

TOWN OF NEWPORT
Board of Selectmen
6:30 pm Regular Meeting, Municipal Building
Minutes for February 2, 2015

SELECTMEN PRESENT: Gary Nichols, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, William Wilmot, Jeff Kessler

STAFF PRESENT: Paul J. Brown, Town Manager

COMMUNITY MEMBERS PRESENT: none

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

AGENDA REVIEW: add RSA 91-A:3 II (e) Litigation (by Brown); add appointment for ZBA alternate (by Nichols)

MINUTES FROM PREVIOUS MEETING: January 19, 2015. On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board approved the minutes of January 19, 2015 as presented. The motion passed 3-0-2. (Kessler/Nichols abstained)*

CONSENT AGENDA: On a motion by Selectman Wilmot, seconded by Selectman Fratzel; *the Board approved the Consent Agenda of February 2, 2015. The motion passed 5-0-0* (See attached).

FORUM: none

COMMUNICATIONS:

Board of Selectmen

Selectman Wilmot: Best wishes for all the events in the 99th Winter Carnival and to the crews plowing, sanding and shoveling. He also asked that everyone drive carefully.

Selectman Kessler: Congratulated everyone in the Dancing with the Newport Stars. He commended Mr. Hoyt on an excellent job with the lighting and sound and congratulated Town Manager Brown for placing first on Friday night. He also stated that the Winter Carnival was 02.01.15 to 02.08.15. Programs are available in hard copy and electronically.

Selectman Fratzel: Reminded everyone that the School Deliberative session was 02.03.15 at 6 PM at the high school.

Selectman Hoyt: Has had people ask him if there will be a sculpture with all the snow. He stated that due to time constraints and the type of snow the answer was no.

Chairman Nichols: Hoped everyone would go out and participate in the Winter Carnival events. Concurred with Selectman Fratzel in asking that people go to the School Deliberative session.

Selectman Kessler added that the School Budget Hearings had been well attended by townspeople this year. Many people will be aware of what will be presented 02.03.15.

Town Manager: Had nothing at this time.

INFORMATIONAL:

Town Manager Search

Town Manager Brown stated that the Search Committee had met 01.26.15. The members reviewed the proposed job description for the town manager (see attached) and made a few recommendations for changes: 1. Page one, alphabetize the departments that are under the town manager's supervision. 2. Page two, alphabetize the essential duties. On page two, concerning the residency requirement the committee was divided. There was no vote taken; some felt that the wording was not strong enough; others thought it was too strong. It was brought before the BOS on 02.02.15 for rewording or Town Manager Brown would make the first two changes and then the Board could discuss residency later. Chairman Nichols asked if there was any question on the alphabetizing on the document. There was none. He then asked about the question of residency. Selectman Kessler asked if the consultant (Mr. Barry Brenner) had an opinion. Town Manager Brown stated that he did not; it was the decision of the committee. Town Manager Brown explained both sides of the proposal and why it was up to the committee's and Board's discretion. Chairman Nichols asked if the committee had an opinion. He was told that members were split 50/50. The residency issue of a new town manager was discussed by the Board. Selectman Fratzel stated that it could remain as written with an addendum stating that the Board could waive that requirement. He explained. There was intense discussion among the Board on the pros and cons of this requirement. Selectman Fratzel made a motion to change the residency requirement and add language to say this requirement could be waived by the Board of Selectmen. Selectman Hoyt seconded the motion. Selectman Wilmot requested that the motion be clearer. Selectman Fratzel, reading from the Job Description on page two (Residency Requirement), stated "by residing within the Town of Newport, may be waived by the Board (BOS)." The Selectmen discussed various modifications to the motion, expressing the pros and cons of residency in Newport. Continued discussion centered around it not being necessary to fit the job description. There was further discussion by the Board. Selectman Fratzel stated he would change his original motion from "expected" to desired. Selectman Hoyt agreed to the change as a second. There being no further discussion, on a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the board voted to change the original wording in the Town Manager Job Description document, to the following terminology for the residency requirement: "It is desired that the Town Manager will make a long term commitment to Newport by residing within the Town of Newport." The motion passed 4-1-0 (Nichols voted no).***

