

**MINUTES OF THE SELECT BOARD
MONDAY, JANUARY 4, 2016**

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

Also present: Treasurer Tom Smith, Pam Cullen, Assistant to the Select Board, and Jim Cerny, Town Historian.

1. Approve Select Board Minutes of December 7, 2015 and December 21, 2015.

The Board approved the minutes of the December 7, 2015 meeting of the Select Board as amended. Approval of Minutes of the December 21, 2015 meeting was tabled to the next meeting to allow for review by all Select Board members.

2. Public Q&A. – None

3. Items:

a. Public Works Mutual Aid.

Selectman McGuckin explained the program which requires a \$25.00 annual fee to participate in this mutual aid program. After discussion, he made a Motion to authorize the expenditure, which was seconded by Selectman Stewart. Chair Buxton clarified that it was not a mandatory program, but if New Castle were called upon to assist, they would only do so if there were available personnel to assist.

b. Treasurer's Term of Office.

Current Treasurer Tom Smith submitted a memorandum to have the Select Board place an article on the warrant to adopt a three year term for Treasurer. Selectman Stewart made a Motion to place a Warrant Article before the voters recommending that the term of office for Town Treasurer be changed from a one year term to a three year term of office, pursuant to NH RSA 41:26-h. Selectman McGuckin seconded, and the Motion carried.

c. Date for second January date for Select Board meeting.

Monday January 18, 2016 is a holiday (Martin Luther King Day), therefore another date for the 7:00 PM evening meeting had to be selected. After discussion the Board agreed to schedule the meeting for Monday, January 25, 2016 at 7:00 PM. The schedule for February 2016 Select Board meetings was agreed to as follows:

Monday, February 1, 2016 at 10:00 AM.

Tuesday, February 16, 2016 at 7:00 PM.

d. Copier.

Chair Buxton stated that the office copier has pretty much reached the end of it's life cycle. After discussion, the Select Board agreed to authorize Pam Cullen to research costs of lease and/or purchase of a new copier for Town business.

e. Building Inspector's Office Software.

Chair Buxton addressed the current filing system in the Building Inspector's Office, which although improved is still primarily paper based, which is not the best way to capture important conditions, restrictions, deadlines, for enforcement and planning purposes. Chair Buxton indicated he has learned that Avitar has a system which would be compatible with the Town and would like to do further research into this. Selectman McGuckin asked that discussions take place with Don Graves for his input. Pam Cullen agreed to contact Avitar and have them do a presentation for the Board. A final decision on purchasing software was deferred until after the presentation.

f. Road reserve fund.—Tabled until end of Agenda.

g. Property Liability Trust.

Selectman Stewart reported he is still in the process of obtaining quotes. Chair Buxton stated that Rowley Insurance had sent in a letter of interest. Selectman Stewart will check with them and report back to the Board.

h. Truck sale.

Selectman McGuckin reported that the new truck for the Dept. of Public Works should be ready by either the end of this week or next week. He obtained clarification that the Town can sell the old truck without going out to bid.

i. Budget schedule.

Chair Buxton stated that Selectman Stewart is now the Select Board representative to Budget Committee. He explained that due to the Town Accountant's prior illness coupled with moving the budget process to Accufund software, the Town is in a transition phase with the budget process. He reported they are up and running and will have budget schedules out to Town departments by January 8th, which will be due back by January 19, 2016. He further stated that a new Chart of Accounts has been completed.. No wage input will be necessary as the Select Board does this.

Treasurer Tom Smith asked that the overtime issue should be kept as a separate line item for purposes of budget process.

Chair Buxton also noted that budgets for Administrative Departments have to be done. He stated the Select Board will put together a draft for the Budget Committee Meeting on the 26th of January. He stated that this year the Select Board should follow the normal process. The Select Board will submit its own budget, whereas in the past the Board and Budget Committee did the process together. The Budget Committee is scheduled to consider the Select Board's budget at the February 16th budget committee meeting. He explained there can be two budgets. The Select Board can concur with the Budget Committee or not. Both budgets could be put before the voters. It was also noted that if Selectmen attend the Budget Committee, the meetings would have to be properly noticed. Selectman Stewart asked for clarification of his role at the Budget Committee. He was advised it is "as himself". If Selectman McGuckin were to attend, then the meeting would have to be noticed, and minutes taken.

