

TOWN OF NEWPORT, NEW HAMPSHIRE

Board of Selectmen/ Newport School Board

Minutes for June 6, 2018

6:30 pm Joint Business Meeting

Municipal Building

SELECTMEN PRESENT: Jeffrey Kessler, Chairman; Todd Fratzel, Vice Chairman; John Hooper II, William Wilmot, Jr.; Barry Connell

NEWPORT SCHOOL BOARD (NSB) PRESENT: Linda Wadensten, Chairperson; Ann Spencer, Tim Renner, Virginia Irwin

STAFF PRESENT TOWN: Hunter Rieseberg, Town Manager; Paul Brown, Finance Director

STAFF PRESENT SCHOOL: Cindy Gallagher, Superintendent of Schools

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.

NCTV: John Lunn, videographer

CALL TO ORDER: Chairman Kessler called the joint meeting of the BOS and NSB to order at 6:30 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: Chairman Kessler addressed the Newport School Board and confirmed that the agenda before them was the agenda they had wanted to discuss. He asked if there were any items they would like added. He was told the agenda contained everything they hoped to discuss. Chairman Kessler stated that the meeting was a joint meeting of the two Boards. He wanted it to be a joint, collaborative session; he asked the School Board members to speak up throughout the meeting.

Chairman Kessler stated that after the joint meeting the BOS would hold a non-public session: **RSA 91-A:3 II (e) Litigation (by Kessler).**

COMMUNITY CENTER - Community Center Update: Chairman Kessler stated that the Town was now moving forward to the Design/Build Phase. It will be in preparation of a bond to go to the voters at a future Town meeting. The following information was relayed to the NSB:

- RFQ went out on Wednesday, June 6, 2018 to the public, two regional construction clearing house firms and others interested in the proposal.
- There will need to be collaboration with the School, Recreational Department and Little League to move the playing fields; Chairman Kessler brought up the possibility of moving all high school playing fields to the high school complex. The Town would need collaboration with the school for this.
- Expanded membership of the current Community Center Committee. The current committee had two BOS representatives (Todd Fratzel and Barry Connell). The school representative was Superintendent Gallagher. Another representative from the school was encouraged to join the committee. A suggested representative was the athletic director or a school board member.

The next Community Center Committee meeting will be held on June 19, 2018 at 6 p.m. in the BOS room. It will be an organizational meeting. Committee member Selectman Fratzel stated having another school representative made a lot of sense.

NSB member Virginia Irwin stated when it came to “shovel”, there would need to be a lot of conversation conducted by the BOS and NSB concerning field use as well as replacement and any movement of playing fields. The Town’s proposal would significantly impact the athletic schedule. The school will be in on the ground floor on any discussions and plans. She wanted the BOS to be mindful of that. Chairman Kessler concurred. No one wanted any surprises: groups, teams or the community.

Superintendent Cindy Gallagher arrived at the meeting at 6:36 p.m.

Chairman Kessler reiterated for Superintendent Gallagher that the Community Center Committee would begin meeting again. He repeated the date and stated it would be an organizational meeting. The BOS would like regular updates on any concerns of the school board about the fields. He summarized the other information the BOS had presented.

Chairman Kessler stated Selectman Fratzel would be presenting regular updates on the committee’s progress to both the BOS and NSB.

OUTSTANDING AGREEMENTS - Fields Agreement (Control and Use Agreement between the Town of Newport and the Newport School District): Town Manager Rieseberg stated he did not think anything had changed except for updating the numbers.

Finance Director Brown reviewed the additions to the document: 3rd paragraph 1st page added for the State Parks and Lands memorializes the fact that it was done with a federal grant. Dates have changed; nothing else.

Superintendent Gallagher stated that the 3rd paragraph was important to those who did not know its history. It limits what the land by the parking lot (where bonfires are) can be used for. She explained what the land could be used for. Chairman Kessler asked if they could use it for parking if they found a different piece of property (in order to mitigate the space). Superintendent Gallagher stated she was not the person to address that question.

There was a discussion on this subject between the Superintendent and Chairman Kessler.

Chairman Kessler asked if it was necessary for the two boards to accept the agreement at their respective meetings. Mrs. Irwin asked that they review the agreement at the joint meeting. There were questions on the following:

#4. Land Use Agreement. Mrs. Irwin requested a financial change; she asked for an explanation of the monetary term of renewal. Finance Director explained the historical factor which resulted in the wording of the section of the agreement.

Mrs. Irwin read aloud #4. She questioned how much was Capital Reserve, Maintenance and Operational. Finance Director Brown explained the Town expenditures.