Town Manager Brown addressed the Board and asked them to look over the proposed ad for town manager. He stated that the last sentence of the first paragraph would need to be changed. Residency is desired. Chairman Nichols asked if the ad was proposed by the committee. He was told it was recommended by Mr. Barry Brenner. Town Manager Brown reminded the Board that at their last meeting (01.19.15) they had stated they wanted to approve ads before they were sent out. There was general discussion. Selectman Kessler asked about the proposed salary range. There was general discussion. Selectman Fratzel endorsed lowering the salary range. He explained his reasoning, stating everything is negotiable. There was discussion on the range change. The Selectmen agreed on \$85,000-\$110,000.

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the board voted to present a revised copy of the Town Manager's ad to Mr. Brenner with the changes mentioned (residency is desired; salary range is \$85,000 to \$110,000). The motion passed 5-0-0.***

As a courtesy, the revised ad will be sent to Town Manager Search Committee members. There was a short discussion on the search process.

Town Manager Brown outlined benefit package options that the Town would be providing the new town manager as well as incidentals. The Town Manager and Selectmen discussed contracts; duration, etc.

Fee Schedule

Town Manager Brown passed out a document listing the town fees, the amount and when they were adopted (see attached). The fees that were not included in the list were TOPAZ fees (they had been adopted in April 2013). The cemetery fees had been adopted in January 2015. There was discussion among Board members and the Town Manager as to how often the fees should be adjusted. Selectmen scrutinized the fees in each department.

Selectman Fratzel asked that Chief Conroy come and talk on the fire department fees. The Chair asked that he also talk on the EMS fees. There was a detailed discussion on EMS fees; the in-town/ out of town fees; mutual aid, mountain fees and additional monies (employees) required to cover sending mutual aid and contract runs. Selectman Wilmot addressed the Chair and asked him to explain coverage at the fire station and the cost of additional men-worst case scenario (man and dollar amount). Chairman Nichols gave monetary/schedule information to Selectman Wilmot and the Board. There was a very intense discussion on mutual aid. Chairman Nichols asked the Selectmen to direct their questions to Chief Conroy and Captain Carleton. Town Manager Brown gave the Selectmen a synopsis of mutual aid. The discussion on mutual aid continued among the Board members. Chairman Nichols stated that the Board needed to inquire about runs to Lempster as well.

Selectman Kessler inquired when the new ambulance would arrive. Town Manager Brown stated that it would arrive after Town Deliberative Session.

Chairman Nichols asked the Board if there was anything else that Fire/EMS needed to come prepared to discuss to the Board. Questions were voiced. Town Manager Brown addressed some items. There was intense dialogue by some Selectmen. Chairman Nichols stated they were all questions that Fire Chief Conroy could explain and give the numbers. He stated that Fire Chief Conroy could explain to the Board all Fire and EMS protocols, procedures, policies, plans and management of his EMS personnel in town for calls (minor calls).

Budget Presentation

Chairman Nichols addressed the viewing public and stated that the Town Budget hearings would be held on February 9th, 19th and 23rd.

Town Manager Brown passed out a preliminary warrant article summary for the FY 2015-16 budget (see attached). He went over the contents, stating he is proposing a budget that has a level tax impact for the Town of Newport. There was general discussion on the preliminary budget, default budget and possible warrant articles.

ACTION ITEMS:

Mount Sunapee Expansion

Chairman Nichols stated he had not been at the last two meetings and asked for an explanation of the Mount Sunapee Expansion. Selectman Fratzel stated that the Board had voted at the 01.05.15 meeting and the vote was tied (2-2-0). Town Manager Brown stated that at the 12.15.15 meeting the Board voted to sign a letter of continued support of the Mt. Sunapee expansion. He explained the history of support. Town Manager Brown then explained he had been contacted by a group (Friends of Mt. Sunapee), who wanted to give a presentation to the Board of Selectmen against the support of the expansion. The presentation was given at the 01.05.15 meeting. Following the presentation there was a 2-2-0 vote. {from the minutes: On a motion by Selectman Kessler, seconded by Selectman Wilmot; ***the Board voted to rescind the vote of support the Board had given for the Mt. Sunapee expansion on December 15, 2014.***

The motion was stalemated 2-2-0 (Fratzel/Hoyt no). The subject will be revisited at the February 2, 2015 meeting when there is a full Board}.

