

MINUTES OF THE SELECT BOARD
Monday August 8, 2016 – 10:00 AM

Present: David McGuckin, Chair, Bill Stewart, Selectman, Tom Maher, Selectman and Bette Jane Riordan, Secretary.

Also present: John Ireland, Jim Cerny, Tom Smith, Craig Strehl, David Borden, John Poisson.

1. Approve Select Board Minutes of July 25 and August 3, 2016.

Selectman Stewart made a Motion to Approve the minutes of the July 25th and August 3rd minutes of the Select Board as amended. Selectman Maher seconded, and the Motion carried.

2. Public Question and Answer. None.

3. Items:

a. Appointment of Town Moderator.

Selectman Stewart made a Motion to Appoint John Poisson as Town Moderator. Selectman Maher seconded, and the Motion carried. Mr. Poisson was present and thanked the Board for the opportunity to serve. He stated he would be attending the statewide training for this position and looks forward to assuming the duties of the position. The Select Board signed the appointment document.

b. Hosting Committee for Sub 719 report on revenue and expenses.

Jim Cerny gave the summary of the event in lieu of Paul Hamblett who could not be present. Jim stated Paul was excellent as Chairman of the event honoring the USS Providence crew and families held on July 19, 2016 at the New Castle Common. Jim read a thank you letter from Commander Grizzell. Cost Summary: The original estimate was \$2,250. . Total expenses receipts were \$2,106.99 Total revenue is approximately \$1606.40. Paul Hamblett will put in for expense reimbursement of \$500.59. After discussion, the Select Board authorized Pam Cullen to initiate the payment process.

c. Underwood Associates update.

Selectman Stewart reported that the firm is in the process of assembling the draft report. The Odiorne pipe replacement is still being examined to determine if it had an impact on the flow test numbers originally produced for the report. Chair McGuckin reported that additional flow tests will be done after the leak is fixed. Selectman Stewart responded to a resident's question about flow tests by stating that in general the flows are low in New Castle. He hopes to have information in September.

The Town has received a preliminary report from Underwood Engineering on a bypass configuration for the sewer pumping stations at Quarterdeck Lane, Steamboat Land and River Road. The Town is seeking to offset some of the costs associated with this project and others through various grants.

John Ireland from the Water and Sewer Commission asked how long it would be before bid applications are sent out for the sewer by pass project. Selectman Stewart estimated a few weeks; however, Chair McGuckin stated it was too soon to commit to a specific date. Selectman Stewart stated the goal is to complete this before the onset of winter.

d. Water and Sewer rate update.

Chair McGuckin explained that the water rate has gone from .81 to \$3.35, and the sewer rate has gone up 4%. The water rate increase will be reflected in the April 2017 billing. The sewer increase will be reflected in the November 2016 billing.

Chair McGuckin stated the Town is contemplating changing the billing system to be more like Portsmouth. Under this scenario, New Castle would institute a service fee replacing the minimum required usage (presently being used), and move to a zero based billing system. Selectman Maher expressed concerns that the trust fund has enough money and that the rate is set correctly. John Ireland explained zero-based billing would be reflected in the April 2017 bills. The Water and Sewer Commission will be recommending this to the Select Board at its next meeting. Selectman Stewart stated he would like to further understand the numbers, double check with Town Accountant, and learn more about handling fluctuations. John Ireland stated that zero based billing is a better way to budget and control expenses. He stated more money will be available to put into the fund.

e. Town Administrator.

Chair McGuckin stated he had placed this item on the agenda for discussion purposes as he noted the change in availability of Select Board members for operational matters. The Select Board should be the primary policy makers and operational issues could be managed by perhaps a part time administrator. The Board discussed the many operational tasks and how best to deal with them. All agreed to look into this matter further. Tom Smith suggested that the Select Board's Secretary should have more narrowly defined duties, as that position currently is laden with many operational tasks. Selectman Maher agreed, noting there is a tremendous amount of work to be done. He suggested proceeding cautiously and carefully. Craig Strehl expressed support for the idea of a Town Administrator. Chair McGuckin asked Selectman Maher to look into this suggestion more closely.

4. Old Business: None.

5. New Business.

Dave Borden stated he was going to attend the TAP meeting in Concord and requested police department data regarding the signs.

6. Committee Reports.

a. Fire Department.

Selectman Stewart submitted the July report:

New Castle Fire Department Monthly Report – July 2016

1. Calls for service in June: 27. Calls for service, year to Date: 125

2. Types of calls in July: 15 Medical Aid, 2 Fire Alarms, 1 Propane Leak, 1 Station Coverage, 1 Structure Fire, 1 Water Rescue, 1 Gas Grill Fire, 1 Service Call for a stuck bridge, 3 Wires/Trees Down, 1 Motor Vehicle Accident,
3. Average response time in July: 5.81 minutes.
4. Average number of personnel per incident in July: 4.50
5. Apparatus responding to incidents:
Rescue 7 responded to 16 incidents in July and 77 YTD.
Forestry 1 responded to 10 incidents in July and 26 YTD.
Engine 1 responded to 0 incidents in July and 9 YTD.
Engine 4 responded to 8 incidents in July and 26 YTD.
Hose 1 responded to 3 incidents in July and 6 YTD.
Marine 2 responded to 3 incidents in July and 4 YTD.
6. Training in July: 112 Man Hours of department in-house training.
7. Public Outreach Activities in July: Participated in the 4th of July Parade. Participated in the USS Providence Picnic.
8. Mutual Aid Given in July: Structure Fire in Kittery.
9. Mutual Aid Received in July: None
10. Budget remaining on 7/30/16:
Fire Department: N/A
Emergency Management: N/A
11. Staffing:
2 Career members and 25 Volunteer members.
12. Areas of Concern: None.

b. Police Department.

Chair McGuckin reported on the criminal activities on Oliver Street over the weekend. He also stated the Fire Boat has arrived from Portsmouth and is currently docked at Rickers.. The boat will lead the Portsmouth Tall Ships Parade of Sail on Wednesday August 10, 2016.

7. Any other business.

The Select Board reviewed the August and September Calendar and agreed:

Meeting changed to Tuesday, August 23, 2016 at 7:00 PM.

Other dates: Tuesday September 6 at 10:00 AM.

Monday September 19 at 7:00 PM.

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

Meeting adjourned at 11:02 AM.