

TOWN OF NEWPORT
Board of Selectmen
6:30 pm Regular Meeting & Public Hearing, Municipal Building
Minutes for April 6, 2015

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

STAFF PRESENT: Paul J. Brown, Town Manager; Julie Magnuson, Planning and Zoning Administrator

COMMUNITY MEMBERS PRESENT: Gail and Edmund Smith, Joe Branch, Brenda Burns, Newport Senior Center; Carol Hammond, Newport Senior Center; Larry K. Eaton, Newport Senior Center.

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

AGENDA REVIEW: accepted as presented

MINUTES FROM PREVIOUS MEETING: February 19, 2015; February 23, 2015 and March 16, 2015.

On a motion by Selectman Kessler, seconded by Selectman Wilmot; *the Board approved the minutes of the February 19, 2015 meeting as presented. The motion passed 5-0-0.*

On a motion by Selectman Wilmot, seconded by Selectman Kessler; *the Board approved the minutes of the February 23, 2015 meeting as presented. The motion passed 5-0-0.*

On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board approved the minutes of the March 16, 2015 meeting as presented. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board voted unanimously to approve the Consent Agenda of 04.06.15. The motion passed 5-0-0 (see attached).*

PUBLIC HEARINGS:

Community Development Block Grant Application and Related Documents

Chairman Nichols read the public hearing notice into the record:

The Town of Newport will hold three consecutive public hearings on **Monday, April 6, 2015, at 6:30 PM at the Newport Town Offices, 15 Sunapee Street, Newport, New Hampshire**, to hear public comment on a proposed Community Development Block Grant (CDBG) application to the NH Community Development Finance Authority (CDFA), and related planning documents. Up to \$500,000 annually is available to communities or counties on a competitive basis for housing, public facilities, economic development and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants. The proposal to be heard includes:

- A proposed planning grant application for \$12,000 in CDBG funds to be used, less administration, to hire an architectural/engineering consultant to study the potential renovations for the Newport Senior Center.

- Review and re-adopt the Town of Newport Housing and Community Development Plan.
- Adoption of the Town of Newport Anti-displacement and Relocation Plan for the project.

Chairman Nichols acknowledged Ms. Shelley Hadfield.

Ms. Shelley Hadfield introduced herself and informed the Board of Selectmen that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. A community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 total is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

Public hearing # 1 – Grant Submission

Chairman Nichols opened Public Hearing #1 and acknowledged Ms. Shelley Hadfield. Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Feasibility Study for \$12,000 on behalf of the Newport Senior Center to study the possibility of converting the basement for the building into usable space for programming activities. The study will include developing preliminary plans and specifications include a review of codes, ADA accessibility and energy usage as funding allows.

There was a short discussion with the Board. There was no public comment.

Chairman Nichols informed the public in attendance that the Public Hearings would be closed at the same time and voting would occur after the Public Hearings were closed.

Public Hearing # 2 – Housing and Community Development Plan

Chairman Nichols opened Public Hearing #2, addressed Ms. Hadfield and asked her to speak on the Housing and Community Development Plan.

Ms. Shelley Hadfield explained that the Housing and Community Development Plan must be reviewed and re-adopted every three years.

There was a short discussion with the Board. There was no public comment.

Public Hearing # 3 – Anti-Displacement and Relocation Plan

Chairman Nichols opened Public Hearing #3 and acknowledged Ms. Shelley Hadfield.

Ms. Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the Town will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

There were no comments or questions from the Board or public in attendance.

Chairman Nichols closed the Public Hearings.

Public Hearing 1:

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted to support submission of a CDBG Housing and Public facilities grant to provide funds to the Newport Senior Center for the purposes of conducting a feasibility study regarding the possible conversion of the basement to new programming space and to authorize the Town Manager to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. The motion passed 5-0-0.*

Public Hearing 2:

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted to re-adopt the Town of Newport Housing and Community Development Plan as presented. The motion passed 5-0-0.*

Public Hearing 3:

On a motion by Selectman Wilmot, seconded by Selectman Fratzel; *the Board voted to adopt the Anti-displacement and Relocation Assistance Plan for this project. The motion passed 5-0-0.*

Town Manager Brown signed documents pertaining to the grants.

