth, 1 Event Standby, 1 reported Boat in Distress
3. Average response time: 5.67 minutes.
4. Average # personnel per incident in October: 5.33 and 3.70 YTD.
5. Apparatus responding to incidents:
 - Rescue 7 responded to 12 incidents in October and 101 YTD.
 - Forestry 1 responded to 0 incidents in October and 38 YTD.
 - Engine 1 responded to 0 incidents in October and 3 YTD.
 - Engine 4 responded to 3 incidents in October and 26 YTD.
 - Hose 1 responded to 0 incidents in October and 1 YTD.
 - Marine 2 responded to 1 incident in October and 4 YTD.
6. Training in October: 125 Man Hours. Year to date: 1285 Man Hours.
 - 2 members attended “Mental Management of Emergencies” at the Fire Academy.
 - 3 EMTs attended “Monthly EMS Education” at Portsmouth Regional Hospital.

7. Public Outreach Activities in October: Fire Department Open House. Participated in the Great Island 5k Road Race with Rescue 7 on site in the Commons, 2 members patrolling the course on bikes and an Engine Company in the station on standby.
8. Mutual Aid Given in October:
2 structure fires and 1 medical aid in Portsmouth.
9. Budget remaining on 10/30/15:
Fire Department, see accountant
Emergency Management, see accountant
10. Staffing:
2 Career members and 30 Volunteer members.
New Member, FF2/MD Thomas Gross, 295 Dennett Street, Portsmouth, NH 03801
11. Areas of Concern: None

There being no further business before the Board, the meeting was adjourned at 8:30 PM.