Mrs. Irwin asked if it should be under the purview of the Capital Improvement Plan (CIP). Examples of items under the CIP were:

- Resurfacing of the track
- Replacement of the fields (nothing specifically identified)

Mrs. Irwin asked if an arbitrary number was put into the Capital Reserve. Finance Director Brown explained the annual distribution to the Capital Reserve. Town Manager Rieseberg stated that Capital also included equipment.

For clarification, Chairman Kessler explained the current school district payments to the Town. Finance Director Brown gave historical information concerning the payment of maintenance costs by the school district. Mrs. Irwin asked if the school had paid their 2018 bill. Finance Director Brown stated they had not.

There was a lengthy discussion on the use of Town and School fields, abuse, their maintenance and revenue. Discussed were:

- ❖ Disc golf (shared maintenance)
- ❖ Ropes Course (shared maintenance)
- ❖ Field Preparation (individual user)
- ❖ Lights/electricity
- ❖ Revenue from signage (at softball field)
- ❖ Restrictions on signage
- ❖ The football clock
- ❖ Written liability agreement
- ❖ The scheduler for field use (School: Aug-June; Rec. Center: summer months)
- ❖ The need to draw up a Use Agreement
- ❖ Volunteer labor

NSB Chairperson Linda Wadensten addressed BOS Chairman Kessler and asked if the Town could mow in front of the Towle and Middle High School buildings on their way to their maintenance of fields in the High School complex. She and Superintendent Gallagher stated that the Town had done this service last year (summer of 2017). Town Manager Rieseberg would look into it.

NSB Chair Wadensten stated if the Town would do that (the mowing) they would not have an objection to the increase in the agreement; they want to work together. The BOS stated it might be a staffing issue.

Mrs. Irwin made a motion *to authorize Superintendent Cindy Gallagher and Town Manager Hunter Rieseberg to negotiate this agreement (Control and Use Agreement between the Town of Newport and the Newport School District) effective June 6, 2018.* Corrections to the agreement: by Tim Renner on page 2. #5: There is a will/shall; by Mrs. Irwin on page 4. Does the “new field” have a name?

On a point of order, Chairman Kessler called for a second. The motion was seconded by Selectman Fratzel.

There was further discussion on:

- the memorial trees (Jake Maxfield)
- the skateboard park on the basketball courts
- the fencing

The skateboard park would remain off the agreement until it was completed. The park would come under an amendment to the Agreement.

Selectman Fratzel agreed to the change (concerning the skateboard park) as the second.

Chairman Kessler identified a typographical error on the 1st page. It stated a 35 meter jump. He questioned whether it should be 30 meter jump. There being no further changes, Chairman Kessler called for a vote. ***The motion passed 10-0-0.***

School Resource Officer: Superintendent Gallagher spoke concerning the School Resource Officer (SRO). She asked that the BOS talk with Police Chief Burroughs about the renewed agreement for the 2018-2019 fiscal year. There was a short discussion on the SRO agreement.

Memorandum of Understanding around the School Zones: A Memorandum of Understanding around the School Zones is required for school Infrastructure Grants. Superintendent Gallagher explained the expanse of the safety zones around the school buildings.

Bus storage: Chairman Kessler asked if there was a memorandum for bus storage. Superintendent Gallagher stated and Finance Director Brown agreed there was an agreement. Superintendent Gallagher stated that the school buses were housed in the bays that had dirt floors. They requested (through CIP) that the floors be poured concrete. They also asked what it would cost. There was a general discussion between the NSB and BOS about the bus garage.

Mrs. Irwin asked if the bus storage agreement could be discussed and amended.

Chairman Kessler asked whether it was an approval or agreement to loan a bus to the Rec Department in the summer. Superintendent Gallagher stated that the Town paid the driver and the gas. The school district annually provided a bus for the Rec Center and the ACE camp (Insurance responsibilities were already set in place). The school district did it as a co-partnership with the Town.

CTE CAPITAL IMPROVEMENT SCHEDULE: Chairman Kessler asked if there was any information about the CTE that the NSB could relay to the BOS at the June 6, 2018 meeting.

The BOS members were told that construction financing of the CTE would be 75%; if they were lucky. The School will have to “frontload” the financing.

There was a lengthy discussion on all aspects of the CTE, the Town’s interest in having Advanced Manufacturing, CTE classes versus classes in the regular schedule and the support of local industry.

The 1st Warrant Article concerning construction at the CTE will need to go before the voters at the March 2019 School Voting.

The question of having a Newport Community Center/CTE building was asked. The School Board members spoke in favor of the proposal. There was a short discussion by them.

The School District will have a nighttime LNA course at the Newport CTE in the Spring 2019.

