

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of February 22, 2018
6:30 pm, Municipal Building**

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

STAFF PRESENT: Hunter Rieseberg, Town Manager; Paul Brown, Finance Director; Julie Magnuson, Planning and Zoning Administrator; Peter J. Lovely, Jr., Director of Recreation; Andrea Thorpe, Library Director; Heath Marsden and Rick Kloeppel, Co-Managers of the Airport; Rebecca Merrow, Rec Center

COMMUNITY MEMBERS PRESENT: Charen Urban, Library Board of Trustees member; Nancy Wilmot, Library Board of Trustees Treasurer; Bert Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:31 p.m.

BUDGET REVIEW:

Town Manager Rieseberg addressed the BOS and stated that there was little to change (in terms of operations) from his proposed budget. He wanted to stress his position concerning department budgets. The Town is projecting some significant non-discretionary costs. Within the next few years there will be a lot of debt service with no choice but to fund them. In order to find balance, the Town has tried to make room for it now (in the 2018-2019 fiscal year and 2019-2020 fiscal year budgets). Town Manager Rieseberg explained his strategy.

Planning and Zoning

Town Manager Rieseberg stated his recommendation was that the current staffing of the Planning and Zoning Department be reduced. He recommended a part-time Zoning Administrator and contracted Planning services. There would be reduced hours and a reduced service level in the department.

Chairman Kessler asked Ms. Magnuson if she had anything to add. She addressed the Board of Selectmen and stated it was not her budget or recommendation. She gave 2017-2018 highlights from the Planning and Zoning Department. She explained the services given in addition to strictly planning and zoning. She stated it was a disservice to the Town to reduce hours to 24 hours in the department.

Town Manager Rieseberg, Ms. Magnuson, Finance Director Brown and the Board members then discussed the following line items:

- Hours
- Boards and Commissions that Ms. Magnuson currently staffs
- Contracted Services (new line item)
- Revenues in Planning and Zoning
- Planning and Zoning Bds (line item). Finance Director Brown would get an itemized revenue listing for the BOS

Selectman Wilmot asked for clarification that the Town Manager's recommendation would save the Town \$13,711. Town Manager Rieseberg stated that it was closer to \$20,000.

Building Inspector

The Board, Town Manager Rieseberg, Finance Director Brown and Ms. Magnuson discussed the following:

- Salaries

- Hours
- Staff training and certification

Chairman Kessler thanked Ms. Magnuson. She left the meeting at 6:46 p.m.

Library

Town Manager Rieseberg stated that the library was not controlled by the Town. All monies granted would be up to the BOS.

Ms. Thorpe and the BOS members then discussed the following line items:

- The total budget line item
- Wages/wage study (library did an independent wage study 8 years ago)
- Endowments
- Capital Improvement Plan (Ms. Thorpe explained the completed and tentative infrastructure projects at the library: renovation of the front of the building and porch; repaint the entire building. The library received a USDA rural development cultural facilities grant for the parking lot expansion in 2017.)
- Use of credit cards
- Evolution at library with technology

Ms. Thorpe, Library Director addressed the Board of Selectmen and gave highlights of the events held at the library.

Chairman Kessler asked Ms. Thorpe to list the Library Board of Trustees. She told him: John Lunn, Chair; Laura Paquin, Secretary; Lisa Ferrigno, Michael Johnson, Ben Cote, Gunther Hubert, Charen Urban, Jerry Hagebusch and Nancy Wilmot, Treasurer.

Chairman Kessler and the Board thanked Ms. Thorpe, her staff and the library volunteers for their hard work serving the community. Ms. Thorpe and the Library Trustees present left at 6:58 p.m.

Town Manager Rieseberg addressed the BOS and informed them he was looking into grant programs. He would give the Board members more information at a later time.

Recreation

Town Manager Rieseberg addressed the BOS and stated that Mr. Lovely's budget was the same as last year's. The Rec programs showed an upward trend. Chairman Kessler said that the Rec Department's supplemental pages showed details of the number of children served, the programs offered and the names and numbers of Rec volunteers.

Mr. Lovely addressed the Board of Selectmen and gave highlights of the 2017-2018 activities at the Recreation Department.

Mr. Lovely and the Board members then discussed the following line items:

- ❖ Grant from Kiwanis Club
- ❖ Laptops (donated by Lake Sunapee Bank)
- ❖ Community Center Committee
- ❖ Revenue
- ❖ Sunshine 5K (money earned will be exclusively for day camp scholarships)
- ❖ Capital Reserve
- ❖ Skateboard Park
- ❖ Middle School Programs

The Selectmen thanked Mr. Lovely for attending the meeting. He left at 7:15 p.m.

Airport

Mr. Marsden and Mr. Kloeppel addressed the following line items with the Board members:

- Ground maintenance and snow removal with John Deere tractor
- Fuel sales
- Fuel pump
- Infrastructure improvements
- Operations
- Runway improvements
- Capital Reserve Fund
- Hangar leases
- Advertising
- Courtesy car
- Aviation Career Education (ACE) Camp/Open House/Emergency Training (EMS& Fire)
- Runway lights
- Ice floes
- Revenues

Town Manager Rieseberg suggested that the excess revenues from the airport be allowed to accumulate to help pay for infrastructure projects in the future.

The Chair and Board members thanked Mr. Kloeppel, Mr. Marsden and the airport volunteers for all that they did for the airport and the community. The co-managers left the meeting at 7:43 p.m.

Buildings and Grounds

Town Manager Rieseberg addressed the BOS and stated that he would be shifting the responsibilities of the Buildings and Grounds to be more maintenance oriented. He explained his reasons for the change.

District Court

Town Manager Rieseberg and the Board members discussed the following:

- Lease
- Capital Reserve (requested it be increased)
- Maintenance of building and sidewalk
- Past revenues from District Court

Mr. Ken Dennis addressed the Board and reminded them that he has tried to put \$10,000 in this budget every year. He would prefer to have the additional money go into the District Court building maintenance line item.

When asked, Mr. Dennis stated money would be used for:

- Electrical issues
- Heating issues
- Air Condition issues
- Infrastructure (carpeting, ceiling, tiling; etc.)

Selectman Fratzel requested increasing the District Court Maintenance Line to \$4,000. Selectmen concurred with the increase. Finance Director Brown stated the BOS would be voting on the increase at the end of the budget hearings.

Buildings and Grounds

Town Manager Rieseberg addressed the BOS and stated that the Buildings and Grounds budget was down significantly. He explained his reason to the Board.

Chairman Kessler addressed Mr. Dennis and asked him to elaborate. Mr. Dennis told the BOS he had increased Contracted Services tremendously (\$200,000) because building maintenance in the Buildings and Grounds budget has been cut back annually to lower the overall budget. The Town now had to

contract the services to repair the buildings. In years past he had the manpower to repair all the issues the Town buildings had, he no longer had the personnel.

When asked, Mr. Dennis stated the Town used every building they owned. He stated that the Opera House roof should be the next one replaced. There was brainstorming as to Preservation grants available for the Opera House, the building lease for US Cellular communication antennas and the possibility of US Cellular paying for the new Opera House roof. Town Manager Rieseberg would look into it.

Finance Director Brown informed the BOS that the (US Cellular) lease money went into the Opera House Fund. There was discussion on the use of the Opera House Fund money.

Cemetery

Mr. Dennis, Finance Director Brown and the Board members discussed the following:

- ❖ Cremation plots
- ❖ Upkeep of Cemeteries
- ❖ Paving versus gravel roads in cemeteries

Mr. Dennis left the meeting at 8:16 p.m.

General Government

Executive

Town Manager Rieseberg and the Board members discussed the following line items:

- Annual Report
- Update Town Manager Rieseberg's salary

Election

There were no questions on the Election budget request.

Finance

Chairman Kessler asked for clarification of the bottom line: manager's change: \$14,866 -4.26%.

Finance Director Brown, Town Manager Rieseberg and the Board members discussed the following items:

- Salaries
- Staff/cross training
- Audit line item (cut some)
- