

MINUTES OF THE SELECT BOARD
Monday, November 7, 2016 – 10:00 AM

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

Also present: David Borden, Tom Smith, Any Schulte, Bob Rais, Lorn Buxton, Craig Strehl, VJ Strehl, Peter Tarleton, Deb Knowles, ChristyAnn McAllistair, Pam Cullen.

1. Approve Select Board Minutes of October 17, 2016 and October 28, 2016.

Selectman Maher made a Motion to Approve the Minutes of the October 17th Select Board meeting, as amended, which was seconded by Selectman Stewart. Motion carried.

Selectman Maher made a Motion to Approve the Minutes of the October 28th Select Board meeting, as amended. Selectman Stewart seconded, and the Motion carried.

2. Public Question and Answer.

Chair McGuckin asked if members of the public had any comments on matters not already listed on the agenda. Craig Strehl asked if certain topics relating to the Underwood Study would be covered, and he agreed to address his questions during that particular discussion.

Pat Wilson, President of the New Castle Garden Club stated she was not able to present at the last Select Board Meeting but was present today to address the Club's request for a \$2,000 donation from the Board to maintain certain parcels\areas in Town planting flowers, and beautifying areas. She stated the need to cover expenses for the actual plants but would plan on using the club's money and its volunteers cover program costs and maintenance. She state the club would be frugal with the donation. Chair McGuckin asked about the Marchand fund which might be available. Town Treasurer stated that the fund is designated to beautify New Castle, but primarily for the Common. Currently there is a balance of \$6500, yielding about \$80.00 per year in interest.

Pam Cullen, Assistant to the Select Board suggested the club hold a bake sale to supplement income, indicating that bake sales have produced anywhere from \$400-\$800.

Selectman Stewart stated he considered the request appropriate because the club is maintaining Town property, and confirmed that the club is a 501 3C organization. Being a 501 3C , the Town can include the club in its annual donation list of non-profit organizations. Both Selectman Maher and Chair McGuckin expressed support. After further discussion, Selectman Maher made a Motion to include a donation the New Castle Garden Club in the Selectman's Town Budget for the next Fiscal Year. Selectman Stewart seconded, and the Motion carried.

Bob Rais asked if the sewer surcharge would apply to second meters. Deb Knowles, Town Accountant explained it would not.

3. Items.

a. Fire Safety Meeting: This meeting took place at 9:00 AM and minutes are separate from the Regular Meeting.

b. Federal request regarding Great Island Common.

Chair McGuckin explained that the Town is required to file a status report every five years to the Federal Government as part of the conditions of the turn over of the Common property to the Town. This year they have requested that the Town erect a sign stating the property was donated by the Federal government, which will be done in the next sixty days.

c. Underwood Engineering Update.

Selectman Stewart reported that the Underwood Study was delivered November 1, 2016 as promised. He explained there is a hard copy of the report at Town Hall, the Library, and DPW. There is also a link on the Town website to view electronically. The public may make copies or order for a reasonable charge. He stated that the engineering studies are now complete on the infrastructure for water and sewer. Selectman Stewart reviewed the process that was used to including stakeholders in the process, gathered questions, and provided those questions to Underwood for their consideration and response. As a result of that information, Underwood reworked their report and welcomes further input. He noted that the report is being reviewed and a meeting will be scheduled in late November with Portsmouth officials to talk about possible conveyance of the Town's systems.

Selectman Stewart noted that we have a problem with the aging sewer pumps and need to put a bypass in place should they fail. Bids have been put out for the bypass work and the target date for completing this project is December 15.

Chair McGuckin noted that three years ago the City of Portsmouth expressed interest in the conveyance. Former Selectman Lorn Buxton stated there was a signed Memorandum of Understanding between New Castle and Portsmouth to convey subject to Town Meeting approval and City Council approval. He stated we are now at the "studies" phase of that process. Chair McGuckin noted that the Memorandum was published in the 2014 Town Annual Report.

Craig Strehl asked where Portsmouth stands now with regard to the conveyance, particularly in light of their own issues which have surfaced. VJ Strehl questioned the collaboration process and asked what we were modeling for? Selectman Stewart indicated @25 people were initially involved, and that high quality drinking water and sufficient water flows for fighting fires are high priorities. He noted that Underwood reviewed the flows at particular sites, i.e. the number of gallons needed for a particular location from an ISO standpoint. They looked to determine if there was a deficit, how could it be augmented and what it would that cost?

Further discussion took place relative to the study. Chair McGuckin stated the Board needs to absorb the report. They can't meet with Portsmouth until the Board sits down and reviews the report with Underwood. VJ asked about final decision making, and whether this would go to Town Meeting in May 2017. Chair McGuckin indicated that Town Meeting is 6 months away, and depending on the outcomes of our meeting with Portsmouth we may

need to have a special Town meeting for this issue. Chair McGuckin assured the public that there will be several public informational meetings and public hearings regarding support for the conveyance.