Chair Buxton brought back Item f. off the table:

f. Road reserve fund.

Chair Buxton referred to a December 21, 2015 Memorandum from the CIP Committee indicating they recommend establishing a long-term capital reserve fund for repair and maintenance of Town roads. The new reserve fund is similar in design and administration to the V & E fund and would serve as a long term (+ 20 years) reserve fund for road repair. CIP also recommended funding the new fund with an initial capital infusion of \$80,000. Chair Buxton also referred to a spreadsheet outlining the planned expenditures per identified roads. He stated this could be two separate warrant articles: One to establish the fund, and the second, to “fund” the new fund. Chair Buxton made a Motion to establish a new reserve fund specifically for road repairs, similar to the V& E fund. Selectman McGuckin seconded for discussion purposes..

Discussion began with Selectman McGuckin expressing concern over the timing of actual funding of the new fund. Selectman Stewart stated he was concerned about the actual wording of the proposed warrant article. He does not want the language to be construed as too narrow. He wants possible extensions or repaving to be considered. Selectman McGuckin stated the fund should be limited to roads and highways. The sidewalks could be maintained out of capital expenditures. Selectman Stewart expressed the need to cover all of the infrastructure. Motion carried.

The Select Board moved on to discussion of the second issue of actually funding the new fund. Chair Buxton made the Motion to infuse the sum of \$80,000 into the fund for FY 2017 as recommended by CIP. Selectman McGuckin seconded for purposes of discussion.

Selectman McGuckin stated he has been attending CIP meetings and understands the Select Board has a choice whether to fund or not given unexpected expenses. Prior to funding he would like to go to the next CIP meeting and finalize the CIP committee’s position on seeding the fund.

Selectman Stewart made a Motion to Table this matter until January 25, 2016 regarding the funding of the fund. Selectman McGuckin seconded, and the Motion carried.

Chair Buxton stated that the Town is in good financial shape, but suggested that the matter of placing a Warrant Article for Town Hall renovations be postponed for two years.

4. Other Old Business. – None.

5. Other New Business. – None.

6. Committee Reports.

a. Police Department.

Selectman McGuckin presented Chief White's report:
December was a fairly quiet month; however 53 warnings were issued for speeding. There was one arrest, 1 vehicle impounded, 2 assists to the Fire Dept, and no felonies.

b. Fire Department.

Selectman Stewart submitted the following:

New Castle Fire Department Monthly Report – December 2015

1. Calls for service in December: 13 Calls for service, year to date: 201
2. Types of calls in December: 6 Medical Aid calls, 1 Mutual Aid call to Portsmouth, 5 Carbon Monoxide alarms, 1 Water Leak in a residence.
3. Average response time: 6.07 minutes.
4. Average # personnel per incident in December: 5.38 and 3.84 YTD.
5. Apparatus responding to incidents:
Rescue 7 responded to 10 incidents in December and 120 YTD.
Forestry 1 responded to 2 incidents in December and 44 YTD.
Engine 1 responded to 1 incident in December and 4 YTD.
Engine 4 responded to 4 incidents in December and 35 YTD.
Hose 1 responded to 1 incident in December and 2 YTD.
Marine 2 responded to 0 incidents December and 4 YTD.
6. Training December: 120 Man Hours. Year to date: 1590 Man Hours.
7. Public Outreach Activities in December: Santa Claus Run on Christmas Eve. Toy Collections. Participated in the Wentworth Hotel Holiday Festival of Lights. Rye Holiday Parade.
8. Mutual Aid Given in November:
Structure Fire at the Gaslight in Portsmouth.
9. Budget remaining on 12/31/15:
Fire Department: see accountant
Emergency Management: see accountant
10. Staffing:
2 Career members and 29 Volunteer members.
11. Other activities: Department Christmas Party at KPYC
12. Areas of Concern: None

There being no further business to come before the Board, the meeting was adjourned at 8:40 PM.