

TOWN OF NEWPORT
Board of Selectmen
5:45 pm Regular Meeting, Municipal Building
Minutes for February 16, 2015

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

STAFF PRESENT: Town Manager Brown, Police Chief Burroughs, Rick Kloeppel (Airport Manager)

PUBLIC PRESENT: Jay Gamble, Michael Dixon

CALL TO ORDER: Chairman Nichols called the meeting to order at 5:47 pm.

On a motion by Selectman Hoyt, seconded by Selectman Fratzel; *the Board voted unanimously by roll call to go into NPS 91-A3 II (c) Reputation of others.*

Non-board members present: Town Manager Brown, Mr. Gamble and Mr. Dixon

Mr. Gamble made a request for the Board to rescind or delay implementation of their vote of 02.09.15 regarding stopping EMS response to Mt. Sunapee Resort. There was general discussion regarding the request and the Board's position on response outside of the Newport catchment area.

On a motion by Selectman Wilmot, seconded by Selectman Kessler: *As of March 1, 2015 Newport Fire/EMS will provide up to one (1) ambulance to respond to Mt. Sunapee through 04.12.15 at which time the service to the mountain will stop. The motion passed 3-2-0 (Fratzel/Hoyt no).*

On a motion by Selectman Kessler, seconded by Selectman Hoyt; the Board voted unanimously to come out of NPS at 6:26 pm.

Public Session

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

STAFF PRESENT: Paul J. Brown, Town Manager; Rick Kloeppel, Airport Manager; Jim Burroughs, Newport Police Chief; Wayne Conroy, Newport Fire Chief; Captain/Paramedic Ken Carleton, Newport EMS

Tyler Nelson, Fire Fighter (FF)

Zack White, FF

Bryan A. Brunt, FF

Ryan Palmer, FF/EMT

Don J. Attenhofer, FF/EMT I-career

AJ Smith, FF

Kristal Rowe, Communications Specialist

David Keaveny, AEMT

Tyler Bonnaeau, FF/AEMT-career

Eric B. Benson, FF

Ronald Parenteau, EMT

Joseph L. Moulton, FF

Dustin Holmes, Lt. /AEMT-career

Jason Rook, FF/EMT

Copeland Miller, FF/EMT-career

Michael Dixon, EMS

COMMUNITY MEMBERS PRESENT: Samantha Nelson, Kevin Pollari, Kaitlyn Rosato, Heather Hardy, Charleigh Hardy, Ann Stetson (Kibbey), Fire Chief Jon Thomas (Fire-Rescue) Lempster, NH

CALL TO ORDER: Chairman Nichols called the public meeting of the Board of Selectmen to order at 6:30 pm followed by the pledge of allegiance, led by Fire Chief Conroy.

Items were taken out of order for the continuity of the meeting.

MINUTES FROM PREVIOUS MEETING: February 2, 2015. On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board approved the minutes of February 2, 2015 as presented. The motion passed 5-0-0.*

On a motion by Selectman Fratzel seconded by Selectman Wilmot; *the Board approved to rescind the embargo of the minutes of the February 9, 2015 NPS meeting and make them available as of 02.16.15. The motion passed 5-0-0.*

On a motion by Selectman Kessler seconded by Selectman Hoyt; *the Board approved the minutes of February 9, 2015 as presented. The motion passed 5-0-0.*

AGENDA REVIEW: none

CONSENT AGENDA: On a motion by Selectman Kessler, seconded by Selectman Wilmot, *the Board approved the consent agenda of February 16, 2015 as presented. The motion passed 5-0-0.*

PUBLIC FORUM: Chairman Nichols opened discussion to anyone from the public not having business on the agenda who wished to address the Board. He acknowledged the large group in attendance at the meeting and explained for the viewing public their reason for being at the BOS meeting. He read the minutes pertaining to the Fire/ EMS and the decisive motion from the newly unembargoed NPS minutes of February 9, 2015:

Chairman Nichols, "There was discussion about the Fire and EMS mutual aid services being different issues.

There was discussion regarding departmental response to mutual aid calls the several towns within the New London Ambulance Service (NLAS) catchment area and Lempster, in the Marlow Ambulance Service (MAS) catchment area. Neither Service contracts with the Town and of those agencies' communities, only the Town of Sunapee has a contract with the Town for service. Both agencies use Newport Fire/EMS as their primary backup. The NLAS territory also includes Newbury, which has Mt. Sunapee Resort.

