

MINUTES OF THE SELECT BOARD
Monday, October 3, 2016 – 10:00AM

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

Also present: Tom Smith, Christian Kozowyk, Richard Spaulding, Pam Cullen, Assistant to Select Board, Priscilla Hodgkins, Town Clerk.

1. Approve Select Board Minutes.

Approval of September 19, 2016 minutes of the Select Board Meeting were postponed to the next meeting.

2. Public Q&A:

a. Complaint regarding damage to private property.

Chris Kozowyk of Atkinson Street complained that DPW staff overdid the cutting back of his shrubbery and plants. (across from Sam Asano's home), resulting in killing one of the plants. He would like the Town to assist with replacement in kind and repair done by a landscaper, including the hedges on Piscataqua Street. Chair McGuckin said the Board would check with DPW staff and took the matter under advisement.

3. Items.

a. New England Documents System-scanning maps/plans for archives.

As Chair of the Municipal Records Committee, Pam Cullen outlined her plan to review over 300 maps and scan some of them at a cost of \$1.75 per scan. She also wants to purge the files of all house plans. A notice will be in the Island News to notify homeowners. Pam will get all relevant information back to the Board on this process. Priscilla Hodgkins, Town Clerk stated that the State of NH recently passed a law allowing digital record keeping. Pam Cullen noted that the Municipal Records Committee had a budget of \$10,000, and \$7,000 remains to cover the costs of this project.

b. 102 Wentworth Road.-merged lots.

The Town has received a request to legally un merge two lots, where one of them is possibly land locked. Pam noted the Town has had similar issues with the Cutting property and a situation on Oliver Street, where the owner relinquished. Selectman Stewart noted that the City of Portsmouth refers these situations to the Planning Board for input. Noting that the deadline is December 31, 2016, the Select Board agreed to refer this matter to Town Counsel for an opinion.

c. Underwood Update.

Selectman Stewart reported that the draft report was presented to the Fire Safety Committee, Water & Sewer Commission, DPW and the Select Board on September 27th and all are presently reviewing the report. Feedback is due in two weeks to Selectman Stewart. He stated that the input is about what is needed for the right information on which to make a decision. It is not specifically about action steps.

d. Minute takers for Town Boards.

The Select Board discussed various scenarios on how best to fill the position(s) and compensate the individual(s) to take minutes fro Planning Board, ZBA, Conservation, and Water & Sewer. An advertisement has been published on the NHMA's web site (New Hampshire Municipal Association). Accurate transcription is a necessity. How much to pay and whether to have two split the boards and be a back to the other was also discussed. Ms. Riordan would consider doing some if appropriately compensated. Pam will be interviewing applicants. One person has offered to do a few of the Boards on a volunteer basis. The Select Board took the matter under advisement pending further information., including what the RSA's require for minutes. Former Chairman Buxton had looked into this .

4. Old Business.

a. Town Accountant.

Selectman Stewart reported that the Board has tentatively identified a candidate, made an offer, which the person has accepted, pending background checks. She is due to start employment in November.

5. New Business.

a. Policy for brush cutting.

Pam Cullen stated that a policy is needed to brush cutting in the Town.

b. Water Quality Test.

Chair McGuckin reported that the Town did not pass the most recent water quality test. Samplings from the school and Shapleigh Island were taken, and Portsmouth is going to take care of it. Currently the School brings in its own drinking water, but the school kitchen uses Town water. Priscilla Hodgkins asked what the recommendations for drinking water would be. A notice is needed form the Town of New Castle via Portsmouth.

c. Signage ordinance.

Richard Spaulding was concerned about the number of New Castle Phone Book Signs, and was referred to the ordinance, which is on the Town's website.

6. Committee Reports.

a. Police Dept.

Chair McGuckin announced that the summer speed reduction program ended September 15th, and the speed limit has been returned to 25 miles per hour. He noted Chief White has good data on the program's success. The Department purchased a new vehicle. The speed sign continues to track good information.

b. Fire Dept.

Selectman Stewart provided the following report:

New Castle Fire Department Monthly Report – September 2016

1. Calls for service in September: 17. Calls for service, year to Date: 163
2. Types of calls in September: 9 Medical Aid, 2 Fire Alarms, 1 Woods Fire, 1 Un-permitted Outside Fire, 1 Boat in Distress, 1 Bicycle Accident, 1 Fuel Spill, 1 Road Hazard.
3. Average response time in September: 6.60 minutes.
4. Average number of personnel per incident in September: 4.65
5. Apparatus responding to incidents:
Rescue 7 responded to 10 incidents in September and 99 YTD.
Forestry 1 responded to 4 incidents in September and 35 YTD.
Engine 1 responded to 1 incident in September and 10 YTD.
Engine 4 responded to 4 incidents in September and 33 YTD.
Hose 1 responded to 0 incidents in September and 7 YTD.
Marine 1 responded to 1 incident in September and 2 YTD.
Marine 2 responded to 1 incident in September and 7 YTD.
6. Training in September: 109 Man Hours of department in-house training. 3 members attended a class on “Respiratory Disease” at Portsmouth Regional Hospital.
7. Public Outreach Activities in September: None
8. Mutual Aid Given in September: Mutual Aid to Rye for a boat in distress off Wallis Sands.
9. Mutual Aid Received in September: Rye Engine provided station coverage during woods fire on Leach’s Island.
10. Budget remaining on 9/22/16:
Fire Department: \$289,635.98
Emergency Management:
11. Staffing: 2 Career members and 26 Volunteer members.
New member, Peter LaBreck.
12. Areas of Concern: None.

c. Selectman Maher reported there are going to be 2 new State Representatives and 1 new State Senator, and suggested a Candidates’ Night be held. He will try and organize this so the residents can hear from the candidates.

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

Meeting Adjourned at 10:45 AM.