

1 **MINUTES OF THE SELECT BOARD**  
2 **Monday February 5, 2018 – 7:00 PM**

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4 **Present:** Bill Stewart, Chair, Tom Maher, Selectman, Damon Frampton, Selectman,

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6 **Also present:** Pam Cullen, Administrative Assistant to the Select Board, Ken  
7 McDonald, Town Project Administrator, Brad Greeley, Chair, Library Trustees, Jane  
8 Finn, Vice Chair and Laurie Chandler, Treasurer, via telephone.

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10 Chair Stewart convened the meeting at 7:00 PM.

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12 **1. Approve Select Board minutes of January 22, 2018:**

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14 Selectman Maher made a Motion to Approve the Minutes of the January 22, 2018  
15 Select Board meeting as amended. Selectman Frampton seconded and the Motion  
16 carried.

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18 **2. Public Questions and Answers.**

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20 Pam Cullen, Assistant to the Select Board reported that she ordered the 2018 non-  
21 resident passes which will be available on May 1<sup>st</sup>. 75 will be sold for \$80.00 a piece  
22 for regular, and \$35.00 for seniors. This year's color is orange.

23  
24 She then addressed the issue of *Island Items*, which is published 4 times per year. It  
25 has been the practice to have the publication printed at Staples, but they have  
26 changed their pricing, making it more expensive. She is considering printing the  
27 600 double sided copies herself this year just to see how that goes. She indicated  
28 that the School submitted a six page article, which would be cumbersome and  
29 expensive to include in *Island Items*. She pointed out that the same article is going to  
30 be included in the School Board's Annual Report, and proposed that to omit it from  
31 *Island Items* would not affect the public's ability to view the article. Ken McDonald  
32 proposed posting the school's article to the Town's web site. After discussion, the  
33 Board agreed with the proposal to post the school article to the web site. Chair  
34 Stewart asked Pam to reach out to the Principal and thank him, and explain the plan  
35 to publish on the web site in lieu of *Island Items*. Pam also stated she has been  
36 asked to include an article about "The Village", (Age in Place) and gave the  
37 information to the Select Board to review.

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39 **3. Items.**

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41 **a. LED Project Update.**

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43 Chair Stewart explained that at the last Select Board meeting the Board agreed to  
44 move forward with the project, so he reached out to Affinity Lighting in Dover and  
45 requested they prepare a complete, final concise packet, including quote, contract,

1 cost savings estimates, etc.to submit to the Select Board. He expects to have this in  
2 hand by Wednesday of this week. He asked the other Board members to review this  
3 material, then they will move forward.

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5 **b. SafePath Update.**  
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7 Chair Stewart asked Selectman Maher to lead the discussion. He addressed Mary  
8 Ann Driscoll from the Committee and explained that he will work with Chair Stewart  
9 to edit the submitted *Island Items* article regarding the committee's efforts. He  
10 stated he wants the article to be accurate. He asked that the reference they made to  
11 the newspaper in their article be omitted at this time as he didn't wish to cast that  
12 wide a net on the subject at this initial stage of the process. He explained that going  
13 forward, Ken McDonald will be the Town's point person for this project. He  
14 expressed the desire of the Board to move forward with this project. Chair Stewart  
15 indicated he has spoken with CMA, the contractor, and will be meeting with them  
16 shortly. He also spoke with DPW about identified issues, and then the Board will be  
17 meet with the committee to continue moving forward.  
18

19 Maryy Ann stated the group needs input from an engineer to deal with the rock  
20 issue. (Whether the path goes around or behind the rock). The group is in the  
21 design process so it is important for them to gt that information. Chair Stewart  
22 explained the need to clarify the scope and costs with CMA, and feels the Board is  
23 moving in the right direction and the right pace. Selectman Frampton would like  
24 this all done by May, but it was pointed out by Ken McDonald that May is a very  
25 aggressive deadline and explained some of the barriers to a May deadline. The  
26 Board agreed to continue moving forward.  
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28 **c. Historical Society Lease.**  
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30 Chair Stewart reported that he has received the proposed lease, which is structured  
31 in two parts: The first is the annual renewal of the main building(Old Library  
32 Museum) at a cost of \$1.00, with the same terms, and the second is for the use of the  
33 Fire Station Garage, as an addendum to the main lease. The addendum notes the  
34 leasing of one third of the space for use by NCHS, also for \$1.00 at 124 Main Street.  
35 He stated the Town needs proof of insurance with the Town named as the loss  
36 payee. Chair Stewart asked the other members to review this. Ken McDonald  
37 reported that as Treasurer for NCHS he is working on the liability insurance issue  
38 and will be writing a check for the \$2.00. Ken noted there is no provision for  
39 Maintenance.  
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41 **4. New Business.**  
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43 **a. Library Trustees - Budget Request.**  
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45 Brad Greeley, Chair, of the trustees presented the Library trustees' budget, and on  
46 hand were Jane Finn, and also Laurie Chandler via telephone. Mr. Greeley handed