Selectman Fratzel explained further. Selectman Hoyt asked if the Mountain would give a presentation to the Board. He was told that it was in the mountain's five year plan. If there was a specific question they would answer it, but were not going to go to each surrounding town. The mountain had had a public hearing at the mountain earlier. Chairman Nichols stated that the Board needed his vote to break the tie. He gave a lengthy and intense discourse on his view of the expansion at Mount Sunapee. There was a general discussion. Chairman Nichols called for a vote. On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***the board voted to sign the letter of support as is currently drafted. The motion passed 3-2-0 (Hoyt/Wilmot no).***

APPOINTMENTS:

Selectman Kessler explained the situation with the ZBA. He emphasized the reason for expediting the appointment. There was discussion. Selectman Hoyt asked if future applications could request a physical address. He was told yes. On a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the board voted to appoint Mr. Scott McCoy as an alternate to the Zoning Board of Adjustments with a term of 2 ½ years, ending in 2017 contingent upon verification of residency in Newport. The motion passed 5-0-0.***

ADJOURNMENT:

There being no further business in the public meeting, on a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the Board voted by roll call vote to go into non-public session RSA 91-A:3 II (e) Litigation.***

The public meeting adjourned at 7:53 pm. Chairman Nichols announced a five minute break before the NPS.


On a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Board voted unanimously to exit the NPS at 8:38 pm.*** There was no action taken.

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***the Board voted to adjourn at 8:39 pm. The motion passed 5-0-0.***

The next regular meeting of the Board of Selectmen is scheduled for Monday, February 16, 2015 at 6:30 p.m.

The budget meetings are scheduled for February 9, February 19 and February 23, 2015.

Respectfully submitted,



Maura Stetson
Scribe

Attachment 1
Attachment 2
Attachment 3

TOWN OF NEWPORT - JOB DESCRIPTION TOWN MANAGER

GENERAL DESCRIPTION

The Town Manager is responsible for the efficient management and operation of the affairs of the Town in accordance with State law, Town ordinances and such directives, regulations, and policies as the Board of Selectmen (Board) may from time-to-time adopt. Specifically, the Town Manager shall have the powers and duties enumerated in RSA Chapter 37 and shall exercise these powers and duties in the manner required by that chapter, including but without limitation, RSA 37:3, 5, 6, and 7.

Town Meeting continues to be the legislative body of the Board. The Board remains vested with the responsibility to manage the prudential affairs of the Town; provided, however, that the Town Manager shall have the managerial and administrative responsibilities established by law.

SUPERVISION RECEIVED

The Town Manager shall be appointed by the Board and shall in all matters be subject to its direction and supervision and shall serve at the will of the Board, to the extent, subject to removal for cause in accordance with RSA 37:3. The Town Manager shall be appointed for a specified term that may be renewed only upon mutual agreement. The Board shall determine compensation and the Town Manager may be appointed by means of an employment agreement that further specifies the terms of employment.

SUPERVISION EXERCISED

The Town Manager exercises direct supervision over the following departments:

- Recreation
- Finance
- Planning & Zoning
- Fire / EMS
- Police
- Public Works
- Buildings, Cemetery & Grounds
- Airport

The Town Manager exercises indirect supervision over all appointed staff and

departments within the Town of Newport.

RESIDENCY REQUIREMENT

It is expected the Town Manager will make a long term commitment to Newport by residing within the Town of Newport.

ESSENTIAL DUTIES

Perform all duties outlined in RSA 37:6 and such other duties, consistent with this office, as may be added or modified by a majority vote of the Selectmen. In addition to those duties and in some cases modification of those duties Town Manager shall perform the following:

- Duties outlined in RSA 37:6 V (Expenditures & Income) are due by 31st day of January of each year.
- Town Manager is required to sit on several boards and committees which from time to time may be modified, such as: ECON, Newport Area Chamber of Commerce, TIFF District, etc.
- Partner with residents, businesses, local and state organizations, and local and state government where applicable to identify and promote the strengths of Newport such as but not limited to: recreation opportunities, historical relevance and inventory, geographic location, and culture.
- Partner with residents, businesses, local and state organizations, and local and state government where applicable to identify and improve the weaknesses of Newport.
- Maintain and enhance an environment that encourages dialog, communication, and transparency both from within government and between government and its citizens.
- Be easily accessible to the community, engaged with it, and responsive to its needs by:
 - Actively participating in community events and organizations
 - Quickly responding to phone, email, and other correspondence
 - Developing action plans based on community input, especially input developed through a committee or other community group, and upon Board of Selectmen approval, overseeing those plans through to completion.
- Promote policies which encourage: reuse of existing structures, energy efficiency, environmental awareness, local business, and local agriculture.
- Promote smart economic growth while maintaining the small town historic feel of

Newport.

- Be familiar with and recognize the importance of the Town of Newport Master Plan.
- Be an advocate for the Town of Newport at the State & Federal level.

(End of Job Description Section)

CANDIDATE DEMONSTRATES

Characteristics

- Straightforward, honest, ethical, capable, creative, energetic, proactive, and relentlessly positive qualities.
- Personal and professional integrity which manifests itself as respect, honesty and a willingness to listen in all interactions.

Leadership

- Ability to establish and maintain trust in numerous internal and external relationships
- Ability to ensure sound fiscal responsibility of allocated funds
- Ability to delegate responsibility effectively.
- Ability to establish and maintain effective working relationships.
- Ability to interpret and apply policies, procedures, ordinances and statutes.
- Ability to exercise creativity and initiative to resolve complex problems
- Willingness and capability to shape a workplace culture and attitude that expects, delivers, and rewards excellence.
- Ability to adapt and respond well to planned and unplanned change effectively.

- Ability to effectively lead GROUPS to:
 - Articulate a shared vision
 - Set measurable objectives and achieve them
 - Work cooperatively towards effective and positive solutions

Management

- Effective oral and written communication skills, including the ability to provide concise and accurate information about complex issues to staff, media, and citizens.
- Excellent strategic planning skills.
- Well developed negotiation skills.
- A high level of fiscal acumen, and a sense of responsibility, accountability and stewardship for the financial resource and assets of the Town.
- A strong commitment to the human resources of the Town, and to provide for and promote staff diversity, career progression, succession planning, and a safe and respectful workplace environment.
- Respect for and embraces a community-driven and inclusive decision making process while providing expertise to improve and streamline processes where appropriate.
- Builds, maintains, and empowers a strong leadership team, delegates appropriate authority and responsibility to them effectively, and uses their expertise in operations, management, planning, and problem solving.
- Ability to implement policies and directives from the Board of Selectmen which may be in conflict with one's personal beliefs.
- Experience and expertise in performance-based management.

Experience

- Collaboration on key issues and services across governmental jurisdictions (e.g. Newport School District).
- A successful track record of creating and driving the implementation of effective solutions to organizational operations and processes.
- A successful track record with seeking grants.

- Experience with economic development.
- Five years senior management experience (preferably in municipal government); OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.
- Bachelor's degree in Public Administration or related field, with Masters degree preferred