The number of calls to the coverage areas of these agencies is increasing annually. The Board expressed concern that response to these areas ties up Newport Fire/EMS which could result in service not being available to a Newport resident or a resident of one of the Town's which contract with Newport.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *The Board voted unanimously: Effective March 1, 2015, Newport Fire/EMS will no longer provide non-MCI service to Lempster or Towns in the New London Ambulance Service catchment area other than Sunapee."*

Chairman Nichols addressed the public in attendance and asked for someone to speak. He requested that names be given for the record.

Fire Chief Jon Thomas addressed the Board of Selectmen and stated he was at the meeting representing the residents of Lempster and the Lempster fire department. He had the following questions for the Board concerning the ambulance service to the Town of Lempster:

1. What is the exact point of all of this (new policy)?
2. Does it mean that Lempster Fire Department/EMS would ever have a chance to contract for Newport ambulance/EMS services to the Town of Lempster?

He stated that he hoped the Board members really did their homework and really investigated the effects of what removing the services would do to a small geographically landmarked community like Lempster. The asset that we (Lempster) have to the north in Newport and having the paramedic service and the quick response, and (comparing) the lack of ambulance service we have had from the communities that we are currently contracting with is in dire straits. We are not able to get ambulances out; we are not able to get mutual aid ambulances from other communities. The service from Newport has been stellar. We (Lempster) have been in contract negotiations with Newport. They have gone slow...I (Fire Chief Thomas) was not expecting this (curtailment of mutual aid). I (Fire Chief Thomas) was not expecting two weeks as a deadline. I (Fire Chief Thomas) feel it is too short.

Continuing, Fire Chief Thomas stated the difficulty of trying to find a new ambulance service for the residents of Lempster. He repeated that the Newport Ambulance/EMS was an asset to the Town of Lempster and asked that the Board of Selectmen answered the questions he put forth to them.

Selectman Fratzel addressed Fire Chief Thomas. He stated he understood the concern. Continuing, Selectman Fratzel stated that 25% of the EMS calls to Newport went out-of-town in the CY 2014. He agreed with Fire Chief Thomas that the Newport EMS service was excellent. He discussed the facts of high taxes in Newport and the scenario that a Newport ambulance might be assisting in Lempster and possibly be needed in Newport. He continued his discourse of Newport resources assisting outside the community.

Fire Chief Thomas respectfully restated his question of whether the Town of Newport would consider providing services to the Town of Lempster. Continuing, he clarified the importance the Newport paramedic service provides to the Town of Lempster. He further explained services and monetary recoupment by the Town of Newport.

Fire Chief Thomas requested that the Board of Selectmen reconsider the two week deadline (March 1, 2015) of curtailing (EMS) assistance to the Town of Lempster. If Newport is not able to respond, Lempster would have a two hour minimum wait for an ambulance. He again asked the Selectmen to reconsider their decision or to extend their deadline.

The Selectmen discussed the decision with Fire Chief Thomas. He was asked if Lempster contracted with another ambulance service. Fire Chief Thomas stated they had an agreement with Marlow Ambulance. There was further discussion concerning the EMS service to Lempster. Fire Chief Thomas addressed Selectman Hoyt and stated that he had been in negotiations with the Town of Newport for ambulance services. There was more discussion on negotiations and monetary reimbursements to the Town of Newport. Selectman Hoyt then addressed Fire Chief Thomas and aggressively questioned him on contracts and services to Lempster. Fire Chief Thomas answered all questions and gave examples.

Chairman Nichols addressed Fire Chief Thomas and discussed several items mentioned. He stated that the Town of Newport would probably not contract with the Town of Lempster. Continuing, the Chair discussed the increasing demand on the emergency services and the breakdown of services.

Chief Thomas stated that when he was called with the devastating news on Thursday, he had contacted the Newport Fire/EMS. They had just heard of the BOS policy decision as well. Fire Chief Thomas was concerned that the Newport department heads of Fire/EMS were not included in the decision. Continuing, Fire Chief Thomas stated that he believed the Newport EMS department would have told him that their

service was taxed, that the runs they do to Lempster jeopardized the Newport residents. He explained how dispatches communicate; that Lempster would have (been told) to wait for back up and not have Newport EMS go (in order to not jeopardize service to Newport residents). That has not happened. He stated that it needed to be looked into further. Selectman Fratzel addressed Chief Thomas and explained his belief of the BOS responsibility.

