

AMENDED AND APPROVED
TOWN OF NEWPORT, NEW HAMPSHIRE
Board of Selectmen
Minutes for Meeting of February 27, 2017
6:30 pm, Municipal Building

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

STAFF PRESENT: Hunter Rieseberg, Town Manager; Paul Brown, Finance Director; Larry Wiggins, Director of Newport Public Works; Julie Magnuson, Planning and Zoning Administrator; Peter J. Lovely, Jr., Director of Recreation; Andrea Thorpe, Library Director; Heath Marsden and Rick Kloeppel, Co-Managers of the Airport, Becky Merrow

COMMUNITY MEMBERS PRESENT: Larry Flint, Gavin Lovely, Ben Gallagher, Cindy Gallagher, John Lunn, Library Board of Trustees Chair; Laura Paquin, Library Board of Trustees Secretary; Nancy Wilmot, Library Board of Trustees Treasurer; Guenther Hubert, Library Board member; Jerry Hagebusch, Library Board member; Charen Urban, Library Board member; Kevin Henderson, David Kitridge, 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 NPS 91-A:3II (d) Real Estate (by Kessler)

BUDGET REVIEW:

Recreation

Mr. Lovely addressed the Board of Selectmen and gave highlights of the activities done by the Recreation Department.

Mr. Lovely and the Board members then discussed the following line items:

- Vehicle Maintenance-typographical error on worksheet. 400 should read 4,000*
Fuel was included in Maintenance line item. Board members asked for a line item for fuel.
- Capital Reserve
- CIP
- Purchasing of an ice rink (similar to the one in Sunapee)
- Maintenance/Operation
- Football field maintenance

Board members asked if the School and Town split the cost of field maintenance. There was a short discussion on the matter.

Finance Director Brown addressed the Board and stated that the separate Warrant Article for the Recreational Department Capital Reserve Fund (\$20,000) that was passed at the 2016 Town Meeting was for facilities only. The BOS and Finance Director Brown discussed the possible use of the \$20,000.

Chairman Kessler asked Mr. Lovely to introduce those with him. He introduced Becky Merrow, Larry Flint, Gavin Lovely, Ben Gallagher and Cindy Gallagher. Chairman Kessler thanked them all for attending the meeting.

Library

Ms. Thorpe, Library Director addressed the Board of Selectmen and gave highlights of the events at the library.

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

- The library evaluation and the subsequent prioritized items of the Richards Free Library Facility infrastructure: The front of the building and porch will be renovated; the entire building will be repainted. The library has submitted an application for a USDA rural development cultural facilities grant for the parking lot expansion.
- Salary. New, part-time employee (10 hours week) for formalized outreach to community.
- Accounting and endowments

Chairman Kessler asked Ms. Thorpe to introduce the Library Board members in attendance. She introduced John Lunn, Chair; Laura Paquin, Secretary; Nancy Wilmot, Treasurer; Gunther Hubert, Jerry Hagebusch and Charen Urban. Chairman Kessler thanked them for attending the meeting.

Mr. John Lunn, Chairman of the Library Board of Trustees; addressed the BOS members and praised Ms. Thorpe on her dedication and hard work in running the library. Chairman Kessler thanked Mr. Lunn and all the Library Trustees for their hard work.

Airport

Mr. Kloeppel addressed the Board of Selectmen and gave highlights of the activities done at the airport. Mr. Marsden addressed the airport budget with the BOS. He discussed the following line items with the Board members:

Ground maintenance and snow removal:

- Lease-to-buy John Deere tractor
Mr. Spaulding, Sr. discussed the specifications on the proposed John Deere.
- Maintenance costs for the John Deere tractor
Mr. Spaulding, Sr. explained the annual maintenance that would be needed. He stated he would do the maintenance of the airport tractor free of charge.

Selectman Fratzel requested that the airport contact the dealer, get a new price for the proposed John Deere tractor and submit it to Finance Director Brown on February 28, 2017.

Chairman Kessler asked Mr. Marsden to introduce the Board members or volunteers in attendance. He introduced Mr. Henderson.

Planning and Zoning

Ms. Magnuson addressed the Board of Selectmen and gave highlights of the Planning and Zoning Department. She told the BOS that she had been involved in two grants: one for Maple Manor and a second for a feasibility study for a renovation at the Senior Center.

Ms. Magnuson and the Board members then discussed the following line items:

- Salaries
- Miscellaneous Benefits
- Travel

A discussion was held between the Board members and Ms. Magnuson concerning the Planning and Building Department in Newport as compared to surrounding towns and the possibility of changing

things in Newport. Chairman Kessler stated that the BOS could look at the subject in a future budget. Other Board members gave their opinions.

Mr. Spaulding, Sr. then addressed the Chairman Kessler and stated he had questions on the Travel line item. He asked for an explanation of the discrepancy in the line item. Mr. Spaulding, Sr. made a Right to Know request to know the reason for the “migration (of money)” and why; and a second Right to Know Request for two prior years “Actuals” 2013-2014 and 2014-2015. His request was acknowledged.

Building Inspector

The Board, Finance Director Brown and Ms. Magnuson discussed the following:

- Workman’s Comp
- Travel/mileage discrepancy
Selectman Fratzel asked if the building inspectors travel line item was being billed to the Planning and Zoning budget. It was showing zero expenditure for the current fiscal year. Finance Director Brown would check.
- Office equipment replacement

Selectman Fratzel addressed Finance Director Brown and asked for worksheets with corrected numbers. Finance Director Brown asked if he would like all corrected items and numbers on one sheet. Selectman Fratzel specified he preferred complete updated pages showing correct numbers and bottom lines for the individual departments for the Thursday, March 2, 2017 meeting. Finance Director Brown stated he would get the information to the BOS.

There was general discussion on the budget between the BOS and Finance Director Brown.

Chairman Kessler thanked Ms. Magnuson for attending the meeting.

MINUTES FROM PREVIOUS MEETING: January 9, 2017; February 6, 2017; February 6, 2017 Non-Public #1; February 13, 2017 Budget Review Meeting; February 15, 2017 Budget Review Meeting; February 16, 2017 Budget Review Meeting.

Minutes from January 9, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board approved the minutes of the January 9, 2017 meeting with the following correction: page 1, under SELECTMEN PRESENT remove John Hooper II. The motion passed 4-0-1(Hooper abstained).*

Minutes from February 6, 2017:

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board approved the minutes of the February 6, 2017 meeting with the following correction: page 3, under COMMUNICATIONS remove first line stating: Selectman Wilmot had nothing to share at this time. The motion passed 5-0-0.*

Minutes from Non-Public Session (NPS) #1 of February 6, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board voted to unseal the NPS minutes of the February 6, 2017 meeting. The motion passed 5-0-0.*

There was a short discussion on alternative ways to record and transcribe NPS information in the future. It would be discussed further between the BOS and the Town Manager.

Minutes from BOS Budget Review Meeting of February 13, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board approved the minutes of the Budget Review Meeting of February 13, 2017 as presented. The motion passed 5-0-0.*

Minutes from BOS Budget Review Meeting of February 15, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board approved the minutes of the Budget Review Meeting of February 15, 2017 as presented. The motion passed 5-0-0.*

Minutes from BOS Budget Review Meeting of February 16, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board approved the minutes of the Budget Review Meeting of February 16, 2017 as presented. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted to approve the Consent Agenda for February 27, 2017. The motion passed 5-0-0.*

OPEN FORUM:

David Kitridge addressed the BOS concerning the Airport Road property. He stated there had been an agreement with the Selectboard from the end of September 2016 to the end of January 2017 to lease the (former L'il Red Baron) property with the option to buy. Mr. Kittredge stated that at the last minute the option to buy was "taken off the table" and he wanted an explanation.

Chairman Kessler stated it was the opinion of Town legal counsel that the Town should not subdivide it. The Selectboard changed their agreement based on Town legal counsel and their review of the proposed lease.

Mr. Kitridge told the BOS about the costs incurred by him to be able to potentially use the property. The Chair, Board and Mr. Kitridge discussed the situation and expenses.

COMMUNICATIONS:

Selectman Wilmot had nothing to share at this time.

Selectman Hooper had nothing to share at this time.

Selectman Hoyt had nothing to share at this time.

