

**Town of Newport, New Hampshire  
Board of Selectmen**

**Minutes for Budget Review Meeting of February 11, 2016  
6:30 pm, Municipal Building**

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**SELECTMEN PRESENT:** Gary Nichols, Chairman; David Hoyt, William Wilmot, and Jeff Kessler. Todd Fratzel, Vice Chairman, arrived at 6:35 p.m.

**STAFF PRESENT:** Shane P. O’Keefe, Town Manager; Paul Brown, Finance Director; Julie Magnuson, Planning and Zoning Administrator; Airport Managers Health Marsden and Rick Kloeppel, and Building Inspector Allan Chase.

**COMMUNITY MEMBERS PRESENT:** Planning Board member Bill Walsh, and Bert Spaulding, Sr.

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

**AGENDA REVIEW:** No changes to the agenda were requested.

**INFORMATIONAL:**

2017 Budget review & discussion

O’Keefe distributed an amended budget review schedule to the Board members.

Planning and Zoning Administrator Julie Magnuson discussed with the Board the budget for the following accounts:

01-4191	TOPAZ
01-4240	Building Inspection

There was a lengthy discussion about the potential for departmental staff changes.

Selectman Fratzel moved, with a second by Selectman Wilmot, *to reduce the budget line for TOPAZ Planning & Zoning Boards (#01-4191-340) from \$7,500.00 to \$6,000.00. The vote passed on a vote of 4-1-0, with Nichols, Wilmot, Fratzel and Hoyt voting aye, and Kessler voting nay.*

Selectman Fratzel asked the Board to consider no longer doing building inspections, as some neighboring towns don’t do this. He stated that he has looked at the number of permits issued by neighboring towns and Newport spends more on its planning, building and zoning services that they do.

Planning and Zoning Administrator spoke to this and drew contrasts between the towns, noting the different type of inventories of structure types.

Selectman Fratzel stated that he wants to spend tax dollars on fixing Newport’s infrastructure.

There was significant and lengthy discussion back and forth on whether a building inspector was necessary for Newport. It was noted that adoption of the State Building Code took place at the 2013 Town Meeting, and it would take another Town Meeting vote to rescind that action.

Planning Board member Bill Walsh spoke in support of Building Inspector services, and stated that the Building Inspector position was required by virtue of the Town Meeting having adopted the New Hampshire Building Code in 2013.

Selectman Kessler asked Town Manager O'Keefe to review the question of whether it is necessary to employ a building inspector with the Town having adopted the State Building Code, and to come back to the Board with a recommendation on this matter. The other Board members concurred with this request.

Selectman Fratzel suggested studying what other communities are doing, what are the legal requirements and options, and what are the services provided to the people of the community. Town Manager O'Keefe stated that he was looking into this.

Selectman Fratzel moved, with a second by Selectman Hoyt, ***to decrease the budget for the TOPAZ Assistant to provide for 12 hours per week instead of 16 hours per week. The vote failed on a vote of 2-3-0, with Fratzel and Hoyt voting aye, and Nichols, Kessler and Wilmot voting nay.***

The Board discussed with Building Inspector Allan Chase, the Building Inspection budget.

On a motion by Selectman Kessler, seconded by Selectman Fratzel; ***the Board voted to reduce the budget line for Building Inspection Staff Expense/Training (#01-4240-301) from \$1,800.00 to \$1,000.00. The motion passed 5-0-0.***

It was agreed by the Board to further discuss both the Planning and Zoning and Building Inspection budgets at the meeting of February 29, 2016, which would start at 5:30 p.m.

Magnuson, Chase and Walsh left the meeting at 7:35 p.m.

Airport Managers Health Marsden and Rick Kloeppel discussed with the Board the budget for the following accounts:

04-4319	Airport Services
04-3420	Airport Charges for Service (revenue)
04-3910	Transfers from Other Funds (revenue)
01-5412	Transfer to Airport Fund

It was noted that the Town Manager restored to the Airport Fund allocations for Public Works Department staff involved in airport maintenance activities. Airport Manager Marsden noted that fuel sales and revenues are up this year, and that paving expenses came in less than anticipated. The Board encouraged the Airport Managers to consider whether unspent funds could be used for other facility improvements this year.

There was discussion about the equipment fund, and possibilities for FY2018. Also discussed was mowing of fields at the airport and other facilities and equipment necessary for this effort.

Marsden and Kloeppel left the meeting at 7:55 p.m.

The Board reviewed and discussed with Finance Director Paul Brown the following accounts:

01-4196	Insurance Deductible
01-4197	Advertising/Regional Associations
01-4199	Other General Government

01-4316	Street Lighting
01-4421	Solid Waste
01-4515	Health Agencies
01-4641	Welfare
01-4783	Patriotic Purposes
01-5211	Long-term Debt - Principal
01-5221	Long-term Debt – Interest
01-5290	Lease Payments

It was noted that that Welfare assistance is down significantly.

Regarding health agencies, the Board asked Town Manager O'Keefe to inquire of the Community Alliance whether it would be seeking funding from the Town or Town Meeting this year.

It was noted that Household Hazardous Waste Day was scheduled for August 20, 2016 in Newport. There was discussion about illegal dumping on the side of several Town roads.

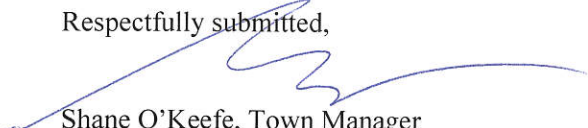
Changing street lights to LED lighting was discussed, and it was noted that the Town is seeking to change over to this more efficient technology.

**ADJOURNMENT:**

There being no further business in the public meeting, on a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to adjourn at 8:26 pm.*

**The next meeting of the Board of Selectmen is scheduled for Monday, February 15, 2016 at 6:30 p.m.**

Respectfully submitted,



Shane O'Keefe, Town Manager

Approved on February 29, 2016