Addressing Selectman Fratzel, Fire Chief Thomas asked how the BOS decision reflected in the current mutual aid agreements Newport has. He gave scenarios where Newport was "tied up" in a contracted mutual aid town and an ambulance was needed in Newport. He explained mutual aid, and addressed the email that had been sent to him. There was no reply from the Board. Fire Chief Thomas had nothing further.

Chairman Nichols acknowledged Mr. Jason Rook (FF/EMT). Mr. Rook stated that on behalf of all the fire fighters and EMT personnel they requested a special meeting to meet with the BOS before March 1, 2015 to discuss the new policy of the BOS. He stated there were facts the BOS knew, but others that they did not know. He discussed matters the BOS had discussed and wanted them all to have correct information concerning the policy they had made before it was implemented. Reiterating, Mr. Rook stated that representatives and the BOS needed to have a special meeting. He presented facts to the BOS and again requested a special meeting. Chairman Nichols asked the pleasure of the Board. Town Manager Brown and Board members checked the calendar for available dates.

Mr. Don Attenhofer (FF/EMT I) stated one of the reasons the Fire/EMS wanted a meeting was because they wanted to organize and have information readily available for the BOS. He discussed the benefits to a future meeting for both parties.

The Board members and Town Manager again discussed dates and finalized the meeting to be on Tuesday, February 24, 2015 at 6 PM. Chairman Nichols addressed the FF/EMTs in attendance and requested that they forward their questions to Fire Chief Conroy who would in turn distribute them to the Board members.

There was a short discussion on NPS minutes.

Community member Mrs. Heather Hardy addressed Chairman Nichols and asked if he had voted on the policy. He stated he had. She inquired as to whether the Chairman (a member of the Newport ambulance service) felt it was a conflict of interest. The Chairman stated no and explained. Mrs. Hardy discussed other questions. Mrs. Hardy thanked the Board.

There being no further questions on the topic of Newport ambulance/mutual aid, and no other topic for discussion, Chairman Nichols moved on to Communications.

COMMUNICATIONS:

Board of Selectmen

Selectman Wilnot: Had nothing at this time.

Selectman Kessler: Reminded everyone of the Upper Valley Lake Sunapee Regional Planning Commission meeting will take place on Wednesday, 02.18.15 at 6 pm in the Grantham Town Hall. It would be the public hearing for the Regional Plan. He explained where hard copies as well as electronic copies were available for viewing.

Selectman Fratzel: Had nothing at this time.

Selectman Hoyt: Had nothing at this time.

Chairman Nichols: Wished to congratulate the two students and the Newport resident that was recognized at the Chamber dinner.

Town Manager: Had nothing at this time.

INFORMATIONAL:

Town Manager Search

Town Manager Brown passed out the advertisement to the Board for a new Town Manager (see attached). He gave a list of places that it (electronic and hard copy) would be posted. The Chairman acknowledged Police Chief Burroughs. The Police Chief referred to the ad and questioned the requirement of residency desired instead of required. Chairman Nichols addressed Police Chief Burroughs and the question. He stated that on a 4-1-0 vote the Board voted to change the wording to desired. He stated that he (Chairman Nichols) voted no. Police Chief Burroughs questioned the vote further. Chairman Nichols explained the discussion had been held in public session and reiterated that the vote was to change the wording to desired. There were no further questions.

Budget – Public Safety

POLICE

Chairman Nichols acknowledged Police Chief Burroughs and asked if he would like to speak concerning his budget. Police Chief Burroughs addressed the Board members and gave a synopsis of his budget. He stressed that all department heads had gone through great time energy and effort to present to the Town Manager and Board a budget that was accurate and reflected their true expenditures. Continuing, he explained the results of additional cuts to their proposed budgets.

The Board aggressively went through the Police Department budget line by line. Police Chief Burroughs justified each line item questioned.

There was discussion on the feasibility of providing dispatch for additional towns (cost and manpower). Police Chief Burroughs explained the current feasibility. There was a lengthy discussion between the Board and Police Chief Burroughs concerning current out-of-town dispatch services provided.

The Board ended with the Police Department budget's Capital Outlay (CO).

Police Chief Burroughs addressed the Board and explained the condition (vintage) of the phone system. There was discussion among the Board, Town Manager and Police Chief. Town Manager Brown addressed the Board of Selectmen and stated that a special Warrant Article could be written for Town Meeting 2015 (wording would explain three sources of funds: Taxpayers, the Capital Reserve and grants or gifts.) In this way the Town/Police would be authorized to purchase a new phone system if they could find a Homeland Security, Rural Development or other grant. It was an option that the Board of Selectmen could take. A yes vote at Town Meeting 2015 would not lapse for five (5) years. There was discussion. The Chair delegated the Town Manager to go forward with the Warrant Article.

