

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of December 19, 2016
6:30 pm, Municipal Building**

SELECTMEN PRESENT: Jeffrey Kessler, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, William Wilmot, John Hooper II

STAFF PRESENT: Hunter Rieseberg, Town Manager; Larry Wiggins, Director of Public Works; Tammy Flewelling, Sr. Deputy Tax Collector; Amy Spreadbury, Water Department; Kaara Gonyo, Assessing Assistant

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: Add NON-PUBLIC SESSION: 91-A:3 II (b) Hiring Public Employee (Kessler).

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board agreed to add the NPS to the agenda.*

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted by roll call to enter into non-public session(NPS) pursuant to 91-A:3 II (b) Hiring a Public Employee at 6:33 pm. The motion passed 5-0-0.*

Chairman Kessler recessed the BOS from the public meeting for the NPS.

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted to exit NPS at 6:44 p.m. The motion passed 5-0-0.*

On a motion by Chairman Kessler, seconded by Selectman Fratzel; *the Board voted to appoint Hunter Rieseberg as Town Manager for the Town of Newport effective December 20, 2016 at the annual salary of one hundred fifteen thousand dollars(\$115,000) for an initial term through June 30, 2019 with the initial salary to be in effect until June 30, 2018 with five weeks of vacation and all other benefits per the personnel plan.* There was no discussion. Chairman Kessler called for a vote. *The motion passed 5-0-0.*

The Board of Selectmen congratulated Town Manager Hunter Rieseberg. All BOS members signed the two copies of the Town Manager employment agreement. Tuesday, December 20, 2016 The Town Clerk would swear him in as the official Town Manager.

Town Manager Rieseberg thanked the Board of Selectmen.

Mr. Hunter Rieseberg sat with the Board as the new Town Manager.

MINUTES FROM PREVIOUS MEETING(S): December 5, 2016 Regular meeting and Non-Public Minutes #1 & #2.

Minutes of December 5, 2016:

On a motion by Selectman Wilmot, seconded by Selectman Hooper; *the Board voted to approve the minutes of December 5, 2016.*

After a short discussion, on a motion by Chairman Kessler, seconded by Selectman Fratzel, *the Board amended the minutes of the December 5, 2016 meeting with the following addition to the NPS section of the minutes:*

“On a motion by Selectman Fratzel, seconded by Selectman Hoyt, the Board voted to go into the 1st NPS at approximately 6:35 pm. On a motion by Selectman Wilmot, seconded by Selectman Hooper the Board voted to exit NPS #1 at approximately 7:15 pm. On a roll call vote the Board voted to enter NPS under real estate at approximately 8:45 pm. On a motion by Selectman Wilmot, seconded by Selectman Hooper; the Board voted to exit NPS at approximately 9:15 pm. On a motion by Selectman Wilmot, seconded by Selectman Hooper; the meeting adjourned at 9:17 pm. No decisions were made.” The motion passed 5-0-0.

Chairman Kessler called for a vote on the acceptance of the meeting minutes as amended. *The Board voted to accept the amended minutes was unanimous.*

CONSENT AGENDA: On a motion by Selectman Hoyt, seconded by Selectman Fratzel; *the Board voted to approve the Consent Agenda of December 19, 2016. The motion passed 5-0-0.*

OPEN FORUM:

Mr. Bert Spaulding, Sr. addressed the BOS and asked if they had made a decision as to whether Mr. Paul J. Brown, Town Finance Director; would be assisting the Newport school system with their finances. There was a lengthy discussion between Mr. Spaulding, Sr. and the Chair on the subject. Town Manager Rieseberg shared his conversations with the School Superintendent. More information would be forthcoming.

COMMUNICATIONS:

Selectman Wilmot had nothing to share at this time.

Selectman Hooper stated the T’was Just Before Christmas and Chili Walk event was excellent even with the cold. K.J.’s Restaurant won the business division for the Chili Walk. John Hooper II won the prize in the individual division.

Selectman Hoyt congratulated John Hooper II for winning the individual’ prize in the Chili Walk .

Selectman Fratzel wanted to remind people not to push their snow in the road.