Public Hearing:

Presentation of Supplemental Information on 2015-16 Budget in Accordance with RSA 32.

Chairman Nichols read the public hearing notice into the record and opened the public hearing. Town Manager Brown stated that at the March 16, 2015 meeting the Board had discussed the addition of a \$5,000 warrant article for Community Alliance. Town Manager Brown stated that the Board had talked about it before the Public Hearing, had adopted it after the Public Hearing, but did not talk about it during the Public hearing. He presented them with a copy of the revised budget with the additional \$5,000 in it (see attached). Discussion on the new balance was opened to the public. Chairman Nichols asked for comments from the public in attendance. Mr. Joe Branch asked about the salaries in the airport department. He stated that he would like the item clarified for the public. Town Manager Brown explained. Mr. Branch restated that the way it had been presented was confusing to the public. Chairman Nichols addressed the public in attendance and asked if there were further questions on the budget, specifically on the \$5,000 Community Alliance Warrant Article. There being no public comment, Chairman Nichols closed the Public Hearing. No action was taken.

Chairman Nichols addressed Ms. Shelley Hadfield and asked her to speak on the Maple Manor Grant. Ms. Hadfield addressed the Board and stated that Maple Manor had recently had an energy audit. They would like to apply for a CDBG grant to monetarily assist with installing energy efficient items. She explained. She requested a Public Hearing in May 2015 on the proposal. Ms. Magnuson, Planning and

Building Administrator, addressed the Board and informed them (for full disclosure) that she was a member of their (Maple Manor) Board of Directors. She was not a voting member on the BOS, but she was a voting member of the Maple Manor BOD. Chairman Nichols thanked Ms. Magnuson.

FORUM:

Mr. Edmund Smith addressed the Board of Selectmen. He submitted a letter (see attached) making a formal request for:

1. All Airport (Airport Advisory Board) meetings be held at the Town office and be televised by NCTV.
2. All AAB minutes and budgets from 2008-present be provided.
3. Have an independent audit on the airport.

Chairman Nichols stated that all information requested was available. Chairman Nichols addressed the audit of the airport. He stated that there was an annual audit of the Town, which included the airport. The results were in the Town office for anyone to view.

Mr. Smith and Chairman Nichols discussed the necessity of the meetings being televised. Chairman Nichols addressed Mr. Smith and explained that the only Boards televised were those that dealt with property management. Chairman Nichols listed the Boards and Commissions that for this reason met in the BOS room and were televised. Continuing, Chairman Nichols stated the Airport Board was an advisory Board (AAB). It did not control funds or land. Other Town Boards that were advisory were not televised, either. There was a short discussion. There were no further questions from Mr. Smith.

Mr. Joe Branch addressed the Board and asked about the potential sale of Wheelabrator. He inquired as to the future plans of the land. Town Manager Brown addressed Mr. Branch and explained the history, present and future commitments of the property. There was a long discussion on the old landfill.

COMMUNICATIONS:

Board of Selectmen

Selectman Wilmoth congratulated the LAC for their Peeps diorama show. He congratulated Director Kate Luppold and the LAC.

Selectman Kessler informed the Board and viewing audience of a meeting of the Mt. Sunapee Advisory Committee on April 16, 2015 at 10 am; Veterans Hall, Newbury, NH. The subject would be the Mt. Sunapee Master Plan (see towns Facebook page for full text).

Selectman Hoyt stated that "The Wizard of Oz" would be held April 10-12, 2015 at the Opera House. Selectman Hoyt stated that tickets were sold out. People could call and be put on a waiting list for any cancellations. He asked people to contact the Opera House box office (863-2412).