Police Chief Burroughs addressed the second CO item, the rooftop air conditioning unit. There was no discussion.

Police Chief Burroughs addressed paving Arnold Campbell Way, the retaining wall, drainage and the sally port. There was discussion between the Board, Town Manager and Police Chief Burroughs. There were no further questions from the Board.

Chairman Nichols moved on to Emergency Medical Services (EMS).

EMS

Town Manager Brown stated that there were additional budget lines in the Selectmen's binders. They were accounting lines for the Selectmen. He explained, as did Fire Chief Conroy. The Chair addressed Fire Chief Conroy and asked him to explain (for the Board) employee billing in various scenarios.

Selectman Fratzel aggressively asked the Fire Chief for accountability of the salary line items. He stated that he had been requesting this for several years. (*see BOS minutes 02.25.13 EMS salaries & per diem*)

Selectman Fratzel and Hoyt aggressively asked about the per diem shifts, run time, overtime costs and other staff costs. Selectman Fratzel gave a lengthy and intense discourse on the subjects. Fire Chief Conroy answered all questions.

Selectman Hoyt addressed Captain Carleton and Chief Conroy concerning the shifts and weekly hours by some staff. Town Manager Brown explained. There was an extensive discussion.

Selectman Fratzel then stated that the calls that were problematic to him were the small calls; lift assists, etc. Selectman Hoyt stated that out-of-town calls were problematic to him. He expressed other concerns.

Town Manager Brown clarified some of the Selectmen's salary concerns. The Board members moved on to other items in the budget.

The Selectmen went through the budget line by line.

The Selectmen asked about the new ambulance, the old (third) white ambulance and the bariatric equipment. There was a lengthy discussion.

Chairman Nichols asked about billing. Town Manager Brown stated that he would talk on billing. He explained. There was a lengthy discussion. Selectman Hoyt asked what Newport billed for ambulance fees. Town Manager Brown explained.

Selectman Hoyt asked about mutual aid agreements, whether the Town had them. Fire Chief Conroy explained the mutual aid agreements for fire. Chairman Nichols asked if Newport had written mutual aid agreements for EMS. He was told no-Newport had contracts. There was discussion. Selectman Fratzel asked for a copy of them for review.

Selectman Kessler asked for the call history for Fire and EMS. He was given a copy. Fire Chief Conroy explained. There was a discussion between Selectman Fratzel and Captain Carleton concerning EMS calls. Selectman Kessler explained total number and daily number of calls for Selectman Fratzel. There were no more questions

Chairman Nichols stated that on 02.24.15 the Board's concerns of the ambulance/EMS department would be addressed and that that was the reasoning behind the action that they (the Board) had taken. There was discussion between Captain Carleton and Chairman Nichols. There were additional responses from Selectmen Fratzel and Hoyt.

FIRE

Fire Chief Conroy gave a synopsis of the Fire Department budget.

The Selectmen went through the budget line by line.

Fire Chief Conroy went through the fees collected by his department. There was a discussion between the Board, Town Manager and Chief Conroy.

Selectman Fratzel questioned the line item for call backs. Town Manager Brown explained and explained the other line items concerning salary. Selectman Fratzel then grilled Fire Chief Conroy on overtime in the fire department. He gave an intense discourse on the subject. There was a lengthy discussion between the Fire Chief, Town Manager and the Selectmen.

Selectman Fratzel aggressively repeated his questioning of the departments lift assist calls. Mr. Tyler Nelson, Newport call fire fighter, addressed the Chair and Board and respectfully explained the necessity of having the number of staff at call scenes. There was a discussion between Selectman Fratzel and Mr. Nelson. Selectman Fratzel then addressed and discussed the EMS with Fire Chief Conroy.

Selectman Hoyt asked about training. Town Manager Brown explained.

Selectman Kessler addressed Selectmen Hoyt and Fratzel and described some scenarios. He continued, explaining that he would rather have an additional man at a scene than have a stretcher tip over and the Town be charged with the liability or workman's compensation.

Selectmen Fratzel and Hoyt again gave a discourse on the Fire/EMS. Fire Chief Conroy answered all questions.

Chairman Nichols addressed Fire Chief Conroy and requested that he explain the line items under repair. Fire Chief Conroy answered all questions.