There was further discussion on the CTE Capital Improvement. Superintendent Gallagher stated there would be a joint meeting on the CTE. She will send out information to the Town so representatives can attend.

JOINT CIP EFFORTS: The Planning Board is responsible to get the CIP Committee meeting again. BOS Representative John Hooper explained the committee work done in 2017-2018. He stated that this year the CIP committee needed to take a 20-25 year look and plan for the future.

Mrs. Irwin asked when the CIP committee would get together. He did not know. The joint boards brainstormed about the things to concentrate on:

1. The building study (The information was digitized by the NSB)
2. Active committee members
3. Starting date for CIP

BAC : Review of Updated Budget Advisory Committee (BAC) Procedures: Chairman Kessler stated that the Budget Advisory Committee (BAC) had revised their procedures. Highlights included:

“The BOS and NSD will present their budget calendar to the BAC within 6 months of their annual meeting and the BAC will receive the School budget on November 1st and the Town budget on February 1st.”

“The Selectmen and the School Board shall forthwith submit to said BAC a statement of all expenditures and revenues on a monthly basis”.

Chairman Kessler stated that the NSB and the BOS both needed to approve the proposed changes. He stated that the Boards could discuss them separately and approve them or the joint boards could discuss and approve them at the June 6, 2018 meeting.

The following were reviewed and/or changed: On page one, under B. Organization. Terms. The Boards discussed the wisdom of having or not having terms.

On page one, under B. Organization. Date. ***“The BOS and NSD will present their budget calendar to the BAC within 6 months of their annual meeting and the BAC will receive the School budget on November 1st and the Town budget on February 1st.”*** There was a lengthy discussion on the date by both boards.

On page one, under B. Organization. **Add: The BAC shall...Chairman. Each Board shall provide a recording secretary for their respective BAC proceedings.** It was clarified that when the BAC goes to a School meeting, the school would provide a recording secretary; when the BAC goes to a Town meeting, the Town would provide a recording secretary.

On page one, under C. Procedures: ~~estimated~~ expenditures and revenues...changed to proposed expenditures and revenues.

On page one, under C. Procedures: The review of the budget by the BAC.

On page two, under C. Procedures: Notice of public hearings.

On page three, under I. Information Requests: a typographical error on first line ...for either... should be from either.

On page four, under J. Statement of Expenditures: statement of all expenditures and revenues on a monthly basis. In discussion it was stated the procedure document should be worded clearly how the information is to be submitted and what the BAC expects.

On page one, under B. Organization. Add all wording that had been stricken from the Budget Advisory Committee (BAC) Procedures.

Chairman Wadensten stated the document needed to clarify what the committee members needed to know for their responsibilities.

Mrs. Irwin stated the BAC document needed to be redrafted with the new language. The School needs to decide whether the November 1st timeline was realistic for them.

The Board members agreed that the boards and BAC needed to clarify that the community members needed to know their committee responsibilities.

There was further discussion on the changes, the proposed document and the NSB/BOS budgets.

FINANCIAL MANAGEMENT: There was a lengthy discussion on the NSB/BOS budgets.

Both Boards discussed:

- ❖ historical budget procedures
- ❖ potential future budget season practices
- ❖ default budgets

❖ payment of unanticipated funds

WORKING TOGETHER: The Boards discussed what the NSB and BOS jointly think is a target for the 2018-2019 fiscal year. Selectman Fratzel asked about the possibility of an annual meeting between the two Boards. School Board member Ann Spencer asked if the Boards could put six month (bi-annual) joint meetings into their calendars. Chairman Kessler suggested the next joint meeting be in October 2018 to discuss the potential tax rate.

On a motion by Mrs Irwin, seconded by Mr. Connell; *the BOS and NSD voted to adjourn the joint Board meeting at 9:13 p.m. The motion passed 10-0-0.*

Chairman Kessler called for a motion for the BOS to go into non-public session.

On a motion by Selectman Fratzel, seconded by Selectman Connell; *the Board voted by roll call vote to enter into non-public session (NPS) pursuant to RSA 91-A:3 II, (e) Litigation at 9:14 p.m. The motion passed 5-0-0.*

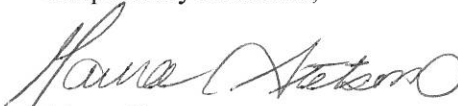
Finance Director Brown was asked to attend the NPS.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted unanimously to exit the non-public session at 9:32 p.m.*

There was no action taken.

On a motion by Selectman Hooper, seconded by Selectman Connell; *the Board voted unanimously to adjourn at 9:33 p.m.*

Respectfully submitted,



Maura Stetson
Scribe

Approved on: June 18, 2018