Chairman Kessler informed the public that the Town Offices would be closed for Christmas on December 23 and 26, 2016. Town Offices would be closed for New Year’s on January 2, 2017.

Town Manager Rieseberg stated most of his communications came under informational. In addition he wanted the BOS and public to know that they

- ❖ have been actively engaged with the state regarding the Oak Street Bridge (scheduling and funding). The Town might have the opportunity to access early funding. Newport is therefore trying to expedite the process for construction to start in 2017.
- ❖ The Board will be sent budget notebooks in January 2017 for their review.
- ❖ As of December 19, 2016; 85% of taxpayers had paid their December tax bills.

INFORMATIONAL:

Legal Update/Training Session for January 16, 2017

January 16, 2017 Attorney Bernie Waugh and company were scheduled to attend a BOS meeting to give the BOS members an annual update of the laws that have changed in NH that would be pertinent to the

Selectboard. Town Manager Rieseberg stated that they had extended an invitation to the ZBA and Planning Board members. There would also be a special executive or non-public session for the BOS. For clarification, Chairman Kessler asked if it would be at the regular scheduled BOS meeting. He was told yes. There was a discussion on times and dates for the training sessions. It was the Board consensus that it would be held at 6 pm on January 16, 2016.

Primex-Property and Liability Program/Workers' Compensation Program

Town Manager Rieseberg addressed the BOS and stated there were a couple of program agreements they might want to look at. Primex would give a financial cap on the Town's liability and property insurance policies in exchange for a two year commitment with the Primex company.

The Property and Liability Program was currently on an annual contract and the workers compensation policy was paid on a calendar year payment plan. The BOS and Town Manager discussed the three programs that Newport participated in.

On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to go with Primex property and liability caps and the workers compensation program cap; and authorize the Town Manager to sign whatever documents are required.***

Selectman Hooper asked if it was necessary to vote on the programs and policy caps at the December 19, 2016 meeting; or whether the Board could wait and look over the proposals. There was a lengthy discussion on the proposal. Chairman Kessler called for a vote. ***The motion passed 4-0-1 (Hooper abstained).***

Public Works Department (PWD) Staffing Update

Town Manager Rieseberg stated a request had been made concerning PWD staffing for this winter. He gave a general overview of the department and staff.

Selectman Hoyt addressed Mr. Wiggins and asked how many men he was down in each department. Mr. Wiggins stated there were four vacancies:

1. Assistant Public Works Director
2. Water and Sewer Superintendent
3. Truck driver and equipment operator position
4. Public Works laborer position

Selectman Hoyt asked if there were plans to replace the part time water and sewer superintendent. Mr. Wiggins stated the Town did not have any applicants for the position and they were still advertising.

Selectman Wilmot asked the Chair if Mr. Wiggins could inform them as to the drought situation. Mr. Wiggins stated Gilman Pond was at 34" (a 2" increase). As to drought management, they continue to run the well on a regular basis. One thing that the Town was going to do was compare past and current water bills and see if there is a discrepancy in water use among municipal water users.

Mr. Wiggins and the Selectboard members discussed the vacancies and applicants for the PWD.

January 2, 2017 Board of Selectmen Meeting (Holiday)

Town Manager Rieseberg addressed the Board and asked if they wanted to continue with the current BOS meeting schedule and meet on January 2, 2017. There was a short discussion among the Board members on the meeting schedule for January 2017.

The Board concurred to meet on January 9 and January 23, 2017. Legal counsel will be asked to pick which new January date they would like to attend a BOS meeting to give training.

There was further discussion on the BOS meetings in January. It was decided that the first working budget session would be on January 30, 2017.

Ice Skating Rink

Town Manager Rieseberg gave an overview of the efforts to have a skating rink for Newport down at Meadow Park. Selectman Hoyt asked if it would be a combined ice rink for both pleasure and hockey. Town Manager Rieseberg stated he would look into it for the Board.

