

## **FINAL APPROVED**

### **MINUTES OF THE SELECT BOARD**

**Monday July 23, 2018 - 7PM**

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

**Also present:** Pam Cullen, Administrative Assistant to the Select Board, Police Chief Don White, Christiane McAlister, Accountant, Pam Yonkin, Mary Ann Driscoll, Keith Pratt, Underwood Engineering, Tim Marden, David Borden, and Jim Cerny.

#### **1. Approve Minutes.**

Chair Maher called for a Motion to Approve Minutes if the June 18<sup>th</sup> and July 9<sup>th</sup> meetings of the Select Board as amended. Selectman Stewart made the Motion, which was seconded by Selectman Frampton. Motion carried.

#### **2. Public Question and Answer**

Pam Cullen updated the Select Board on the improved condition of Mark Wooley, Fire Department, and presented a card for the Board and others to sign. A gift to Mark and his family will also be sent to their home. Pam also stated that long time employee Tom Bolko had suffered a stroke over the weekend but was reportedly doing well. She would like the Board to also send something appropriate to Tom. Chair Maher reported that Terry Golter of the Fire Department was heading up a group of volunteers to provide meals to Mark and Becky for the next month, and encouraged all to contact Terry.

#### **3. New Business:**

##### **a. Police Chief Don White-August 3, 2018 Family night.**

Chief White provided the Board with updated information and a flyer for the community event, but introduced Mr. Marden, local resident who expressed his concerns on the time and place of the event, as his daughter is getting married at The Common that same day at 4PM. They reserved the tent area some time ago. Chief White assured that he and his staff will keep out of the way and not cause unnecessary noise during the wedding ceremony. The food vendors will be down by the boat storage area and he will change the time of the event from 5 to 6 PM.

Chair Maher spoke to the beer tent, and reported that research on this concluded that the Select Board has the authority to authorize. However, there was not enough time to accommodate the Police community event scheduled for August 3<sup>rd</sup>. Chief White reported that there is a lot of paperwork which has to be processed and the Department would need a non-profit agency to sponsor the event, as municipalities can't be the sponsors. As it stands right now, the event will consist of free hot air balloon rides, a few food vendors, and strawberry shortcake has been donated. There will also be face painting, story time, and at 8:15, the movie "The Great Showman" will be shown.

Selectman Stewart thanked Chief White for taking the initiative and making this event happen. The Board was reassured that all necessary insurance information and licenses has been taken care of. Chief White is having a group come in the next morning to finish up any remaining cleaning of the park.

### **b. Underwood Contract**

Chair Maher explained that the contract as presented contains the scope of services and review and signing for the water project. Selectman Stewart prefaced Keith's presentation by stating he and Keith had met and basically they are at the point of reviewing the scope and costs of the contract to engage Underwood to do the first portion, including engineering work and surveying, through the bid process, so the Town will be able to sign with a vendor after the bid process. He explained that Keith will be reviewing the contract tonight, but it will still need to be reviewed by legal counsel prior to signing. It won't be signed tonight. We should be in a position to sign after review by legal.

Keith passed out copies of the draft contract to the Board, entitled, "Design Phase Project Scope Water Transmission Main Improvements", dated July 13, 2018. (Attachment A). ( 7 page document plus one map). He noted that the State will need to review this as well as Town legal counsel.

Keith explained there are two main phases to this project: The design phase and the construction phase. The contract before the Board this evening is the Design phase contract. He went over the elements including environmental review, wetlands, private loops, etc.) a possible archaeological study, easements assistance, particularly with the loops. The big bulk of this contract is the survey work and subsurface work. ( rock removal, blasting). It is not a right of way survey. This could be added later. The bidding is also significant, and this contract includes bidding assistance. The larger contractors for the bigger projects will probably be from out of state, but for some of the smaller portions of construction, local contractors will be involved. Total price for this contract is \$356,000.00. Keith noted that the surveyors are ready to go. Chair Maher asked about the Executive Council meeting scheduled for July 25, 2018, at which the SRF was to be decided upon. Chair Maher asked Keith to verify that in fact New Castle was on the Agenda, as he is concerned about locking in the rate.

Keith stated this contract basically covers the next six months. The bidding process will take place this winter into early spring 2019. He pointed out that he had shown Selectman Stewart the deliverables which are contained in a 500 page book, which has all of the rules to be developed. ( prosecution of work book).

Chair Maher stated he feels the BOS has a good handle on the process, and asked Keith what concerns he had at this point. Keith mentioned that originally a 10" trench was dug to lay the 8" pipe. Underwood is putting in a 12" pipe so there could be some blasting issues. There will be exploratory test pits done. There is also the question of paving during the construction phase, and the costs involved in that decision. He used the current work Portsmouth is doing on Pleasant Street as an example of choosing to leave gravel in place as opposed to paving until all is complete. Keith did state Underwood would be bringing in temporary water while the install the new pipe. After further discussion, Chair Maher

called for a Motion. Selectman Stewart made a Motion to authorize the acceptance and signing of the contract as presented pending legal review and State of NH review. Selectman Frampton seconded, and the Motion carried. The Board can sign this contract outside of a regularly scheduled meeting once reviews have been completed.

Pam Cullen asked Underwood for a calendar or schedule of activities. Keith pointed out that there will be a contact on site for all questions. She mentioned her father was in charge of the 1976 project, and recalled all the questions the town received. Keith will make sure she has a reference for people who call with questions.

#### **TTHMS Update.**

Selectman Stewart noted that there is going to a test in two days, and our flows are elevated. He briefly explained the rolling average problem resulting in non-compliance, and also spoke about our mitigation plan to DES, which includes directional flushing, some bleeding off of water at certain sites (school and Coast Guard station), and the upcoming installation of Portsmouth's Madbury aeration system. Underwood helped New Castle with the mitigation plan. Keith explained there will be a shut off for a few days and do a new test. Then they will reassess.

#### **Sewer Update:**

Selectman Stewart and Keith spoke about the site visit to the pump stations with Underwood and Northeast Integration to run the system through its paces, and develop a punch list of items remaining to be dealt with. According to Keith, the vendor has pretty much completed its work, but the SCADA system needs some further work. All pump stations are up and running.

#### **c. Safe Path Progress Report.- Mary Ann Driscoll, Pam Yonkin, Dave Borden**

Committee member Mary Ann Driscoll gave the update on the progress of the Safe Path Project. There are three principal updates: Wild Rose Lane to Rogers Road; the rest of the project design recommendations, and a "to do" list. She stated that NH DOT has met with CMA, and the approved changes are no back with CMA. These need to be submitted to Rye Beach Landscaping and perhaps another company. \$70,000 has been raised to date. Mary Ann was hoping the Town could assist with such things as tree removal and police patrol. Chair Maher stated that items in the Rye Beach proposal should be looked at to keep within the budget. According to Mary Ann, Ken McDonald (TAPC) had stated the modifications were not substantial. Chair Maher hopes to move the project forward and work with Rye, our DPW, and police to lessen some of the costs of the Wild Rose Lane portion of the project.

Mary Ann referenced a letter she received from the Board in January asking the Committee to look at overall design for the entire project, and as a result, the Committee enlisted the services of Pam Yonkin who prepared and delivered a presentation on the proposed future path after completion of the Wild Rose section. ( See Attachment B entitled " Safepath: Bicycle & Pedestrian Improvements, which outlines the planning process for Safe Path, objectives, goals, existing conditions assessment, segment definition and scoring, impediments, scoring of segment benefits, opportunities, and to do items. This document

will be attached to the minutes and is available at Town Hall). Mary Ann acknowledged the helpful assistance of Scott Bogle from DES, as well as Pam, Dave and Nancy Borden, and Phil Marcus, and described the future planned pathway which would cross over to the North Side near River Road, and then down to the Causeway. She then turned the presentation over to Pam. Selectman Stewart referenced a prior plan which Dave Borden had worked on. He will try and locate those drawings.

