

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for meeting of February 10, 2020
Budget Review Meeting
Municipal Building**

SELECTMEN PRESENT: Jeffrey Kessler, Chairman; Todd Fratzel, Vice Chairman; Barry Connell, William Wilmot, Jr.; John Hooper II

STAFF PRESENT: Hunter Rieseberg, Town Manager; Paul Brown, Finance Director; Director Public Works Department; Arnold Greenleaf, Superintendent of Waste Water Treatment Plant; Andrea Thorpe, Executive Director of Library; Steve Yannuzzi, Newport Fire Chief; Chris Marcotte, Deputy Fire Chief; Copeland Miller, Paramedic, Newport EMS

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:32 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: MOVE INFORMATIONAL: Fire Department Demonstration-New Air Packs to after Agenda Review (Kessler), MOVE BUDGET REVIEW–Public Works to before Library (Fratzel), ADD (end of meeting) NPS RSA 91-A:3 II(a) Compensation (Kessler)

Demo of new MSA G1 Air Packs: Fire Chief Yannuzzi thanked the Board for having them come to the meeting to illustrate the fire department’s new air packs. Chairman Kessler asked if the ones the department was demonstrating were replacing packs that were fifteen years old. He asked that they show the BOS the new features. Some of the features they were told and shown:

1. The tanks on the air packs were good for three years
2. The packs have thicker straps
3. Larger, adjustable (for height) lumbar support
4. Each use was good for a 20-25 minute working time
5. LED lights on pack showed green/yellow/red so firefighter knows how much air left in tank
6. Electronic thermal camera on all packs can view in clear or smoke-filled rooms
7. Quick release hose for “buddy system” breathing; automatic light and alarm if firefighter goes down
8. New masks have integrated microphone
9. Redundant systems
10. Every fire fighter with Level One certification is qualified to use the new air packs

Paramedic Miller and Deputy Fire Chief Marcotte answered all questions asked by Board members.

The Board thanked Paramedic Miller, Deputy Fire Chief Marcotte and Fire Chief Yannuzzi for demonstrating and explaining the new air packs.

MINUTES FROM PREVIOUS MEETING(S): On a motion by Selectman Connell, seconded by Selectman Hooper; *the Board voted to approve the minutes of the February 3, 2020 BOS meeting as presented. The motion passed 4-0-1* (Fratzel abstained).

On a motion by Selectman Wilmot, seconded by Selectman Hooper; *the Board voted to approve the NPS minutes of the February 3, 2020 BOS meeting with the following correction: in the header and footer, January 6, 2020 be changed to February 3, 2020. The motion passed 4-0-1* (Fratzel abstained).

CONSENT AGENDA: On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to approve the Consent Agenda as presented. The motion passed 5-0-0.*

OPEN FORUM: none

COMMUNICATIONS: Selectman Wilmot had nothing to share at this time.

Selectman Hooper had nothing to share at this time.

Selectman Connell had nothing to share at this time.

Selectman Fratzel had nothing to share at this time.

Chairman Kessler stated:

- February 11, 2020 is Primary Day for Presidential Candidates. Voting will be at the Opera House from 8 am to 7 pm. He requested that the public bring a photo identification to the polls.
- Newport's 104th Winter Carnival is February 13-16 and will have various activities. Information can be found online and at various locations in Town.
- Thursday, February 6, 2020 was the annual Chamber Dinner. The following were recognized:
 - Two students from the high school
 - The Non-Profit of the Year: Willey Perra Christmas Program
 - Company of the Year: Sturm Ruger and Company
 - Citizen of the Year: Mr. Vern Violette

It was a nice dinner, the Opera House was full.

Town Manager Rieseberg had nothing to share at this time.

INFORMATIONAL: Newport Public Works Department: Interim Public Works Director Todd Cartier was acknowledged by Chairman Kessler.

Town Manager Rieseberg addressed the BOS and explained the formatting changes in the budget worksheets from last year. He focused on the last column in the worksheet "Detail/Description" that gave an additional explanation of each line item.

Town Manager Rieseberg stated throughout the meeting that due to the unchanging tax base (no growth) and the increasing cost of operations the Town needed to spend more efficiently and creatively.

I. Public Works - Chairman Kessler asked if there were any highlights on the Public Works Garage fund.

- Town Manager Rieseberg stated there was not a lot of growth in the Public Works Department budget except for salaries and status for health insurance.
- Town Manager Rieseberg was asked what the plan was for a new Public Works Director (PWD).
- Town Manager Rieseberg was asked if the Town was without a Water and Sewer Superintendent. He stated yes. The position is funded (in the budget), but is not currently filled. He explained the reason.

Board members asked questions on the following:

- Condition of the salt and sand shed

- Overtime.
- The importance of a good CIP in the Town
- The numbers for fuel oil and gasoline
- Reduction in electrical bills in Town Offices and Buildings
- Fleet maintenance program: tracking vehicles, labor, parts
- Performance on school equipment? No.
- Fully staffed in PWD? Yes.

Selectman Connell complimented Interim Public Works Director, Todd Cartier on the 2020-2021 PWD budget he put together and this winter's plowing.