Selectman Fratzel had nothing at this time.

Chairman Nichols reminded the viewing public there were activities they could sign up for at the Rec Center. He addressed the public and reminded them to limit traffic on posted roads or to not use them until the end of mud season. Town Manager Brown stated that the crew had been out on Saturday. He stated that the money that the Board had approved two years ago to improve the gravel roads in Newport has made a difference. He commended them for the expenditure for preventative maintenance. Chairman Nichols reminded the viewing public of the Deliberative Session that would be held in the high school gym on Tuesday, April 7, 2015 at 6 pm. He encouraged all to attend.

Town Manager Brown stated that the Bradford Road Bridge was now open to one lane traffic. Town Manager Brown then addressed the Board and asked if they would be interested in pursuing purchasing electronic signboards (at an upcoming auction). Currently the Town has to borrow and/or rent ones. After discussion among the Board and Town Manager, it was decided not to pursue the purchase of an electronic signboard.

INFORMATIONAL:

Town Manager Search

Selectman Wilmot addressed the Board and brought them up to date on the search process. Forty one applicants were being reviewed. He explained the process that the committee was now undergoing. Selectman Wilmot explained the agenda for the upcoming April 20, 2015 meeting. The committee would hopefully have their first cut of candidates on Monday, April 20th. Selectman Wilmot answered all questions from the Board.

Encumbered Funds

Town Manager Brown passed out a sheet showing the current encumbered funds in the Town of Newport (see attached). There was a lengthy discussion between Board members and Town Manager as to the age, proposed use and potential use of the funds.

Town Manager Brown passed out sheets with examples of potential patriotic banners to be placed on the Main Street of Newport. There was a short discussion. Board members asked when the Town Manager would like to place an order. He set the time limit of before May 1, 2015. The Board members would contact Town Manager Brown with their preference.

Town Meeting

There was a brief discussion on the 2015 warrant articles. Town Manager Brown reviewed information pertaining to the petition warrant article to sell the airport that would be read and discussed at the Deliberative Session. There was lengthy discussion.

Litigation

Town Manager Brown relayed more information concerning the litigation between the Town and Penta Corporation (the contractor for the WWTP). Town Manager Brown explained the status, stated that court proceedings would be in Concord and that he would continue to keep everyone informed of the progress. He reminded the viewing public that \$200,000 had been added to the budget for the litigation. There would be no tax impact.

ACTION ITEMS:

CDBG Grant:

1. Maple Manor was tabled

Mount Sunapee EMS Request

Town Manager Brown stated that he had received a letter from Mr. Michael Dixon, Director of the First Aid ski patrol at Mount Sunapee. Mr. Dixon stated in his letter that the mountain had had a good winter. They were extending their season until April 19, 2015. Employees would be working until April 22, 2015. He therefore respectfully asked that the Newport Board of Selectmen extend their agreed upon EMS coverage to April 22, 2015. On a motion by Selectman Wilmot, seconded by Selectman Kessler; ***the Board voted to extend Newport EMS coverage to Mount Sunapee though business hours on April 22, 2015. The motion passed 4-1-0 (Hoyt opposed).***

Warrant Assignments:

The assignment of reading warrant articles 1-10 at the Deliberative Session was distributed among the Board members. Articles 11 and 12 would be read by petitioners.

APPOINTMENTS: none

ADJOURNMENT:

There being no further business in the public meeting, on a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted unanimously by roll call vote to go into Non-Public Session RSA 91-A:3 II (c) Reputation of another.*

The public meeting adjourned at 7:45 pm. Chairman Nichols announced a five minute break before the NPS.

On a motion by Selectman Wilmot, seconded by Selectman Kessler; the Board voted to exit the NPS at 8:12 pm. No action was taken.

On a motion by Selectman Hoyt, seconded by Selectman Kessler; the Board voted to adjourn at 8:13pm.

