



**SELECTBOARD
TOWN OF NEW CASTLE, NH**

APPROVED

**SEPTEMBER 1, 2026, 10:00 AM
LOCATION: PUBLIC SAFETY BUILDING**

Meeting Minutes are maintained on file within the Town Clerk's office, Town Hall, 49 Main Street, New Castle, NH.
Meeting Notices are posted on bulletin boards within the Town Hall, Website, and the New Castle Post Office.

**Join The Meeting by ZOOM: Please Join the Select Board Meetings by Zoom @
<https://us02web.zoom.us/j/3294523610> Passcode: 656268**

PRESENT: Chair William Stewart, Select Board Member Jane Finn, Select Board Member Pam Cullen, Town Coordinator and Police Chief Don White, DPW Director Chris Robillard, Interim Fire Chief Mark Wooley, Building Inspector Russ Bookholz, Administrative Assistant Bernice Barnes,

ALSO PRESENT: Residents Tom Smith, Dave McGuckin, Curt Springer, Dawn Lake, Brian Terkelsen, Shari Donnemeyer, Joe McLaughlin, Pam Stearns, Phil Llewellyn, Ken McCord.

Acting Chair Finn called the meeting to order at **10:00 AM**, noting that Chair Stewart was delayed, but would be in shortly.

The Select Board's first order of business is the Consent Calendar:

Review and Approval of the Previous Select Board Minutes, dated August 18, 2026

MOTION: To Approve the Select Board Minutes Dated August 18, 2026, as amended.

MOTION: P. CULLEN

SECOND: J. FINN

UNANIMOUS

MOTION CARRIED

Acceptance of Payroll Manifest Dated: 8.26.26 in the amount of \$12,033.21

MOTION: To Accept Payroll Manifest Dated: 8.26.26 in the amount of **\$12,033.21**

MOTION: P. CULLEN

SECOND: J. FINN

UNANIMOUS

MOTION CARRIED

Acceptance of Payroll Manifest Dated: 8.27.26 in the amount of \$52,381.64

MOTION: To Accept Payroll Manifest Dated: 8.27.26 in the amount of **\$52,381.64**

MOTION: P. CULLEN

SECOND: J. FINN

UNANIMOUS

MOTION CARRIED

Acceptance of Accounts Payable Manifest Dated: 8.27.26 in the amount of \$40,398.53

MOTION: To Accept Accounts Payable Manifest Dated: 8.27.26 in the amount of \$40,398.53

MOTION: P. CULLEN

SECOND: J. FINN

UNANIMOUS

MOTION CARRIED

NEW BUSINESS:

DPW- Propane Tanks & Pine Tree Removal at the Rec Center: Discussed earlier.

NH State Primary Election, September 8, 2026- Select Board Hours:

Ms. Finn continued as Acting Chair and took up the assignment of times for the Select Board to be present at the State Primary Election on Tuesday, September 8, 2026:

Ms. Finn – 9-12

Ms. Cullen Noon to 4 PM

Chair Stewart 4 to close.

HDC Appointment - Rick Farrar as a Full 2-year Member, term 5.31.2028:

After a brief discussion, the Chair called for a motion.

MOTION: To Appoint Rick Farrar as a full 2-year member of the Historic District Commission until end of term, May 31, 2028.

MOTION: P. CULLEN

SECOND: J. FINN

UNANIMOUS

MOTION CARRIED

Health Officer Appointment- Nolan Godfrey 3-year term, 9.1.2029:

TC/Chief White introduced the new Health Officer, Nolan Godfrey, who gave a description of his background, qualifications, enthusiasm and expertise for this position along with educating the public about all of the functions and duties involved. He provided a handout entitled “First 100 Days” in the position. (Attached to these minutes.) Ms. Cullen encouraged him to explain what his duties are with respect to elderly services, and the Seacoast Village Project. Chair Stewart discussed West Nile and mosquito control issues and his duties as health officer. He hopes that he will be in contact with the school. Ms. Cullen suggested that an article about the Health Officer’s duties be posted on the website to give clarity to the public as to the scope of duties.

OLD BUSINESS:

Discussion of Revaluation Notices 2026 – Avitar 5 -Year Cyclical Revaluation

Chair Stewart explained that that every five years there is a requirement for property revaluation. The letters from our assessor Avitar Associates have been sent out to the public containing preliminary assessments. There is an opportunity to speak with the assessor to review the assessment if an owner has questions about the numbers were derived. He noted our values have increased 65% over the past 5 years. It is expected that the tax rate will decrease. He cautioned people to not apply the current tax rate to the new assessment in order to determine how much of an increase to expect. The new tax rate will be set in October/November, and then the property tax bills are sent and due in December. Administrative Assistant Barnes noted the public has until September 4th to contact Avitar for an appointment to discuss their assessment. Chair Stewart explained that after an appointment, the only further avenue of dispute would be the “abatement” procedure. Chair Stewart encouraged the public to make the appointment with Avitar to discuss the preliminary assessment.

Discussion of PFPOPE: Tabled to future meeting. (Private retirement opportunity; need Finance Administrator input.)

