

1 **MINUTES OF THE SELECT BOARD**  
2 **Monday January 8, 2018 -7:00 PM**

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4 **Present:** Bill Stewart, Chair, Tom Maher, Selectman, Damon Frampton, Selectman,  
5 and Bette Jane Riordan, Secretary.

6  
7 **Also present:** Tim Driscoll, Mary Ann Driscoll, Ken McDonald, Jim Cerny, Tom  
8 Smith.

9  
10 Chair Stewart convened the meeting at 7:00 PM and explained that the first order of  
11 business was for the Select Board to convene as the Board of Health, as each Select  
12 Board member is also a member of this Board. The purpose of the meeting was to  
13 appoint fellow Board of Health member and Town Health Officer Dr. Jim Zuckerman,  
14 to the Seacoast Cancer Cluster Investigation Commission. After discussion,  
15 Selectman Maher made a Motion to Appoint Dr. Zuckerman to the Seacoast Cancer  
16 Cluster Investigation Commission. Selectman Frampton seconded, and the Motion  
17 carried.

18  
19 Chair Stewart closed the meeting and proceeded to the regular Select Board Agenda.

20  
21 **1. Approve Select Board minutes of November 27, December 4, and**  
22 **December 18, 2017.**

23  
24 Selectman Maher made a Motion to Approve the minutes of the November 27<sup>th</sup> and  
25 December 18, 2017 Select Board meetings as amended, and to approve the  
26 presentation regarding the water and sewer infrastructure Public Information  
27 Session of December 4<sup>th</sup>, as depicted on the power point presentation posted on the  
28 Town's website. Selectman Frampton seconded and the Motion carried.

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30 **2. Public Question and Answer: None**

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32 **3. Items:**

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34 **a. Follow up items:**

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36 **i. Technology investments/assessments.**

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38 Selectman Maher and Ken McDonald, Town Administrative Projects Coordinator, led  
39 the discussion.

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41 Selectman Maher explained that Ken had reached out to Justin Mayrand, who has  
42 done a number of computer related tasks and fixes for the Town on an "as needed"  
43 basis, in an effort to produce a coordinated needs assessment for the Town relating  
44 to technology. Selectman Maher stated he delayed engaging Mr. Mayrand's services  
45 so that Select Board could discuss the best path forward. Selectman Maher did  
46 reiterate his view that the Town discontinue it's patchwork approach to meeting

1 technology needs. Selectman Maher recommended the Town identify the next steps  
2 in determining needs and identifying costs for the long term, and to express the  
3 intent of the Select Board in undertaking this process.

4  
5 Ken explained that he had reached out to Mr. Mayrand as he has been routinely  
6 called when problems arose, and is familiar with the current equipment and  
7 capabilities with respect to data retention issues. He noted that with respect to the  
8 current state of computers, the one used by the Administrative Assistant to the  
9 Select Board, and another in the Accountant's area are at the top of the list for repair  
10 and/or replacement. He stressed the need for a game plan which also identifies  
11 costs. Selectman Maher reiterated the need for an overall plan, not the current  
12 patchwork approach. He stated that he raised this subject at the recent CIP meeting,  
13 but the CIP Chairman Jeff Hughes stated they were not the proper forum, but rather  
14 it was the responsibility of the individual Department heads to identify their  
15 respective technological needs within their budgets.

16  
17 Chair Stewart agreed and expressed the need to catalogue and inventory what the  
18 Town presently has for equipment, age, condition etc., and rather than engage the  
19 services of Mr. Mayrand that Ken as the Town's Administrative Projects Coordinator  
20 should be in charge of this cataloguing.

21  
22 Selectman Frampton stated that the DPW needs, particularly with respect to  
23 electricity needs should be high on the priority list.

24  
25 Ken reported that he had been in discussions with Comcast (Mike Connolly) relative  
26 to the utility pole and came up with two options for bolstering the conduit for  
27 wireless capabilities. At Chair Stewart's request, Ken will ask Comcast to submit a  
28 written proposal for all costs and scope of work for both options. **Action Item.**

29 Jim Cerny mentioned that there is a Town Records Committee which should be  
30 included in any overall needs assessment with respect to maintaining, cataloguing  
31 and preserving town records.

32  
33 **ii. Sidewalk Update:**

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35 Chair Stewart stated he has received a quote from CMA, one of two companies, for  
36 \$8,900 for completion of the Wild Rose Lane segment of Safepath. CMA would like  
37 60 days to get their updated plan squared away and approved by NH DOT. If CMA  
38 does go forward, the projected start date would be later in April of this year. The  
39 Select Board is still waiting to hear from the other company, Altus Engineering.

40  
41 Chair Stewart recognized the Driscolls, members of the Safepath Committee and  
42 asked for their input. Mary Ann reported that they are also waiting for the  
43 engineering reports. She reported that they have looked at the State of NH's 10-year  
44 plan and are not sure of the status of the TAP grant which the Town applied for to  
45 assist with the Safepath project. Chair Stewart stated that it was his belief that the  
46 State has yet to finalize which projects will go forward. He spoke about the

1 causeway being resurfaced and the need to widen it, as well as elevate the roadway.  
2 The Town went ahead with the paving but these other things also need to be done.  
3 Mary Ann reported that Scott Boggle of RCPC stressed the need to get Wild Rose  
4 Lane segment done.