The next regular meeting of the Board of Selectmen is scheduled for Monday, April 20, 2015 at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Attachment 1
Attachment 2
Attachment 3
Attachment 4

TOWN OF NEWPORT
Board of Selectmen
CONSENT AGENDA
April 6, 2015

Department	Document Date	Document	Amount
Assessing	March 20, 2015	Elderly Exemption Application	\$30,000.00
Finance	March 24, 2015	AP Manifest	\$747,795.63
Finance	March 24, 2015	AP Manifest	\$242,248.23
Assessing	March 27, 2015	Veteran's Credit Application	\$500.00
Water & Sewer	April 1, 2015	Water Manifest	\$46,502.76
Water & Sewer	April 1, 2015	Sewer Manifest	\$305,623.58
Water & Sewer	April 2, 2015	Abatement List	\$592.25
Assessing	April 3, 2015	Veteran's Credit Application	\$500.00

TOWN OF NEWPORT
 OPERATING BUDGET
 Public Hearing
 6-Apr-15

	201-15 Budget	2015-16 BOS RECOMMENDED
OPERATING BUDGET:		
EXECUTIVE	\$133,245	\$175,914
ELECTION/REG/STATS	98,367	135,136
FINANCE	207,999	313,860
PROPERTY REVALUATION	126,169	142,930
LEGAL	38,680	48,000
PERSONNEL ADMINISTRATION	1,528,921	0
TOPAZ	75,681	99,483
DISTRICT COURT	32,715	28,831
GEN GOVT BUILDINGS & GROUNDS	418,181	507,634
CEMETERY	8,703	9,120
INSURANCE DEDUCTABLE	1,000	1
ADVERTISING/REG ASSN	24,496	24,546
OTHER GENERAL GOVT	140,929	123,766
POLICE	987,019	1,498,845
EMERGENCY COMMUNICATIONS	233,730	343,781
PROSECUTION	82,405	104,493
EMERGENCY MEDICAL SERVICE	352,755	460,101
FIRE	363,417	528,672
BUILDING INSPECTION	38,983	47,685
EMERGENCY MANAGEMENT	6,479	7,997
PUBLIC WORKS	252,818	309,770
HIGHWAY	725,637	964,916
BRIDGES	8,308	8,544
STREET LIGHTING	76,006	72,960
AIRPORT FUND	145,739	137,481
WATER DEPARTMENT	690,525	688,816
SEWER DEPARTMENT	782,884	998,532
SOLID WASTE COLLECTION	3,675	2,400
HEALTH ADMINISTRATION	1,601	3,149
HEALTH AGENCIES	4,495	4,690
WELFARE ADMINISTRATION	22,412	36,443
WELFARE DIRECT ASSISTANCE	154,720	147,000
RECREATION	257,774	351,102
LIBRARY	311,070	323,121
PATRIOTIC PURPOSES	4,134	3,840
LTD - PRINCIPAL	90,738	93,283
LTD - INTEREST	21,029	18,493
TAN INTEREST	1	1
LEASE PAYMENTS	40,405	99,570
WATER DEBT SERVICE	80,372	77,619
SEWER DEBT SERVICE	91,127	89,745
MACH/VEHICLE/EQUIP	6,819	108,543
BUILDINGS	0	21,350
OTHER IMPROVEMENTS	318,700	293,000
WATER CAPITAL IMPROVEMENTS	97,800	0
SEWER CAPITAL IMPROVEMENTS	38,700	0
AIRPORT CAPITAL IMPROVEMENTS	0	18,000
TRANSFER TO OTHER FUNDS	17,073	17,058
TOTAL OPERATING BUDGET	9,144,436	9,490,221
SPECIAL ARTICLES:		
2014-15	256,506	
Recreation Center Land Purchase		31,800
Library Building Maintenance Fund		4,000
Prior Public Hearing Total	9,400,942	9,526,021
Community Alliance for Human Services		5,000
TOTAL BUDGET	9,400,942	9,531,021

April 6, 2015

Town of Newport

Paul Brown, Town manager and Town Selectman

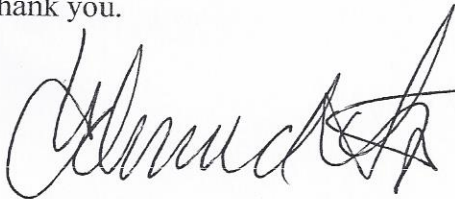
I have a question and two requests.

