

**Revised and approved
Town of Newport, NH
Board of Selectmen
6:30 pm Regular Meeting, Municipal Building
Minutes for August 3, 2015**

SELECTMEN PRESENT: Gary Nichols, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, Jeffrey Kessler

STAFF PRESENT: Shane P. O'Keefe, Town Manager; James Burroughs, Police Chief; Heath Marsden, Airport Co-Manager

PUBLIC PRESENT: International Work Camp Participants:

Zsuzsi Xicsi, Hungary (youth co-leader)

Adam Feher, Hungary (youth co-leader)

Chih-Hsuan Lee, Taiwan

Yu Zhang, China

Hwayoung Choi, South Korea

Oksoo Han, South Korea

Anne Wiamne, Poland

Moonkyung Kim, South Korea

Jing Orau, China

Berat Bayindir, Turkey

Kaiyang Wang, China

Charen Urban, liaison for International Work Camp

COMMUNITY MEMBERS: Ray Reid, Scott McCoy, Laura Finke McCoy, Virginia Irwin

CALL TO ORDER: Chairman Nichols called the meeting to order at 6:31 pm followed by the Pledge of Allegiance.

AGENDA REVIEW: Add minutes of July 27, 2015 (O'Keefe)

MINUTES FROM PREVIOUS MEETINGS: July 20, 2015

On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board voted to approve the minutes of the July 20, 2015 meeting as presented. The motion passed 4-0-0.*
July 27, 2015

On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board voted to approve the minutes of the July 27, 2015 meeting with the following addition: page 7, under Ambulance Services, change "...direct O'Keefe... to ...direct Town Manager O'Keefe..." The motion passed 4-0-0.*

CONSENT AGENDA:

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board approved the Consent Agenda of August 3, 2015 as presented. The motion passed 4-0-0* (Attachment 1).

FORUM:

Mrs. Virginia Irwin addressed the Board of Selectmen (BOS) and asked if the Memorial and Monuments Committee had been reestablished. Chairman Nichols stated yes and told her the BOS was waiting for a member of the public to fill a vacancy on the committee. He explained the reason for the reestablishment of the committee and stated that committee members would consist of a BOS Representative, a Heritage Commission member and a citizen-at-large. After consulting with Town Manager O'Keefe, Chairman Nichols stated that the citizen-at-large position was still open. Mrs. Irwin addressed the Board and stated she would like to apply for the citizen-at-large position. There was a short discussion among the Board

on procedure. On a motion by Selectman Hoyt, seconded by Selectman Kessler; *the Board voted to appoint Virginia Irwin to the position of citizen-at-large on the Memorial and Monuments Committee. The motion passed 4-0-0.*

Mr. Ray Reid addressed the BOS and brought several items to the members' attention. He stated that the grass islands at the intersection of Elm Street and the John Stark Highway (near the medical center) were unkempt. He asked who had the responsibility for maintaining them (Town or State). Town Manager O'Keefe was asked to look into the aesthetic and maintenance questions concerning the grass rotary islands on Elm Street.

Mr. Reid complained about people 'dumping' grass and leaf clippings into the roads. He explained that the practice has clogged sewer drains, etc. Mr. Reid asked if it was in violation of an ordinance, as was putting snow in the roads during the winter months. The Chair consulted Police Chief Burroughs. Chief Burroughs stated that to his knowledge there wasn't a local ordinance or state law forbidding it (homeowners blowing grass and leaves into the road). He would look into the infractions. There was a discussion on the matter.

Mr. Reid also criticized the condition of several roads in Newport. He stated that in many areas the storm drains were below street level and created a hazard. On Pine Street there were areas that had holes from asphalt being cut and not patched. Selectmen Fratzel and Hoyt concurred and explained the conditions further. Town Manager O'Keefe was asked to contact the Newport Public Works Department.