Selectman Fratzel had nothing to share at this time.

Chairman Kessler stated school voting would be March 14, 2017. He asked Town Manager Rieseberg if the Selectmen were required to be at the polls. The BOS would be given definitive information at the March 6, 2017 meeting.

Town Manager Rieseberg had nothing to share at this time.

INFORMATIONAL:

Warrant Articles-Potential

The Selectmen, Town Manager and Finance Director Brown discussed what types and number of warrant articles should be included on the 2017 ballot, as well as spurring the CIP into action. Suggestions were:

- 1) Purchase of south property
- 2) One collective bargaining agreement
- 3) RSA 79E-discuss it on March 2, 2017
- 4) Elderly exemptions
- 5) Funding for Coon Brook Bridge
- 6) Funding for Oak Street Bridge

Warrant articles 5 and 6 are for the full amount of the projects, but the Town only would pay 20% (80/20 grant).

The deadline for petition warrant articles is March 14, 2017. There was a possibility of one or two non-profits coming forward to request funds.

Selectman Fratzel stated he wanted to have a warrant article put forward to rescind the building code. He discussed his position. The BOS discussed the potential warrant article. Chairman Kessler took a roll call vote on the option to go forward with the process. It was the consensus of the majority (Fratzel, Hoyt and Hooper) of the BOS to go forward with the process.

After discussion, Selectman Fratzel asked if the BOS should cancel the March 2, 2017 Budget Review meeting and conduct everything at the regular March 6, 2017 BOS meeting. Finance Director Brown explained the final budget procedure to the BOS members. There was additional discussion concerning a warrant article to rescind the building code.

It was the consensus of the BOS to not meet on Thursday, March 2, 2017 and to meet at 5:30 p.m. on Monday, March 6, 2017.

Community Center

Town Manager Rieseberg addressed the BOS. They discussed listing projects that the Board would like the Town Manager to concentrate on.

Selectman Wilmot expressed that he had told Town Manager Rieseberg about their annual BOS retreats. Chairman Kessler stated there also had to be a six month review of Town Manager Rieseberg; possibly in March after their budget season.

There was a lengthy discussion on a community center.

Coon Brook Road Bridge

Mr. Larry Wiggins, Director of Public Works; addressed the Board and explained different aspects of the Coon Brook Road Bridge project:

1. History
2. Feasibility study
3. Scope and Fee

Mr. Wiggins stated the Town wanted to go forward with the project. The BOS needs to authorize the Town Manager to sign contracts to authorize Kleinfelder to proceed with the project. The project will be put out to bid October 2, 2017.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to authorize Town Manager Rieseberg to sign documents to authorize the study and Preliminary Design bid phase for the Coon Brook Road Bridge. The motion passed 5-0-0.***

Mr. Spaulding, Sr. asked if there was a paper listing the proposed warrant articles. He was told no.

ACTION ITEM:

Farmers Market-2017 Season Fees

Chairman Kessler stated the BOS had received a request to charge the same rental fee as in 2016. He asked for a motion. On a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Board voted to charge the Farmers Market the same fees as last year (2016); \$1 per week per vendor. The motion passed 5-0-0.***

APPOINTMENT: Heritage Commission-Kenneth Vigue

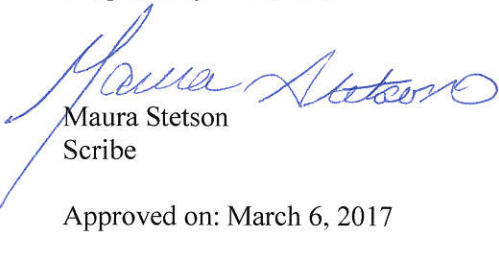
On a motion by Selectman Hoyt, seconded by Selectman Hooper; *the Board voted to appoint Kenneth Vigue to the position of alternate on the Heritage Commission with an appointment ending July 2017. The motion passed 5-0-0.*

NON-PUBLIC SESSION(S):

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A,3 II (c) Reputation of Any Person and NPS 91-A:3II (d) Real Estate at 9:00 p.m.(The motion passed 5-0-0).*

The next regular meeting of the Board of Selectmen is scheduled for Monday, March 6, 2017 at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Approved on: March 6, 2017