1 out the 2 page budget sheets and in his overview explained the rationale for some of  
2 the increases relative to staff support and salaries, and the amount budgeted for the  
3 school appropriation. A copy of this budget is available at Town Hall as part of  
4 February 5, 2018 Select Board Minutes. With respect to the increase in salaries, he  
5 explained the need to hire a replacement for the current librarian to cover  
6 vacations. They have relied on volunteer support in the past, but the need is there  
7 to hire a staff person. Laurie pointed out that this was a legislative mandate which  
8 was explained to them by the Attorney General's office.

9  
10 In response to Chair Stewart's question regarding the school appropriation, Laurie  
11 Chandler pointed out the recognition that the trustees need to have a more  
12 formulaic approach to establishing the amount to adequately reflect the amount of  
13 time the Librarian spends with the school.

14  
15 Selectman Frampton pointed out an issue brought to his attention by the Town  
16 Accountant regarding the line in the budget about "Health Insurance Net". After  
17 further discussion and clarification, this issue was resolved.

18  
19 Mr. Greeley noted the tremendous community response in making donations to the  
20 Library and how the trustees are committed to continuing to aggressively seek  
21 donations. Selectman Maher thanked them for their presentation.

#### 22 23 **b. Employee Policy Update.**

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25 Selectman Frampton pointed out the necessity to update the employee policy  
26 manual to reflect changes already agreed to and adopted but not yet included in the  
27 handbook. He mentioned the change regarding paid leave of absence which is  
28 discretionary and some other items which need to be addressed. The Board agreed  
29 to follow up on this issue.

### 30 31 **5. Committee Reports.**

#### 32 33 **HDC: Selectman Maher:**

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35 Selectman Maher stated the Town is soon to be tested on the new rule regarding  
36 solar panels in the historic district by a local resident of the historic district, and this  
37 is scheduled for the April HDC meeting. He also noted that the Varrell home on  
38 Walbach is scheduled for demolition by the new owners at some point this spring.  
39 The work session on this proposal went well.

#### 40 41 **Fire Dept.**

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43 Selectman Maher's report is included at the end of these minutes.

#### 44 45 **Sewer Pump update:**

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1 Chiar Stewart reported there are some issues ( line of sight) with the antennas  
2 needed for the FCC channel dealing with the monitoring of the sewer pumps. He  
3 noted the Town is on line with our contracted price of \$3500, and all the electronics  
4 materials have been submitted to the vendor.

5  
6 Chair Stewart reported he is meeting with the Spring Hill nad Lavenger Lane  
7 residents on February 13<sup>th</sup> to discuss the water project.

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

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12 Meeting Adjourned at 7:49 PM.

13  
14 Respectfully submitted,

15  
16 Bette Jane Riordan  
17 Secretary.

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19 **New Castle Fire Department Monthly Report – January 2018**

- 20 1. Calls for service in January: 14. Calls for service, year to Date: 14
- 21 2. Types of calls in January: 1 Medical Aid, 2 Carbon Monoxide Alarms, 2 Service  
22 Calls, 7 Fire Alarms, 1 Propane leak, 1 Water Leak in House.
- 23 3. Average response time in January: 2.71 minutes.
- 24 4. Total number of minutes on scene in January: 582
- 25 5. Average number of personnel per incident in January: 3.36
- 26 6. Total number of personnel responding to incidents in January: 47
- 27 7. Apparatus responding to incidents:  
28 Rescue 7 responded to 1 incident in January and 1 YTD.  
29 Forestry 1 responded to 3 incidents in January and 3 YTD.  
30 Engine 1 responded to 0 incidents in January and 0 YTD.  
31 Engine 4 responded to 8 incidents in January and 8 YTD.  
32 Hose 1 responded to 0 incidents in January and 0 YTD.  
33 Marine 1 responded to 0 incidents in January and 0 YTD.  
34 Marine 2 responded to 0 incidents in January and 0 YTD.
- 35 8. Training in January: 197 Man Hours of department in-house training.
- 36 9. Public Outreach Activities in January: None.
- 37 10. Mutual Aid Given in January: None.
- 38 11. Mutual Aid Received in January: None.
- 39 12. Budget remaining on 2/2/18:  
40 Fire Department: \$170,441.41  
41 Emergency Management: \$6,993.29
- 42 13. Staffing: 2 Career members and 30 Volunteer members.
- 43 14. Areas of Concern: None.

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