5  
6 She reported that the next meeting of the Safepath Committee will be held January  
7 17, 2018 at the home of Dick and Emilie Spaulding. A State DOT representative will  
8 be in attendance along with Scott. She noted that Philip Marcus and Emilie  
9 Spaulding are heading up the fundraising efforts. In response to a question from Jim  
10 Cerny concerning whether the Safepath Committee is subject to the Right to Know  
11 law requirements (posting notices of meetings, minutes, etc.) Chair Stewart noted it  
12 is not a Select Board committee and likened the group to that of "Portsmouth  
13 Listens" which consisted of groups of citizens who met periodically to identify  
14 community needs and develop implementation plans, which could affect the Master  
15 Plan. Chair Stewart will look into New Castle's master plan to see when it was last  
16 updated, as there may be a need to revisit the Master Plan. **Action Item.** He thanked  
17 the Driscolls for their efforts.

### 18 19 **iii. LED Lighting Update**

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21 Both Chair Stewart and Selectman Frampton reported they had been contacted by  
22 Town Energy Committee Chair Sandy Bisset to encourage forward movement on  
23 hiring Affinity to install new LED lighting. Also there needs to be installation of 25  
24 watt bulbs in certain areas to compare with the originally proposed 60 watt lights to  
25 determine what is a better fit for the Town. Chair Stewart noted that Affinity will do  
26 GIS mapping including listing those lights that are privately owned, and then will  
27 provide a full quote for the work. Chair Stewart is interested in phasing the whole  
28 project, for example, doing the installation in July. He noted he would like to move  
29 forward with the project as there is a reasonable recapture rate associated with it.  
30 After discussion and upon Motion, which was seconded, the Select Board agreed to  
31 sign the contract with Affinity as presented.

### 32 33 **iv. CIP Updates.**

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35 Both Selectmen Frampton and Maher attended the recent CIP meeting. Selectman  
36 Maher expressed some concern and tried to get clarification as to why the CIP chart  
37 shows close to a million dollars being set aside for year 2037 for replacement of the  
38 fire boat. After discussion he concluded that it made more sense to consider  
39 probable overhaul costs in five to seven years. Tom Smith, who is a member of CIP,  
40 explained that the CIP is designed as a wish list for department heads who fill out a  
41 questionnaire asking for a list of prioritized needs for the individual departments.  
42 He noted it is ultimately the responsibility of the Select Board to thoroughly vet the  
43 list on a regular basis. After further discussion, Chair Stewart stated there is a need for  
44 a review of the CIP list, and he requested an Executive Summary be prepared, and  
45 allot enough time to be able to vet the list with each of the department heads.

46 **Action Item.**

1  
2 **v. Riverside Cemetery/Clark gift.**  
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4 Jim Cerny spoke to this matter in his capacity as a Cemetery Trustee. Laurie Clark  
5 has made a gift of 160 square feet to the Town to be added to the cemetery area. In  
6 order for the Town to accept this gift, the Town must follow the procedures  
7 outlined By NH RSA 41:14-a with respect to acceptance of gifts. Ms. Clark sold the  
8 property December 11<sup>th</sup>, 2017, and the new property owner has assented to this  
9 gift. The Planning Board must approve first, then the matter goes to the  
10 Conservation Commission for its approval, prior to the Select Board holding two  
11 required public hearings. Chair Stewart directed Mr. Cerny to get the required land  
12 use board approvals and then Bill will work with Pam Cullen regarding the  
13 scheduling of the two public hearings. **Action Item.**  
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15 **4. New Business.**  
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17 **a. Solar panels at the Rec Building.**  
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19 Chair Stewart reported that Roger Epstein, local resident, had arranged with  
20 Revision Solar Company to provide a review of the proposal to install solar panels,  
21 and concluded that it was not a good deal for the Town as a private individual would  
22 have to shoulder the cost and the Town would have to repay the private citizen. Bill  
23 asked Selectman Maher for further follow up on this issue. **Action Item.**  
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25 **b. Pump replacement.**  
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27 Chair Stewart reported that the sewer pump replacement project is moving  
28 forward. He noted that the shop drawings are almost complete.  
29

30 Chair Stewart has reached out to two banks for financing and expects to receive the  
31 term sheets shortly.  
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33 **c. Audit Services.**  
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35 Chair Stewart reported that he has received two quotes for audit services for next  
36 year's audit. The current auditor is completing the current one but will not be  
37 available subsequently on a full time basis.  
38

39 **d. Budget season.**  
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41 Chair Stewart reported that he expects to receive the school's budget and noted it  
42 will be higher due principally to tuition costs and retirement of one of the teachers.  
43 He hopes to have a zero-based budget this year, and noted there are some wages  
44 and benefits issues to be resolved. He would prefer to stick to the 2.5% ceiling. He  
45 wants to review revenue sources, particularly the issuance of building permits. He  
46 wants to look at what Rye, Portsmouth and surrounding communities to see what

1 they charge for rates, as there may be opportunities to increase the rates for the  
2 benefit of the Town.

3  
4 **5. Committee Reports.**

5  
6 **a. Fire Department.**

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8 Selectman Maher submitted his report, which will be appended to these minutes.

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

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13 Meeting adjourned at 8:50 PM.  
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