Mr. Reid's final grievance was on the practice of "open carrying" of firearms. He cited examples in Newport where he had seen the practice being done. He also stated that the Newport Health Center had a sign stating that firearms were not allowed in their facility. He asked if (legally) the Town was able to prohibit the practice (of open carrying firearms). Police Chief Burroughs was consulted. Police Chief Burroughs gave the NH RSA that stated if an individual was in a public place, the practice could not be prohibited. Private businesses could make their own policies (concerning firearms). Firearms were not allowed in some federal buildings such as the post office. He stated that it was legal to openly carry a firearm almost anywhere unless it was in a private business and they had a prohibitive policy.

Chairman Nichols thanked Mr. Reid for attending the meeting.

COMMUNICATIONS:

International Work Camp Week

Chairman Nichols thanked the volunteer International Work Camp members for attending the Board of Selectmen meeting. He read the proclamation: "International Work Camp Week August 2 to 8, 2015 Town of Newport, NH" in full (Attachment 2). It was signed by Chairman Nichols and the Board of Selectmen. Chairman Nichols thanked the group of young men and women for their interest, hard work and volunteer service in the Town of Newport.

Chairman Nichols presented the Proclamation to Mrs. Charen Urban. Mrs. Urban thanked the Chair and gave a brief description of the international volunteers schedule while in Newport, NH. She told the Board members of the program "Bringing the World to Newport" the international students would conduct with Newport High School students and of upcoming programs they would hold that the community was invited to.

Mrs. Urban addressed the Board of Selectmen and stated she wanted to thank the key sponsors of the International Work Camp: the Newport School District (provided housing and her stipend), the Revitalization Committee (raised funding for food and activities) and the Vermont-based organization of

Volunteers for Peace (recruited volunteers). Mrs. Urban introduced the co-leaders of the camp, Zsuzsi Xicsi and Adam Feher, both of Hungary. She then had all eleven (11) international work camp volunteers introduce themselves. Mrs. Urban told the BOS that Newport has hosted an International Work Camp for thirty (30) years. She thanked the Board members for their time and for the Proclamation.

The Board thanked Mrs. Urban and the young men and women in the program.

Board of Selectmen

Selectman Kessler congratulated Ms. Libby Curran (Newport Richard Elementary School teacher) for being awarded the 2015 Literacy Grand Prize for Reading and Technology at the annual conference in St. Louis, MI on July 19, 2015. She received the award for developing and using an early literacy I Pad application ("app").

Selectman Hoyt had nothing at this time.

Selectman Fratzel formally requested a review of the events on July 19, 2015 during the significant storm that hit Newport. He asked that the emergency preparedness procedures be reviewed by Town Manager O'Keefe and Police Chief Burroughs and asked them to review the responses and how the departments might respond differently in the future.

Chairman Nichols explained the meeting held on July 27, 2015 (see minutes of the BOS meeting). He stated that the BOS had voted to not do backups (mutual aid) to the towns New London Ambulance Service (NLAS) covers. Chairman Nichols stated that the results of the decision by the Board would be reevaluated at the budget season. Chairman Nichols asked Town Manager O'Keefe to contact (by letter or email) the representatives who attended the meeting and let them know they could view the taped meeting on the internet through vimeo postings at: <https://vimeo.com/channels/nctvchannel8>. Town Manager O'Keefe asked, for clarification, who the Chair wanted letters sent to. He was told Town representatives and New London Hospital representatives. Selectman Kessler and Chairman Nichols both stated that the February meeting (February 24, 2015 was given by the recording secretary) was also on vimeo.

Chairman Nichols thanked the area residents and international students who assisted with the Jake Maxfield Connection Day. He asked Town Manager O'Keefe to contact the State Highway Department (NHDOT) concerning the hole behind the storm drain at the corner of Sunapee and Main Streets and also Sunapee and Summer Streets. He congratulated the Newport Police Department and drug task force for their diligent work arresting drug traffickers in Newport.