Pam explained the establishment of the vision: "To make all modes of travel in New Castle safer, now and for years to come, in a financially sustainable way". The main objectives are to establish a planning process to identify and explore opportunities for improved travel on a comprehensive and contiguous basis throughout the town; design paths with best practices in mind, that are coherent, and consistent in design as possible; and have New Castle town government, with community support, make a firm commitment to planning, funding, and executing a sustained improvement project. The principal goals are to enhance safety for pedestrians, joggers, cyclists, and school kids; provide a link between the Wentworth area, Portsmouth Avenue and the village; promote exercise and health; support community activities ( 5K Road race, etc.); provide other than vehicle access to the Common, beach, State park, historic district (trolley); and finally to preserve the beauty and attractiveness of the island and maintain our scenic highway. She spoke at length about the various impediments, including right of way issues. These are outlined in Attachment B. Pam concluded her presentation and turned back to Mary Ann and David to discuss various opportunities, which included meeting with Wentworth Hotel management, who expressed interest in support of Safe Path. The Committee is also pursuing the TAP funding and has filed a letter of intent with possible application completion in November. Mary Ann would like to piggyback with the water project on survey work. The Committee is also working on inclusion in the State's new 10-year plan.

She also commented on the goal of connection to the Portsmouth sidewalk via the Causeway. She expressed the need to keep chasing the money to assure the project is completed and maintained.

Selectman Frampton suggested an alternative route to the 1B segment after the school, having to do with Ralph Lincoln's property, but was advised that had been considered but was not in play at this time.

**d. Avitar:**

Chair Maher reported that he had met with Avitar for a presentation on their software for the Building Department, and are waiting for a quote.

**e. Nick Diana Race- confirm fee.**

Chair Maher reported that the date is set ( April 2019) but a final fee needs to be established. After discussion, the Board concluded the minimum \$300.00 would be charged along with a \$1.00 per entrant fee.

**f. Recreation Building Roof Project:**

Selectman Frampton reported the project is complete.

**g. Portsmouth Yacht Club fence.**

Pam Cullen reported that the Commodore has asked who owns the fence, as it is need of repair. After discussion, the Board agreed to refer this matter to legal counsel for determination of ownership.

**h. Sidewalk at 39 Wentworth Road.**

Owner, Mark LaCasse, presented his plans for sidewalk improvements. Selectman Stewart stated he is in support of the project as presented in the submitted plans, and also received approval from Steve Tabbutt (Road agent). After discussion about the possible effects from renovation on the sidewalk and roadway, Mr. LaCasse agreed to wait on the sidewalk project until after he completes his renovations. Selectman Frampton made a Motion to Approve the sidewalk plans as presented by Mr. LaCasse, dated July 10, 2018, and July 19, 2018, with homeowner to coordinate with DPW. Motion was seconded by Selectman Stewart. Motion carried.

**i. Conservation Commission.**

Selectman Stewart reported that the Commission is appealing the Lavenger Creek dock decision to the Wetland Bureau of DES and has requested the Town to join in as an intervenor. After discussion, Selectman Stewart made a Motion to join the appeal as an intervenor, which was seconded by Selectman Frampton. Motion carried. Selectman Stewart noted the Commission is spending \$20,000 for the appeal which concerns the most significant wetland on the island. They are unified in this matter, and are planning to go for a designation of "prime wetland".

**Water and Sewer Commission**

Selectman Frampton reported that Norm is doing a good job as Chairman. The matter discussed at the meeting of having separate irrigation meter rates. Norm is planning to submit an article regarding irrigation meter rates. Chair Maher will be meeting with Norm regarding this and other water sewer matters.

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

Meeting adjourned at 9:15 PM.

Respectfully submitted,

Bette Jane Riordan

Attachment A: Underwood contract

Attachment B: Safe Path presentation.