| Dept | Description | Basis | Adopted | Current Fee |
|------------|---------------------------------------------------------------------|------------------------------------------|----------|-------------|
| TwN Clerk | State Registration processing fee | per registration | 04/15/13 | \$3.00 |
| TwN Office | Non resident notary fee | per document | 04/15/13 | \$10.00 |
| Fire | Oil burner permits | per permit | 04/15/13 | \$25.00 |
| | Fire alarm system maintenance fee | annual | 04/15/13 | \$150.00 |
| | False alarm fees | 2nd false alarm per month | 04/15/13 | \$100.00 |
| | | 3rd or more per month (each) | 04/15/13 | \$200.00 |
| EMS | Ambulance Billing | | | |
| | BLS Resident | base rate per call | 04/15/13 | \$450.00 |
| | BLS Non-resident | base rate per call | 04/15/13 | \$500.00 |
| | ALS1 Resident | base rate per call | 04/15/13 | \$550.00 |
| | ALS1 Non-resident | base rate per call | 04/15/13 | \$600.00 |
| | ALS2 Resident | base rate per call | 04/15/13 | \$750.00 |
| | ALS2 Non-resident | base rate per call | 04/15/13 | \$800.00 |
| | Mileage | per loaded mile in addition to base rate | 04/15/13 | \$12.00 |
| WWTP | Wash water/holding tank disposal | per gallon | 04/15/13 | \$0.03 |
| Water | New service connection (Res) | per connection (meter) | 04/15/13 | \$1,000.00 |
| | Connection inspection (Res) | per connection (meter) | 04/15/13 | \$50.00 |
| | New service connection (Multi-fam) | per connection (meter) | 04/15/13 | \$1,000.00 |
| | Connection inspection (Multi-fam) | per connection (meter) | 04/15/13 | \$100.00 |
| | Backflow device testing | per test | 04/15/13 | \$35.00 |
| | Thawing frozen water lines | Time and materials, minimum \$25 | 04/15/13 | |
| | Temporary water service (plus water used) | Time and materials, minimum \$25 | 04/15/13 | |
| | Turning water on/off | per event | 04/15/13 | \$25.00 |
| | Change of ownership reading | per event | 04/15/13 | \$25.00 |
| | Sprinkler system (less than 2") | gallons billed at current water rate | 04/15/13 | 0 |
| | Sprinkler system (2") | gallons billed at current water rate | 04/15/13 | 9,000 |
| | Sprinkler system (3") | gallons billed at current water rate | 04/15/13 | 18,000 |
| | Sprinkler system (4") | gallons billed at current water rate | 04/15/13 | 38,000 |
| | Sprinkler system (6") | gallons billed at current water rate | 04/15/13 | 44,000 |
| | Sprinkler system (8") | gallons billed at current water rate | 04/15/13 | 53,000 |
| | Sprinkler system (10") | gallons billed at current water rate | 04/15/13 | 79,000 |
| Sewer | New service connection inspection (Res) | per connection | 04/15/13 | \$50 |
| | New service connection inspection (Multi) | per connection | 04/15/13 | \$100 |
| Cemetery | Single Grave Full Size Lot with Perpetual Care - Resident | | 01/05/15 | \$250 |
| | Single Grave Full Size Lot with Perpetual Care - Non Resident | | 01/05/15 | \$500 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Resident | Up to 2 Person | 01/05/15 | \$100 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Non Resident | Up to 2 Person | 01/05/15 | \$200 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Resident | Up to 4 Person | 01/05/15 | \$125 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Non Resident | Up to 4 Person | 01/05/15 | \$250 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Resident | Up to 6 Person | 01/05/15 | \$150 |
| | Cremation Lot with Perpetual Care (Flat Stones Only) - Non Resident | Up to 6 Person | 01/05/15 | \$300 |
| | Full-Size Internments - Weekday (Summer) | per burial | 01/05/15 | \$400 |
| | Full-Size Internments - Weekend (Summer) | per burial | 01/05/15 | \$550 |
| | Full-Size Internments - Weekday (Winter) | per burial | 01/05/15 | \$575 |
| | Full-Size Internments - Weekend (Winter) | per burial | 01/05/15 | \$725 |
| | Cremation & Infant Internments - Weekday (Summer) | per burial | 01/05/15 | \$150 |
| | Cremation & Infant Internments - Weekend (Summer) | per burial | 01/05/15 | \$175 |
| | Cremation & Infant Internments - Weekday (Winter) | per burial | 01/05/15 | \$200 |
| | Cremation & Infant Internments - Weekend (Winter) | per burial | 01/05/15 | \$250 |
| | Disinternments - Full Size | | 01/05/15 | \$1,000 |
| | Disinternments - Cremation & Infants | | 01/05/15 | \$150 |