Town Manager O'Keefe gave a synopsis of his first week as Newport Town Manager. He stated he had had a meeting with all Town employees, listed the department heads he had met with as well as the civic groups and Town Board that he had visited. Town Manager O'Keefe announced and welcomed two new Town employees: Janet Bailey (executive assistant, TOPAZ) and Zack Lovedell (Fire/EMT). He stated that he would be contacting the Town insurance carrier, Primex. Town Manager O'Keefe relayed to the Board that letters had been exchanged by the Town of Newport and New London Hospital concerning the BOS decision on July 27, 2015 as well as a letter from Sunapee concerning the BOS decision.

Continuing, he gave a synopsis of the actions involved with the Waste Water Treatment Plant (WWTP). The NH Department of Environmental Services (DES) had set an August 19, 2015 deadline for a response by the Town. He explained that the August 11, 2015 meeting with Town counsel would provide a framework for discussions on how to resolve the issues Newport had. Town Manager O'Keefe completed his communication to the BOS by sharing that he had received a copy of a septage site permit application letter to the DES from Mr. Richard Kelley, Jr.

Town Manager O'Keefe addressed the Board members and said he would like to schedule a retreat between the Board of Selectmen and himself. He proposed the date of Saturday, September 12, 2015. Board members conferred with their calendars and held a short discussion. The morning of Saturday, September 12, 2015 was tentatively agreed upon by all Selectmen present.

Chairman Nichols stated the Board would have to address the Town of Sunapee's request to have the Newport EMS cover all of Sunapee. The BOS briefly discussed current contracts with other towns. Selectman Kessler stated that expanding coverage in Sunapee would have to be a part of a broader discussion of Newport's EMS. Town Manager O'Keefe stated that contracts had been sent to contracted towns for the 2015 year. There was a discussion on the fiscal year of the contracts, whether they were calendar year or July 1st to June 30th. There was further discussion on when to hold the meeting to discuss Newport's EMS. The dates of the BOS meetings in August and September 2015 were provided by the recording secretary. The Board decided that the discussion of EMS services would be discussed at the August 24, 2015 Board of Selectmen meeting.

INFORMATIONAL:

Town Manager Report

Town Manager O'Keefe addressed the Board and introduced changes he would like to make with communication with the BOS.

- ❖ Documents the BOS should be aware of immediately would be scanned and sent to them via email.
- ❖ Meeting packets containing the agenda and documents needed for decision-making would be sent to the BOS on Friday prior to their meeting for review.
- ❖ Town Manager O'Keefe proposed an agenda request form. Citizens would fill out the form, state their issue and the estimated time needed to discuss the issue (the subject would become part of the agenda). He explained it was a way to help with agenda management.

There was a short discussion for clarification of some items he proposed. Selectman Kessler spoke in favor of the current open forum. He stated that the interaction with the (Newport) people was important. There was a short discussion between Board members and the Town Manager on the request form idea. Town Manager O'Keefe told the Board he would put together an example for the Board's opinion. They discussed other aspects of Town information sharing. Town Manager O'Keefe asked if the Board would like quarterly communication from department heads to be in a standardized format. Chairman Nichols told Town Manager O'Keefe it would be up to his discretion.

Police Department Report

Police Chief Burroughs addressed the Board of Selectmen and gave a lengthy review of the activities in the Police Department. He compared 2014 and 2015 statistics, gave a list of the grants the Department had applied for and received, gave some preventative measures that the Newport police force was taking to reduce crime. The Selectmen asked Police Chief Burroughs questions on grants, the effectiveness of the school intervention and the cost the Town would assume if the Police Department was awarded one of the proposed grants (for personnel). Selectman Kessler asked Police Chief Burroughs if the portable terminals in the cruisers were an asset. The Police Chief stated yes and explained how they improved efficiency and productivity. The Chair and Board thanked Police Chief Burroughs for his report.

