

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of June 13, 2016
5:00 pm, Richards Free Library**

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

STAFF PRESENT: Shane P. O’Keefe, Town Manager

OTHERS PRESENT: Primex Representative Sally Tanner, and residents Bert Spaulding, Sr. and David Kibbey (5:07 p.m.), and Jeff Nitzel (5:50 p.m.)

CALL TO ORDER: Chairman Kessler called the meeting to order at 5:03 p.m.

NEW BUSINESS:

Board Retreat

The Board held a retreat, facilitated by Sally Tanner of Primex, the Town’s insurance carrier, to develop goals and priorities for the coming year based on shared visions for the Town. Laying the groundwork for the exercise, she stated that “goals” are defined as qualitative statements of what the Town intends to accomplish over a period of years. These are “big picture” items vital to organizational success. She mentioned that “strategic objectives” are short and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, related to the key factors for success in the Town, and consistent with the goals. Objectives describe what the Town wants to happen. She added that “tactics” and a number of related and reinforcing steps for accomplishing the Town’s objectives and goals. Tactics describe specifically how the goals and objectives will be met.

The Board agreed on the following ground rules:

- Nothing is too outrageous
- Must be cordial

[David Kibbey entered the meeting at 5:07 p.m.]

A homework assignment given to the Board members and Town Manager ahead of time was to briefly describe your “vision” for the Town of Newport in five years. How does it differ from its current state? What is the same or retained? Responses were as follows:

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| • Higher home values | • Joint Town-School Finance Department |
| • Better schools | • Newport as an “up and coming” town |
| • Promote community | • Attract new, larger businesses |
| • Stable municipal government | • Reduced blight |
| • Financial management | • Fewer trash lots and buildings |
| • Efficient operations of Town government | • Fewer retail and multi-family vacancies |
| • Vibrant community but retain small-town feel | • A town where people can visit to walk around, and shop |
| • Sturm Ruger is still here | • Improved infrastructure |
| • New community center up and running | • Fewer absentee landlords |
| | • Continued, stabilized tax rate |

Participants next wrote out a series of goals believed to be necessary to achieve these visions.

Goals fell into three categories:

- Capital Improvement
- Economic Development
- Organization

[Jeff Nitzel entered the meeting at 5:39 p.m.]

The Board considered how to get to those goals. What are the objectives? What are desired results? Who will do work to accomplish goals?

There was a request to see quarterly reports from departments to keep Board members better informed. A standardized format was desired. There was also interest in reports of overtime usage.

There was an extended discussion about the need to reestablish the Capital Improvements Program Committee soon.

The participants took a supper break from 6:15 p.m. to 6:40 p.m.

[Messrs. Spaulding and Kibbey left the meeting at 6:20 p.m.]

Regarding organization, the following matters were brought up for discussion:

- Update of personnel Policy.
- Occasional outside reviews of Town departments, including revisiting the recent review of the Office of Planning and Zoning.
- Enforcement of current policies.
- Consideration of combined Town/School finance services. It was requested that this be analyzed and presented to the Board.

[Messrs. Spaulding and Kibbey entered the meeting at 6:47 p.m.]

- Address need for human resources services.
- Consider outsources municipal, develop a list of potential work to be contracted out to others.
- Ensure system of performance evaluations is in place.
- Review overtime usage and expenses more frequently.
- Not enough done with personnel changes

Regarding economic development, the following matters were brought up for discussion:

- Hire an executive director for ECON
- Renewal of ECON
- Reevaluate the mission of the Newport Chamber of Commerce
- Consider holding an Economic Development Summit
- Align with the UNH Cooperative Extension's economic development staff
- Work to attract new business and industry
- Reestablish the Capital Improvements Program Committee
- Create "justifiable" budgets from Town departments and School
- Establish adequate procedures and controls to maintain budgets
- Engage State legislators as active advocates for the Town
- Establish an enhanced quality web site for the Town

Sally Tanner stated that she would assemble and consolidate all of the information provided by the participants into a report for distribution to the Selectboard, and recommended a followup meeting in six months' time.

INFORMATIONAL:

Ambulance Billing

O'Keefe was asked about ambulance billing, and whether there were delays in getting bills out. He was asked to report back to the Board on this at the first meeting in July.

Litigation

Mr. Spaulding stated that he wished to meet with two Selectboard members or the entire Board about the ongoing litigation he has with the Town. Chairman Kessler stated that there should be no discussion about the litigation as it is ongoing and that any discussions should be between the Town's and Mr. Spaulding's attorneys. Selectman Fratzel raised a question about reaching agreement on the litigation.

Selectman Wilnot moved to adjourn the meeting. With no Board member providing a second to the motion, it was not considered.

Selectman Fratzel stated that he wished to go into non-public session to discuss the litigation with Mr. Spaulding participating. Town Manager O'Keefe stated that it would be inappropriate to do so as both parties are litigants in the case. He then suggested that Mr. Spaulding could speak to the Board about this matter, but that the Board should not engage in discussion.

There was a brief discussion regarding Selectman Hoyt's attendance at the upcoming Planning Board meeting

Mr. Kibbey left the meeting at 7:50 p.m.

Mr. Spaulding stated that the most important matter facing the community is solving the education problem, that our schools are not educating, and that everything else other than education is secondary.

Ms. Tanner left the meeting at 7:57 p.m.

Mr. Spaulding stated that he was told by his attorney that the Board has discussed a settlement offer on the litigation, and that the Board is amenable to settlement terms, but that Planning Board Chairman Howard Dunn was not. He stated that his offer is "still on the table", with one caveat: that it is a public document if approved. He added that other terms included a \$1,000 payment plus one-half of what the Town has paid its attorney. Mr. Spaulding also stated that he felt that the Board members are good

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Hooper; ***the Board of Selectmen voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A:3, II(e), Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the Town. The motion passed 5-0-0.***

The Board took a break for a few minutes. Mr. Spaulding read aloud from a Procedural Order in the case of Spaulding v. Newport.

Mr. Spaulding left the meeting at 8:10 p.m.

The BOS entered NPS at 8:11 p.m. Present were the Board members Jeffrey Kessler, Todd Fratzel, William Wilmot, David Hoyt and John Hooper, and Town Manager Shane O'Keefe.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to leave non-public session and return to public session. The motion passed 5-0-0. The non-public session ended at 8:17 p.m.*

On a motion by Selectmen Fratzel, seconded by Selectman Hoyt; *the Selectmen voted by roll call to seal the minutes of the non-public session. The motion passed 5-0-0.*

INFORMATIONAL:

Selectman Hoyt suggested that Water & Sewer Department staff needed training on street repairs, noting that paving work on North Main Street, South Main Street and Belknap Avenue were not well done.

ADJOURNMENT:

There being no further business in the public meeting, on a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to adjourn at 8:18 pm.*

The next regular meeting of the Board is scheduled for June 20, 2016 at 6:30 p.m.

Respectfully submitted,



Shane O'Keefe
Town Manager

Approved on: June 20, 2016