In response to a concern expressed by Richard Marx about having a consultant/attorney/expert available, Chair McGuckin stated the Town's attorney has a consultant as a third party expert on behalf of New Castle. This person has background in rate setting.

Craig Strehl thanked the Select Board for their work to date and bringing the report in on time.

Resident John Appleton asked if the Board had ever considered other water resources such as water towers, desalinization, well drilling, etc. Selectman Maher pointed out the potential roadblocks and barriers to these types of resources, indicating they were most likely not viable options.

d. Rescue Truck.

Chief Blanding stated New Castle has an opportunity to replace the current truck (1993) with a newer one (2003) from Hampton Falls for \$10,000.00. He test drove it and sated he estimates a 10 year service life and low mileage. Currently the Fire Dept. rescue truck is scheduled for replacement in 2020. He requests that the date be moved up and the Town purchase this vehicle now. Town Treasurer, present at the meeting, indicated his support for this. After discussion, the Board agreed to go forward with the purchase. Selectman Maher made a Motion to Approve the purchase of the Hampton Falls fire rescue truck for \$10,000.00. Selectman Stewart seconded, and the Motion carried.

e. Archive Committee request for scanning maps/plans.

Pam Cullen, Chair of Archive Committee reported on her research to get bids from companies (New England Documents and Records Force) who can perform this service of scanning and organizing the over 4,000 maps and plans currently in storage at Town Hall, and make them accessible. Her budget of \$10,000 was approved via warrant article, and she has \$8,000 remaining. They will not be scanning personal property plans and Pam indicated she will notify the public to come and pick up their plans prior to throwing them out. She also has hired an college intern (no cost) to assist. It was the sense of the Board for Pam to go forward with this project.

f. Employee Health Plan renewal.

Selectman Stewart outlined the process of selecting a new health insurance plan for full time employees. The current plan will cease to be available so the Town had to look for a new health plan. He explained his preference for Access Blue New England (HMO) plan which although there is a higher deductible allows greater access to providers, such as providers in the Boston area and other New England health systems. The plan is renewable and paperwork must be filed by November 28th. Deb Knowles stated that she compared the current HMO plan with the Access Blue and believes the Access Blue through Health Trust is beneficial to the employee and is cost effective for the Town. Selectman

Maier stated there is not much of a change, and Lorn Buxton indicated the value of having access to Boston providers. After discussion Selectman Maier made a Motion to Approve the selection of Access Blue New England HMO (AB15IPDED901S) through Health Trust. Selectman Stewart seconded, and the Motion carried.

g. Introduction of New Employee.

Chair McGuckin introduced new Town Accountant Christiane McAllister who will be working with Deb Knowles until Deb's retirement in March, 2017.

4. Old Business.

a. Candidates Forum.

Selectman Maier reported that the Candidates Forum was a success, and gave residents the opportunity to meet the candidates and ask questions.

5. New Business.

a. Computers.

Selectman Stewart stated the computer in the Accounting Office needs to be replaced, and the old one upgraded. The accountant received one quote from a current provider of \$1320. This led to a discussion of the need to review the current IT needs of the Town. Selectman Maier will be reviewing the needs and reporting back to the Board regarding next steps.

6. Committee Reports.

Selectman Stewart submitted the monthly Fire Report for October. See below:

New Castle Fire Department Monthly Report – October 2016

1. Calls for service in October: 16. Calls for service, year to Date: 179
2. Types of calls in October: 5 Medical Aid, 2 Fire Alarms, 1 Propane Grill Fire, 2 Boat in Distress, 1 Motor Vehicle Accident, 1 Event Standby, 1 Road Hazard, 1 Fire Prevention Visit, 1 Branch on Wires, 1 Odor of Propane.
3. Average response time in October: 3.75 minutes.
4. Average number of personnel per incident in October: 4.50
5. Apparatus responding to incidents:
 - Rescue 7 responded to 8 incidents in October and 107 YTD.
 - Forestry 1 responded to 4 incidents in October and 39 YTD.
 - Engine 1 responded to 0 incidents in October and 10 YTD.
 - Engine 4 responded to 4 incidents in October and 37 YTD.
 - Hose 1 responded to 0 incidents in October and 7 YTD.
 - Marine 1 responded to 2 incidents in October and 4 YTD.
 - Marine 2 responded to 0 incidents in October and 7 YTD.
6. Training in October: 146 Man Hours of department in-house training. 3 members attended a class on "Chest Pain" at Portsmouth Regional Hospital.

7. Public Outreach Activities in October: Department Open House. Participated in Great Island 5k Road Race.
8. Mutual Aid Given in October: Mutual Aid to Newington and Dover for a possible boat in distress. Mutual Aid to USCG for a boat in distress near Rye Harbor.
9. Mutual Aid Received in October: None
10. Budget remaining on 11/04/16:
 - Fire Department: \$249,612.68
 - Emergency Management: \$7,417.00
11. Staffing: 2 Career members and 27 Volunteer members.
 - New member, Whitney Brown
12. Areas of Concern: None.