ACTION ITEMS:

Temporary Re-Opening of Brush Pile

Town Manager O'Keefe told the Board of the success of opening the brush pile after the July 19, 2015 storm. He stated that there had been requests to open it for another Saturday. There was a discussion among the Board members and Town Manager on the subject. On a motion by Selectman Hoyt,

seconded by Selectman Fratzel; *the Board of Selectmen voted to open the brush pile on August 8, 2015 from 9 am to 1 pm. The motion passed 4-0-0.*

Request to serve Alcohol on Town Property-Airport

Airport Manager Heath Marsden addressed the Board of Selectmen and stated that several months ago the airport had been approached by the Library Arts Center (LAC). The LAC wanted to host a hangar dance in the Town owned hangar (next to the Operations Building). They proposed serving alcohol at the hangar dance. The (hangar dance) request had been brought before the Airport Advisory Board (AAB) and the Airport Management. They were both in favor of the dance and the possibility of serving alcohol. The AAB and management felt it could be done safely. Mr. Marsden explained there would be airport staff and volunteers present to assist with keeping aircraft and LAC participants separate. The event would be held the evening of September 12, 2015.

Mrs. Laura Finke McCoy, representing the LAC addressed the BOS. She stated that the event, "Casablanca Night", would be from 5-10 pm. The LAC was also planning a helicopter bingo event to be held at the same time as the hangar dance. Mrs. McCoy explained the proposed proceedings: cocktails, dinner, dancing and hopefully gambling. In addition to serving liquor, having gambling was a second question the LAC committee had.

Selectman Hoyt addressed Mrs. McCoy and stated that he believed she needed several licenses for what she had listed. Mrs. McCoy referenced the Moose Lodge as holding a Vegas Night. Selectman Hoyt briefly explained why they were able to have special events. He referred to Police Chief Burroughs for more detailed information.

Mrs. McCoy stated that her primary request was for a one night liquor license. The Court House Restaurant would be catering the food. They would provide the bartender, but they had stated the LAC had to request permission to serve alcohol on Town property. Drinking would be in a contained area.

Selectman Hoyt asked if the LAC would be using their own liquor license or if they would be using the Court House's. He then addressed Mrs. McCoy and stated that if the Court House was catering the event, then they had to get a variance for their liquor license if it was outside their establishment. Selectman Hoyt asked Police Chief Burroughs to concur if he was correct.

Mr. Marsden stated that when New London Hospital had held their functions at the airport their caterer had held a special liquor license. Police Chief Burroughs stated that some caterers had a mobile liquor license. Other licenses were for a given property location. Information and the purchase of a liquor license would be through the NH Liquor Commission. They would assist the LAC with the gaming and liquor issues to make sure the LAC was fulfilling all of their (the State of NH) requirements and licensing.

Selectman Hoyt addressed Mrs. McCoy and gave additional information on the acquisition of licenses and the time constraint she was under.

For clarification Mrs. McCoy repeated the information given by Selectman Hoyt and Police Chief Burroughs.

Selectman Fratzel addressed Mrs. McCoy and stated that the Board of Selectmen could waive the Town Ordinance on drinking on Town Property. That was the reason she was before the BOS. Mrs. McCoy concurred. Selectman Fratzel said that the liquor license was a State issue and not for the BOS. Chairman Nichols stated that Police Chief Burroughs could give Mrs. McCoy guidance on the next steps to take.

Chairman Nichols asked the pleasure of the Board.

A motion was made by Selectman Kessler, seconded by Selectman Hoyt; **for the Board to permit the LAC to pursue a liquor license for the Library Arts Center event on September 12, 2015 and to serve alcohol on Town property from 5-10 pm.**

The Chair addressed the Police Chief for discussion. Police Chief Burroughs stated that his only concern was of safety at the airport between aircraft and people. Airport Manager Marsden had addressed those safety concerns. He therefore had no problem with the Town Ordinance being waived.

There was further discussion between Board members on the LAC obtaining a liquor license, Town liability and a general discussion on aspects of the proposal. Selectman Hoyt stated an additional State requirement was a training class for a representative of the LAC. He explained that if the representatives acquired a license for the LAC (instead of going through the Court House) they would need to take a training class put on by the NH Liquor Commission.

Town Manager O'Keefe asked Mrs. McCoy if the LAC would limit serving alcohol to beer and wine, or would they serve hard liquor as well. Mrs. McCoy stated they would serve beer and wine and they were hoping for signature drinks of martinis and Manhattans (hard liquor). She reiterated that it would definitely be beer and wine.