Question: We would like to know if you would have the advisory board for the Newport Airport meetings at the town office, so they can be seen by the public on MCTV.

The request are:

1. We would like to have all the minutes of the meetings and the budgets starting 2008 to present for the Airport.
2. We would like to have the selectmen have a independent audit on the Airport.

Thank you.

A handwritten signature in black ink, appearing to read 'Edmund Smith', with a long horizontal line extending to the right.

Edmund Smith Resident of Newport and Concerned Citizens of Newport

Town of Newport
Encumbrances
30-Jun-14

			Notes
01-4150-306	FIN Audit Expense	22,246.00	2014 audit fee pd in fall
01-4150-312	FIN Computer Main	1,000.00	WinXP computer upgrades
01-4152-338	RVL Contracted Services	10,432.00	Revaluation
01-4152-421	RVL Assessor	8,337.00	Revaluation
01-4153-341	LEG Legal Expense	50,000.00	Tax abatement cases
01-4194-334	GGB Building Maint	6,900.00	Building repairs
01-4195-325	CEM Repair Stones	1,000.00	Stone cleaning and repair
01-4195-330	CEM Hot Patch	2,600.00	Road patching / upgrade
01-4210-334	POL Building Maint	12,000.00	Camera system upgrade
01-4220-310	FIR Equip Rep/Rplc	23,400.00	Compressor replacement
01-4220-379	FIR New Equip	7,300.00	Turn-out gear
01-4311-310	PWG Equip Rep/Rplc	40,000.00	Lift repair
01-4312-309	HWY Vehicle Maint	20,000.00	Engine diagnostic & repair/repl
01-4421-398	SWC Household Hazardous Waste Collection	3,000.00	Tri-annual HHW /Electronics collection
01-4515-345	HAG Sullivan Nutrit	478.00	Unpaid balance
01-4783-417	PAT Memorial Day	500.00	Patriotic banners
01-5302-141	EMS Ambulance Replacement	161,212.00	Ambulance purchase
01-5303-141	FIR Floor Epoxy	2,000.00	Scheduled for spring
01-5303-142	FIR Rear Door Entrance	15,000.00	Scheduled for spring
01-5303-143	FIR Retaining Wall Study	2,500.00	Scheduled for spring
01-5303-144	GGD Old Dist Ct Stairway	2,500.00	Scheduled for spring
01-5303-145	GGB Circuit Ct Walkway	15,000.00	Scheduled for spring
01-5309-141	HWY Coon Brook Bridge repair	5,000.00	Town match for State bridge project
01-5309-142	HWY Overlay Project	2,354.00	Unspent balance carried forward
01-5309-143	HWY Gravel Road project	100,000.00	Unspent balance carried forward
01-5504-018	ENC GGB Old Dist Ct furnace	7,500.00	Furnace replacement commitment
01-5505-026	ENC HWY Main Street	287.00	Designated for Park St project
01-5506-030	ENC HWY Main Street	18,800.00	Designated for Park St project
01-5507-028	ENC OGG Town Common Electrical	11,433.00	Funds to complete project landscaping
01-5507-029	ENC HWT Pollard's Mills Road	252.00	Unspent balance carried forward
01-5508-011	ENC OGG Heritage Committee	1,000.00	Committee exp not utilized
01-5508-031	ENC PWG Projects	77,975.00	Balance of Solid Waste District funds
01-5509-010	ENC GGB Building Maintenance	37,222.00	Building repairs