Town Manager Brown requested that the Board move to Emergency Management.

EMERGENCY MANAGEMENT

After discussion with one of his Lieutenants, Chief Conroy addressed the Town Manager and Board. Mr. Dustin Holmes (Lt. /AEMT) gave a clearer explanation of calls and staff used (as asked by Selectman Fratzel). Town Manager Brown asked that it be broken down for the Board. There was discussion. Mr. Don Attenhofer (FF/EMT I) gave a further explanation for the Board. Town Manager Brown, Lt. Holmes and Mr. Attenhofer discussed this further. The Board also discussed the subject further.

Selectman Fratzel asked about mutual aid agreements. Fire Chief Conroy explained the mutual aid agreements for fire. Selectman Fratzel asked for a copy of them for review. Chairman Nichols asked if Newport had written mutual aid agreements for EMS. He was told no-Newport had contracts. He held a lengthy discourse and discussion with the Fire Chief. Fire Chief Conroy, Captain Carleton and Selectmen discussed all mutual aid. Lt. Holmes explained to the Board members the meaning of some of the definitions for mutual aid. He answered additional questions from the Board. Fire Chief Conroy explained further.

Town Manager Brown requested the Board move to Health.

HEALTH

Chairman Nichols asked if there were any questions on Health. He explained the responsibilities of the Health Officer. Selectman Wilmot addressed Fire Chief Conroy and saluted him (for undertaking the task). There was a lengthy discussion on Health.

Chairman Nichols asked to move on to Capital Outlay.

Town Manager Brown stated that they had discussed EMS mobile radio replacement. Fire gear replacement-four sets. Town Manager Brown stated that he would like to see that as an annual budget item. Selectman Kessler addressed the Chief and queried if the number of new sets would be sufficient. The Chief explained. There was discussion on gear and safety. In truck radio repeaters. Fire Chief Conroy explained. Police Chief Burroughs explained how well his repeaters (in his cruisers) worked. There was discussion on the repeaters. Apron paving (in front of the station). Fire Chief Conroy explained. Selectman Kessler inquired about the Fire Station's retaining wall. Fire Chief Conroy and Town Manager Brown explained.

ACTION ITEMS: none

APPOINTMENTS: none

There being no further business in the public meeting, on a motion by Selectman Wilmot, seconded by Selectman Kessler; *the Board voted by roll call vote to go into non-public session RSA 91-A:3, II (a) Personnel; RSA 91-A:3, II (c) Reputation of Another; RSA 91-A:3, II (d) Real Estate; and RSA 91-A:3, II (e) Litigation.*

The public meeting adjourned at 9:53 pm. Chairman Nichols announced a break before the NPS meeting.

On a motion by Selectman Kessler, seconded by Selectman Wilmot, *the Board voted unanimously to come out of NPS at 10:41 pm. No action was taken.*

On a motion by Selectman Hoyt, seconded by Selectman Fratzel, *the Board voted to adjourn at 10:42 pm. The motion passed 5-0-0.*

A special meeting will be held in the Board of Selectmen room on Tuesday, February 24, 2015 at 6 pm.

The next regular meeting of the Board of Selectmen is scheduled for Monday, March 2, 2015 at 6:30 p.m.

Budget meetings are scheduled for February 19 and February 23, 2015.

Respectfully submitted,

Maura Stetson
Scribe



Attachment 1
Attachment 2

[illegible]

TOWN MANAGER
TOWN OF NEWPORT, NH

The Town of Newport, NH, an attractive rural New England town (population 6,400) located in the scenic Connecticut River Valley of western New Hampshire, seeks an experienced hands-on Town Manager. The ideal candidate should be willing to make a long-term commitment to the Town. Residency is desired.

A Bachelor's Degree in Public Administration or related field with 5 years of progressively responsible municipal management experience, or any equivalent combination of education and experience is required. A Master's Degree in Public Administration or related field preferred. Proven economic development experience is desired.

The position reports to a 5 Member Board of Selectmen and is responsible for a Budget of \$9 million and 56 full-time employees.

The salary range is \$85,000 to \$110,000 depending on qualifications with a competitive benefits package.

Please see the Town's Website www.newportnh.net for information on the community, visioning for the position and the job description.

Send resume by March 20, 2015 to Brenner Associates Municipal Consultants, 17 Concord Street, Peterborough, NH 03458. For further information contact Barry M. Brenner at brennerassociates@gmail.com or (603) 924-3989.

The Town of Newport is an Equal Opportunity Employer.