I. Highway Department: Bill Scanlon - Board members asked questions on the following:

- Sidewalk plow(s). There was a lengthy discussion on all aspects of the new sidewalk plow (three season use).
- Vehicle replacement
- Plow Truck rotation
- 20-Ton Vibrating Roller (rental versus buying)
- Overlay Projects
- Maintenance of gravel roads
- Blueberry Ridge Road (2-3 years of budgeted overlay monies)
- Sidewalks (repair/replacement)
- Highway Repair/Replacement (One Ton Highway truck)
- Temp secretary for WWTP and Highway. *Line item was put "In the Corral" for later discussion.*

Mr. Jim Burroughs asked how many hours were listed for the temp secretary and the pay rate.

Mr. Spaulding, Sr. asked: If sand is under cover, If sand/salt mix was put on gravel road, Cost of new sand shed, Frequency of washing vehicles, Documentation of maintenance, Maintenance Plan, Oil samples on all vehicles

II. Bridges

- ❖ Bridge monitoring for two railroad covered bridges. *"In Corral" whether to cut \$1000 for monitoring the historic railroad covered bridges.*
- ❖ Red listed Bridges:
Open: Sand Hill
- ❖ Historical Street Lighting. Maintenance or replacement of green ornamental poles, etc.

Finance Director Brown explained the State Bridge Aid Program to the BOS and how it will not be available until 2029.

Mr. Scanlon left the budget review meeting.

III. Waste Water Treatment Facility - Town Manager Rieseberg stated there was little change in the budget for the Waste Water Treatment Facility.

Mr. Greenleaf stated:

- They were in a holding pattern, no upgrade to the facility was happening.
- There are solar panels and construction work across the river from the WWTP.

All Selectmen's questions on upgrades and current status of WWTP were answered by Mr. Greenleaf, Town Manager Rieseberg, Finance Director Brown or Mr. Cartier.

Chairman Kessler thanked Mr. Greenleaf for attending the meeting.

Mr. Greenleaf left the budget review meeting at 8:16 pm.

Library: Ms. Thorpe, Library Director addressed the Board members and stated that they had her overview of the year at the library. One item she neglected to add was that the library now had a NH State Park Pass that was available to patrons. They also had additional items that could be checked out, thanks to the Friends of the Library.

Ms. Thorpe and the BOS members then discussed the following line items:

- The total budget line item
- Endowments
- Condition of the building. Ms. Thorpe explained the completed and proposed infrastructure projects at the library (and how they would be paid without tax dollars)
- Trends in the use of building and materials
- Enlarged parking lot
- 1772 grant application
- A Notary is at the library twice a week
- Evolution at library with technology
- Would like to be open one more evening a week (*cost was added to “the corral”*)
- Ms. Thorpe explained the use of the outreach staff person
- Staff

Chairman Kessler asked Ms. Thorpe to name the Library Board of Trustees in attendance. She introduced: David Irwin, Matt Boil, Gunther Hubert, Jerry Hagebusch, Tobin Menard as well as Nancy Wilmot, President of the Friends of the Richards Free Library, Inc.

Ms. Thorpe addressed the Board of Selectmen and gave highlights of the events held at the library in the fiscal year 2019-2020. She also informed the BOS members that the Assistant Librarian, Ms. Vickie Carle will be retiring in 2020. Ms. Carle has worked at the library for years. Ms. Thorpe will be interviewing for a new individual for the position.

Chairman Kessler and the Board thanked Ms. Thorpe, her staff and the library volunteers for their hard work serving the community.

Ms. Thorpe and the Library Trustees present left at 8:40 p.m.

Chairman Kessler addressed Finance Director Brown and asked him to check the salary/FICAs throughout the budget. He didn't want the same error as the School District had had. There was a short discussion on FICAs in the budget.

- IV. Sewer Services: Chairman Kessler asked if there were any highlights on the sewer fund. Town Manager Rieseberg stated no. By using a multi-year average it will flatten the numbers of the budget.

The Board had questions on the following:

- Water/Sewer Superintendent salary; Mr. Cartier holding two positions and if it was sustainable
- Miles of clay pipe that needs replacing/lining
- Manhole installation, state responsible for drainage above ground
- Meter System Replacement

Town Manager Rieseberg, Mr. Cartier and Finance Director Brown gave additional information as needed.

- V. Water Department: The Board had questions on the following:

- Overtime. *Finance Director Brown stated it was budgeted to historical averages.*
- Salaries *Typographical error on Superintendent Salary*
- Meter reading
- Water Treatment/Testing
- Taxes for Unity (land around Gilman Pond)
- North Newport Water System Well Study/Engineering
- Gilman Pond Improvements
- Valve Maintenance Program
- SCADA
- Pollards Well Pump Station

Town Manager Rieseberg, Finance Director Brown and Mr. Cartier gave additional information on line items as needed.

Mr. Cartier left at 9:13 pm

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted by roll call vote to enter into NPS pursuant to RSA 91-A:3 II(a) Compensation at 9:15. The motion passed 5-0-0.***


Present were Selectboard members Jeffrey Kessler, Todd Fratzel, Barry Connell, John Hooper and Bill Wilmot. Town Manager Hunter Rieseberg was not in attendance.

The Board members exited the non-public session at 9:30 p.m.

No action was taken.

The Board voted unanimously to adjourn at 9:30 p.m.

Respectfully submitted,



Maura Stetson, Scribe

The final schedule for Budget Review meetings will be: February 13, 2020: PUBLIC SAFETY (Fire and Police Departments); February 17, 2020 Recreation Department-PJ Lovely; General Government and miscellaneous remaining Budget Items-Paul Brown

The next Budget Review meeting of the Board of Selectmen is scheduled for Thursday, February 13, 2020 at 6:30 p.m.

Approved on: March 2, 2020