Mrs. McCoy addressed Selectman Hoyt and confirmed that they needed to contact the NH Liquor Commission and the Court House. There was a short discussion between Mrs. McCoy and Selectman Hoyt.

Selectman Kessler was asked to repeat his motion.

On a motion by Selectman Kessler, seconded by Selectman Hoyt; **the Board voted to waive the provisions of the Town Ordinance on drinking on Town Property on September 12, 2015 to support the Library Arts Center event at Parlin Field and to authorize Town Manager O'Keefe to sign any documents necessary to effectuate this decision. The motion passed 4-0-0.**

Chairman Nichols wished them luck.

APPOINTMENTS:

Committee & Board Appointments

Mr. Lovely had not been contacted concerning the Town Representative position on the Conservation Commission. The BOS members discussed that an appointed Town Representative needed to have good meeting attendance. An appointment would be made at a later date.

ADJOURNMENT:

There being no further scheduled business in the public meeting; on a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted by roll call to go into non-public session: RSA 91-A:3, II (c) Reputation of Another; (e) Litigation and (i) Emergency Functions.***

Chairman Nichols announced a five minute break before the non-public sessions (NPS). He stated that Town Manager O'Keefe and Police Chief Burroughs would attend the NPS. The Board of Selectmen entered non-public session at 8:02 pm.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted to exit NPS at 9:04 pm. The motion passed 4-0-0.***

On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board voted unanimously to adjourn at 9:05 pm.*

The next regular meeting of the Board of Selectmen is scheduled for Monday, August 24, 2015 at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Maura Stetson".

Maura Stetson
Scribe

Attachments (2)

TOWN OF NEWPORT
Board of Selectmen
CONSENT AGENDA
August 3, 2015

| Department | Document Date | Document | Amount |
|-------------------|----------------------|---------------------------------|----------------|
| Assessing | July 20, 2015 | Veteran's Credit – Re-apply | \$500.00 |
| Finance | July 23, 2015 | AP Manifest | \$164,423.83 |
| Finance | July 23, 2015 | AP Manifest | \$1,344,734.81 |
| Water & Sewer | July 27, 2015 | Recommittal Warrant | \$235,399.72 |
| Assessing | July 28, 2015 | Administrative Abatement Refund | \$234.00 |
| Assessing | July 28, 2015 | Veteran's Credit – Re-apply | \$500.00 |
| Water & Sewer | July 28, 2015 | Water AP Manifest | \$204,909.04 |
| Water & Sewer | July 28, 2015 | Sewer AP Manifest | \$678,704.91 |
| Tax | July 27, 2015 | Recommittal Warrant | \$1,682,281.11 |
| | | | |
| | | | |
| | | | |
| | | | |

**Town of Newport
New Hampshire**

A Proclamation

Whereas, The International Workcamp Program originated in Europe over 70 years ago and since 1981 has been sponsored by Vermont-based Volunteers for Peace, Inc. and coordinated by local communities; and

Whereas, Workcamp projects receive universal support from countries of all political persuasions and are sanctioned by the United Nations; and

Whereas, The International Workcamps are a vehicle of community development and international education and include providing consultation and placement service for workcamp hosts and volunteers; and

Whereas, Workcamp projects often include construction, restoration, environmental, social, agricultural and maintenance involvement; and

Whereas, Newport, NH has the longest, annual consecutive involvement with the International Work Camp Program during which time volunteers have served Newport on many projects.

Now, Therefore, in recognition of their commitment to international voluntary service, I, Gary Nichols, by the authority vested in me as chairman of the Board of Selectmen, do hereby proclaim the week of August 3, 2015 as

International Workcamp Week

and encourage all Newport citizens to join me in expressing our thanks and appreciation to these young people for their interest, their generous voluntary service, and their commitment and contribution to the betterment of Newport, NH.

Signed this 3th day of August 2015.

Gary Nichols, Chair
Board of Selectmen