Discussion of Revised Donation Policy: Tabled to next meeting

Town Hall Committee Update:

Ms. Finn reported that the Committee met with the architects last week, and they are meeting with staff and the Select Board members to determine needs for the Town Hall Offices. October 20, 2026, at 7PM will be a Public Hearing and presentation of findings. Discussion about location took place. BI Bookholtz recommended the meeting be held on Zoom as well. The Macomber Room might be available. Final times will be posted. Ms. Finn noted that the Town has received a \$4500 grant to help to help fund a building assessment report for preservation guidelines for Town Hall project. This will pay for getting the Town Hall on the National Registry of Historic Places. Member Farrar was the lead on this. Chair Stewart mentioned that with grants come conditions, and sometimes they can be restrictive, so he just wants to be sure that is the direction the Town wants to go with. Before accepting grants, he wants to make sure the Town is aware of what any restrictions are involved concerning renovations. The Town Hall is already on the State Registry. This time the Town would be applying for National Registry. Is that in the best interests of the Town? He wants the Committee to consider this factor when seeking grants.

OTHER:

Status of Fire Chief Hiring Process. Ms. Cullen asked about status and TC White reported on the process, which includes oral boards. He and Interim Chief Wooley are finalizing the advertisement for the position and will give to the Select Board for review.

F350 Truck: Ms. Cullen asked about the status. DPW Director Robillard has no update and was waiting for the Board. Chair Stewart recalls that we were going to assess the market value and either it was going to be a

rebid or a sale at a more reasonable level. The only bid received was low. The Director did get a trade-in value of \$10,000.00. After discussion, the Board tabled the decision until the next meeting.

PUBLIC COMMENT:

- Curt Springer asked for more information on the selection process of the Fire Chief. Other than the ad, what is the process? TC/Chief White noted the position will be open to the public, they will collect resumes, and set up oral boards. Discussion of final three candidates with the Select Board will take place.
- Pam Stearns as Library Trustees notified the Board that an American Red Cross Blood Drive will be held in October. She wasn't sure whose permission was needed and what the process was for holding this event. TC/Chief White indicated that there is also a Life Screening event Oct 29th at the Rec Center. After discussion it was recommended that the matter be scheduled for the next Select Board Meeting, September 15, in order to coordinate the events, particularly finalizing the dates and times. BI Bookholtz will check with Administrative Assistant Jen Poliseno about scheduling and availability. Chair Stewart indicated October 27th may be the optimal date.
- Director Robillard brought up the question of how the Select Board wants to handle the Election Set up as Monday is Labor Day. After discussion Director Robillard with coordinate with others to make sure the set-up is completed and ready for staff and public for Tuesday Morning, September 8, 2026.
- Brian Terklesen of 41 Spring Hill Road is interested in planting screening material on a piece of Town Land between Spring Hill and Abigail and asked about the process. Should a plan be submitted, who else and what other entities are needed in order to coordinate with, other than the Select Board. He indicated that the overhang needs to be addressed. Select Board Member Cullen gave a history of the land and how the Board eventually approved a plan in 2019 by the Abigail group to keep the area clean and in a natural state and do upkeep as needed. The land came to the Town as a tax default. Ken McCord of Abigail Lane explained in detail the workings of this group and how diligent they have been and spent money from their HOA budget to keep the area in as natural state as possible. Tom Smith also gave details of how the agreement of Abigail to act as a steward of the piece of land came about beginning in 2019, and referenced minutes from the Select Board which authorized the purpose of the group. At that time, the piece of land had become a dumping ground and was in need of attention.
- Chair Stewart went over the process regarding plantings and how requests to the Board are handled. A proposal for the area could be submitted indicating the types of plantings, location, etc. This how the Garden Club deals with requests for beautification of a particular area. The matter is then a part of a meeting agenda and discussed in public. Mr. Smith noted that Abigail's purpose was not beautification, but maintaining the area in its natural state. Further discussion ensued regarding the need for screening of a transformer, a fence installation and disputed issues between Spring Hill and Abigail groups in how best to resolve the issues. Chair Stewart did not wish to get involved in a civil dispute and outlined that the two parties have differing viewpoints. Mr. Terklesen expressed that all he was looking for was a way to screen out the altered site which is now an eyesore, and to maintain the character and condition of the neighborhood.

- Safe Path:
- Mr. Mc Cord voiced his concern over the number of bicycles on the Safe Path and asked for more enforcement. He asked if more signage might be considered.

ADJOURNMENT:

Select Board Member Finn made a motion to go into non-public session at 11:25 AM PM per NH RSA 93-A II (personnel), which was seconded by Ms. Cullen, and motion carried.

Respectfully Submitted,

Bette Jane Riordan
Recording Secretary

Next Selectmen's Meeting– Tuesday, September 15, 2026, 10:00 am

Public Safety Building- (Second Floor)

Non-Public Session RSA 91-A:3 (Roll Call Vote Required)	
1	II. (a) Personnel
2	II. (b) Hiring of a public employee
3	II. (c) Matters affect adversely a person's reputation – extends to abatements – inability to pay.
4	II. (d) Acquisition, sale or lease of real or personal property
5	II. (e) Consideration or negotiation of pending claims or litigation
6	II. (i) Matters relating to emergency function, release of information – cause damage to property or life
7	RSA 91-A: 5 IV. Records that would constitute an invasion of privacy, including welfare.
<i>Vote to seal the minutes of nonpublic session – 2/3/ vote required</i>	

Chairman William Stewart; Selectwoman Jane Finn; Selectwoman Pamela Cullen; Town Coordinator, Don White