01-5509-011	ENC CEM Repair Stones	2,163.00	Stone cleaning and repair
01-5509-013	ENC OGG Heritage Comm	1,000.00	Committee exp not utilized
01-5509-018	ENC PWG Ash Landfill	13,680.00	Balance of ECON funds for ash landfill contract
01-5510-009	ENC GGB Building Maint	1,500.00	Building repairs
01-5510-012	ENC CEM Repair Stones	777.00	Stone cleaning and repair
01-5510-015	ENC OGG Heritage Commission	1,000.00	Committee exp not utilized
01-5510-022	ENC HWY Bridge Maintenance	2,145.00	Town match for State bridge project
01-5511-003	ENC FIN Office Supplies	900.00	WinXP computer upgrades
01-5511-006	ENC GGB Building Maint	3,728.00	Building repairs
01-5511-007	ENC GGB Equip Rep/Rplc	5,020.00	Balance of funds allocated
01-5511-008	ENC CEM Repair Stones	1,990.00	Stone cleaning and repair
01-5512-003	ENC RVL Contract Services	3,536.00	Revaluation
01-5512-004	ENC RVL Tax Maps	1,400.00	Tax map program upgrade
01-5512-005	ENC RVL Assessor	20,321.00	Revaluation
01-5512-007	ENC GGB Building Maint	5,000.00	Building repairs
01-5512-008	ENC OGG Surplus Vehicles	950.00	Surplus vehicle account
01-5512-013	ENC HWY Road Overlay Project	72,733.00	Unspent balance carried forward
01-5513-003	ENC RVL Contracted Services	13,000.00	Revaluation
01-5513-004	ENC RVL Assessor	8,000.00	Revaluation
01-5513-005	ENC CEM Repair Stones	1,000.00	Stone cleaning and repair
01-5513-006	ENC CEM Hot Patch	3,000.00	Road patching / upgrade
01-5513-007	ENC PWG Ash Landfill Maintenance	10,500.00	Balance of ECON funds for ash landfill contract
01-5513-014	ENC SAN Household Hazardous Waste	1,697.00	Tri-annual HHW /Electronics collection
01-5513-015	ENC PAT Xmas Lights	500.00	Patriotic banners
General Fund		844,768.00	
02-4331-306	WTA Audit Expense	2,500.00	2014 audit fee pd in fall
02-4331-312	WTA Computer Maint	1,000.00	WinXP computer upgrade
02-5309-131	WTS Water System Well Study	15,000.00	Well study Phase 1
02-5509-004	ENC WTS 1,2,3,4 Sts Easement	8,815.00	Funds to study looping water
02-5510-005	ENC WTS Pollard's Mill Well Inspection	10,250.00	Well inspection
Water Fund		37,565.00	

03-4321-306	SWA Audit Expense	2,500.00	2014 audit fee pd in fall
03-4321-312	SWA Computer Maint	1,000.00	WinXP computer upgrade
03-4327-541	SPS Sludge Treatment/Disposal	7,577.00	Sludge bag disposal
03-5505-005	ENC SPS Guild Plant	7,142.00	Guild lagoons
03-5506-006	ENC SWS Guild Ejector Station	50,000.00	Guild lagoons
03-5507-003	ENC SPS Guild Plant	29,600.00	Guild lagoons
03-5511-008	ENC SPS Sludge Treatment/Disposal	10,884.00	Sludge bag disposal
03-5511-009	ENC SWS Cheney St. Conceptual Engine	2,709,659.81	WWTP upgrade
03-5511-010	ENC SPS Grit Removal Equip Upgrade	31,000.00	WWTP upgrade
03-5512-004	ENC SPS Chemical Supplies	14,222.00	WWTP upgrade
03-5513-002	ENC SWA Computer Maint	1,000.00	WinXP computer upgrade
03-5513-006	ENC SPS Sludge Treatment/Disposal	11,000.00	Sludge bag disposal
	Sewer Fund	2,875,584.81	