UVLSRPC Letter of Support

The UVLSRPC has asked for a letter of support for a USDA Solid Waste Management Grant (household hazardous waste). Town Manager Rieseberg asked the Board if they would like to send a letter in support of the grant. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to send a letter to be signed by the Chair supporting UVLSRPC efforts to obtain a solid waste management grant. The motion passed 5-0-0.***

CEDS Grant Update

Town Manager Rieseberg gave a general explanation of the CEDS program and economic vitality. Chairman Kessler stated that the UVLSRPC stated it was a 50/50 matching grant (\$100,000). As of last week they were short of the match by \$7,500. He listed the amounts that area communities had pledged. Chairman Kessler addressed the Board and asked if they would like to match Newport's ECON pledge for the CEDS grant. There was a short discussion on the monetary match. Chairman Kessler stated donating money showed a commitment on the BOS' part for the economic development of the region. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted for the Town to match Newport's ECON \$1,000 donation for the CEDS grant. The motion passed 5-0-0.***

Chairman Kessler directed Town Manager Rieseberg to inform the UVLSRPC of the Town of Newport's \$1,000 donation.

Personnel Plan Update

Town Manager Rieseberg stated the Personnel Policy had been updated based on the November 21, 2016 meeting's decisions by the BOS and input from the staff. He believed it was ready for the Board's final consideration.

Continuing, Town Manager Rieseberg said that in the future he had suggestions for amendments to the personnel plan. He encouraged the Board to go forward with the policy as it had been amended.

A motion was made by Selectman Fratzel ***to approve the Personnel Plan as presented with the understanding that there would be a further look (at it) in 2017.*** It was seconded by Selectman Hoyt.

There was discussion concerning the personnel plan as a work in progress. Selectman Wilmot requested that a vote be postponed. He stated that the amendments made were a rush job, the current Town Manager has concerns with it as it is presented now. Selectman Wilmot repeated his request for the Board to wait on a vote. There was discussion among other Board members.

Chairman Kessler addressed the employees present and asked their opinion of the amended personnel plan. He asked if they were satisfied with the amendments as an interim step or whether they would prefer to have the vote postponed. He was told that it was better than the previous, clearer in some areas. Mr. Wiggins expressed his concern on the holiday pay and vacation section of the personnel plan as well as the area that stated licensing and certifications may have to be supported (paid for) by the employee. It did not specify which licenses or certifications it covered. There was also confusing language in that

section of the personnel plan. Mr. Wiggins stated he questioned them because they would affect him (and his department's employees).

There was a general discussion on holiday time/pay and how it is written in the personnel plan between the Board members, Town Manager and other employees. Selectman Wilmot requested that the Chair move the question. The Chair called for a *vote to adopt the Personnel Plan dated December 19, 2016*. Selectman Wilmot asked for a roll call vote. *The motion passed 3-2-0 (Wilmot and Hooper voted no)*. Chairman Kessler requested that a signature page be presented to the Board for their signatures.

Mrs. Flewelling addressed the Chair and asked if the personnel plan would be constantly changing and that employees should come to BOS meetings because of it? She was told no. The Selectboard and Mrs. Flewelling discussed the potential changes further.

ACTION ITEMS:

EMS Contract-Goshen

A new contract has been sent to the Town of Goshen for EMS services. They have not responded. There was a short discussion on the proposed contract with the Town of Goshen.

APPOINTMENTS:

Recreation Advisory Board-Agatha Barreca

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted to appoint Agatha Barreca to a position of member to the Recreation Advisory Council for the seat that expires in 2019. The motion passed 5-0-0.*

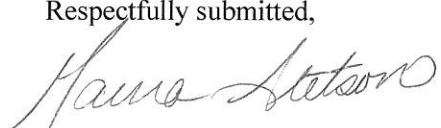
Town Manager Rieseberg addressed the Chair and stated that there was additional information in the BOS packets on PFOA & PFOS for their information in future meetings.

Mr. Louis Cassorla asked if the Board had voted on the appointment of Virginia Irwin to the ZBA. There was a discussion on whether it was in the minutes and whether it was voted on after NPS. Mr. Cassorla was told that it had been voted on the date of the last BOS meeting.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to adjourn at 8:02 pm. The motion passed 5-0-0.*

The next regular meeting of the Board of Selectmen is scheduled for January 9, 2017 at 6:30 pm.

Respectfully submitted,



Maura Stetson
Scribe

Approved on: January 9, 2017