

Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of August 7, 2017
6:30 pm Regular Business Meeting
Municipal Building

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

STAFF PRESENT: Hunter Rieseberg, Town Manager; Larry Wiggins, Director of Public Works; Bill Scanlon, Highway Superintendent

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:31 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: Postpone INFORMATIONAL: Proposed Projects/Equipment-Highway Department to the August 28, 2017 meeting (Rieseberg); add second NPS (d) Real Estate/Litigation (Rieseberg)

MINUTES FROM PREVIOUS MEETING (S): June 12, 2017 Board Retreat; July 17, 2017

Minutes of June 12, 2017:

On a motion by Selectman Wilmot, seconded by Selectman Hooper; *the Board voted to approve the minutes of June 12, 2017 as presented. The motion passed 5-0-0.*

Minutes of July 17, 2017:

On a motion by Selectman Fratzel, seconded by Selectman Connell; *the Board voted to approve the minutes of June 17, 2017 with the following addition: Page 6, paragraph 5; should have the additional phrase: ...Town Common 'if a carnival came to Town'. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to approve the Consent Agenda of July 17, 2017. The motion passed 5-0-0.*

OPEN FORUM: None

COMMUNICATIONS:

Selectman Hooper stated that:

- ❖ There were currently Library Arts Center (LAC) classes that were ongoing.
- ❖ The LAC would be hosting movie nights on August 17th and August 18th.
- ❖ The Capital Improvement Plan Committee (CIP) had met. They were working with Finance Director Brown and have parameters they are working under for future planning for the Town. The next meeting of the CIP will be held on September 16, 2017 at 6:30 PM in the BOS room.
- ❖ The Police Department Open House was wonderful. Approximately 80 people attended. Feedback from citizens was that it was great to see the whole department building instead of just the inside of the cells.

Selectman Hooper had also received compliments on the Town Public Works Department's (PWD) on the recent paving projects and the sidewalk work.

Chairman Kessler asked if the CIP meetings were televised. He was told no, although the meetings were open to the public.

Selectman Wilmot informed the Board and viewing public that Parlin Field Airport staff and volunteers were hosting Aviation Career Education (ACE) Camp the week of August 7-August 11. He gave a brief explanation of the camp and stated that its curriculum exposes students to Science Technology Engineering and Math (STEM) subjects. Selectman Wilmot stated he had also been getting compliments on the recent paving projects. Kudos to the PWD.

Selectman Fratzel had nothing to share at this time.

Selectman Connell stated he had had a chance to “shadow” in a police cruiser during the August 4th night shift. He commended the hard work of the police dispatcher as well as Lieutenant Craig Robertson. Selectman Connell also had been getting compliments on the sidewalk work as well as the paving work by the Public Works Department.

Chairman Kessler complimented the Public Works Department on their recent paving projects as well as the reconstruction of the sidewalks on Beech Street and School Street. He hoped the sidewalk on Cheney Street was put on the list of proposed sidewalks for reconstruction. Chairman Kessler also recognized the Newport police dispatchers hard work; stating coordination between the emergency service departments was required recently when there was an accident and necessary extraction on the rails to trails. He wanted to compliment the emergency response and emergency services teams for their effort and the dedication they have.

Town Manager Rieseberg stated that:

- Paving projects continued in Newport. He hoped that the BOS continued to fund projects for local roads and sidewalks.
- The County Parking Lot was coming along and was on schedule. The sidewalk projects were progressing, the BOS would be receiving a list of prospective sidewalk projects to consider for funding.
- Bids for a Wage and Classification Study were now in. Work would begin soon on the study.
- The Newport Garden Club has been started with 11 members. They will be meeting over the winter of 2017-2018 for the spring of 2018.

INFORMATIONAL:

Proposed Projects/Equipment-Highway Department

Informational Item was postponed to the August 28, 2017 BOS meeting.

First through Fourth Streets Additional Costs

Town Manager Rieseberg introduced the informational item, stating Mr. Wiggins had put together a memo which stated the costs the BOS had requested.

Chairman Kessler asked Mr. Wiggins to review the additional costs for the BOS and public.

Mr. Wiggins explained the new costs which the Selectboard had requested at the July 17, 2017 BOS meeting. He reviewed an email (in the BOS member’s packets) from Mr. Peter J. Pitsas, P.E. of Underwood Engineers, Inc. which explained the cost to expand the scope of the project (see Attachment 1).

Selectman Fratzel asked what the cost would be of just the design portion of Phase II of the project. Mr. Wiggins asked, for clarification, if Selectman Fratzel was requesting costs for surveys, engineer and design.

Selectman Fratzel asked what the cost would be to prepare a second phase of bid documents to piggyback with the initial construction.

Mr. Wiggins did not have the information available at the meeting.

There was a discussion by the BOS on the project. Members expressed that they did not want to delay construction on the original scope of the project. They discussed breaking construction down into a Phase I and Phase II.

There was continued discussion among the BOS and Mr. Wiggins; Mr. Wiggins explained the work involved with their request. He would get the additional proposals that the BOS requested.

For clarification, Mr. Wiggins asked if the Selectboard would like to go ahead (continue with the present timeline) with the original scope of the project. He was told yes.

Selectman Connell stated he liked the approach of having a Phase I and Phase II. The BOS would start Phase II with only the engineering costs. All Board members concurred with the proposal.

For clarification it was asked if only a preliminary design for "Phase II" should be drawn up (a Selectman stated there were additional monies for the Phase II engineering design); there would be no additional construction in Phase II.

Mr. Wiggins again asked, for clarification, if the BOS wanted Preliminary and Final Design figures for the Phase II but no construction. He was told yes.

Chairman Kessler and the Board thanked Mr. Wiggins for attending the meeting.

Letter from Town of Unity

Chairman Kessler read aloud a letter received from the Town of Unity Board of Selectmen thanking Newport and its Fire Department for their assistance during a recent turnover of firefighter personnel. The Board members held a short discussion on the amount of assistance that had been given during the timeframe.

Selectman Fratzel stated his concern that the mutual aid decision had been made without the Selectboard's knowledge. He requested that in the future the BOS be told of this kind of decision.

ACTION ITEM:

Weisner Property

Town Manager Rieseberg explained the problem the Town had encountered with the property owned by Catherine A. Weisner. He asked that the Selectboard give Chairman Kessler authorization to sign a quick claim deed for the property when specifics of the transfer from Town of Newport to Catherine A. Weisner had been formally made by their prospective attorneys. There was a general discussion by the Town Manager and Board members on the lot.

Mr. Bert Spaulding, Sr. asked questions, gave his opinion concerning the transfer and listed his version of the process the BOS should take to resolve the matter. Town Manager Rieseberg addressed Mr. Spaulding, Sr. and stated discussion would not be conducted in public session, rather discussion on the action item would be done by the BOS in NPS.

Mr. Spaulding, Sr. made additional statements on the action item. Chairman Kessler addressed Town Manager Rieseberg and asked him to acquire further information for the August 28, 2017 BOS meeting. Town Manager Rieseberg agreed to the request. The Board concurred with the action.

Mr. Spaulding, Sr. then addressed Town Manager Rieseberg and asked him to give the status of tax deeded properties in Town. Town Manager Rieseberg complied, stating the information was posted in the Town Manager's office.

NON-PUBLIC SESSION:

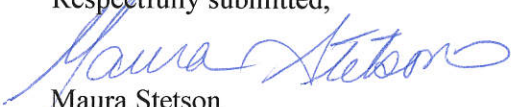
On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted by roll call vote to enter into two non-public session pursuant to RSA 91-A:3, II (d) Real Estate and NPS pursuant to 91-A:3, II (c) Reputation at 7:03 p.m. The motion passed 5-0-0.*

See NPS minutes for information.

The Board voted unanimously to adjourn at 8:38 p.m.

The next regular meeting of the Board of Selectmen is scheduled for Monday, August 28, 2017 at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Attachment 1

Approved on: August 28, 2017

TOWN OF NEWPORT, NEW HAMPSHIRE
Board of Selectmen

NON-PUBLIC SESSION Minutes of August 7, 2017 BOS Meeting

NON-PUBLIC SESSION:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted by roll call vote to enter into two non-public session pursuant to RSA 91-A:3, II (d) Real Estate and NPS pursuant to 91-A:3, II (c) Reputation at 7:03 p.m. The motion passed 5-0-0.*

Present were Board members Jeffrey Kessler, William Wilmot, Barry Connell, Todd Fratzel and John Hooper. Also in attendance was Town Manager Hunter Rieseberg.

On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board voted to return to public session at 8:25.*

No action was taken on RSA 91-A:3, II (d) Real Estate.

A motion was made and passed to accept the JLN Associates report with Attachment #2 embargoed until it is no longer a sensitive matter.

On a vote of the members present taken in public session the NPS minutes were embargoed.

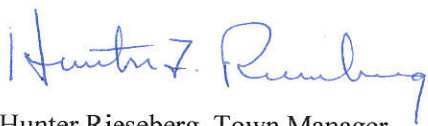
Yes vote: Nay vote: none

Kessler
Fratzel
Hooper
Connell
Wilmot

The Board voted unanimously to adjourn at 8:38 p.m.

The next regular meeting of the Board of Selectmen is scheduled for Monday, August 28, 2017 at 6:30 p.m.

Respectfully submitted,



Hunter Rieseberg, Town Manager

Larry Wiggins

From: Peter J. Pitsas <ppitsas@underwoodengineers.com>
Sent: Wednesday, July 26, 2017 10:58 AM
To: Larry Wiggins
Subject: Newport, 1st-4th St - Additional Cost to Expand the Scope

Larry,

At the July 17, 2017 Selectmen's Meeting, the Selectmen asked for a cost to expand the scope of the project by adding the Section of Knoll Street from Spring Street to First Street into the project. I noted that I could provide this cost, but it would be rough as the estimate would be based on a per foot cost. After thinking about the issue after the meeting, we believe that replacement of the existing drain pipe that runs under the building at the corner of Knoll and Spring Streets would be added into the project. With that said, the following is our opinion of what it would cost to add this section of road into the project. Please note that this cost would include design, survey, construction, construction engineering, easements, and contingency.

Length of Streets for the original project:

Knoll Street (Rt. 103 to First St.)	760'
First Street	725'
Second Street	710'
Third Street	735'
Fourth Street	660'
TOTAL	3,590'

Our opinion of probable cost (at the end of the preliminary design phase) for the original project (limits noted above) is \$3,379,000 (Water \$1,279,300, Sewer \$1,052,900, and general \$1,046,900) which includes preliminary design, final design, construction, construction engineering, easements, and contingency. Based on these figures, the per foot cost for the project is \$941 (i.e. \$3,379,000/3,590').

The length of Knoll Street from Spring Street to First Street is approximately 825'; therefore, the cost to add this section of road into the project would be approximately \$780,000 (i.e. 825' x \$941/ft). Assuming that the breakdown for this portion is the same as the original project, \$295,300 would come from the water fund, \$243,000 from the sewer fund, and \$241,700 from the general fund.

The additional cost for the drainage work on Knoll Street would include installing a new pipe on Spring Street from Knoll Street in a northerly direction to a point on the other side of the building where the existing pipe crosses Spring Street. It is assumed that the work in this area would be limited to installing a drainage pipe and trench patch. This is approximately 300' long and, based on percentages of the original project, would cost \$293/ft which includes preliminary design, final design, construction, construction engineering, easements, and contingency.

The breakdown of revised overall cost would be:

Water Fund: \$1,279,300 + \$295,300 = \$1,574,600
 Sewer Fund: \$1,052,900 + \$243,000 = \$1,295,900
 General Fund: \$1,046,900 + \$241,700 + \$87,900 = 1,376,500

GRAND TOTAL: \$3,379,000 + \$780,000 + \$87,900 = \$4,247,000

We believe this is what the Selectmen requested, but if they request more information, let us know if we can help.

Please call if you have any questions.

Peter Pitsas



Underwood Engineers, Inc.

99 North State Street

Concord, NH 03301

Phone (603) 230-9898

Cell (603) 801-5007

This electronic mail transmission is privileged and confidential and is intended only for review of the party to whom it is addressed. If you have received this transmission in error, please notify the sender immediately by reply e-mail and delete this transmission.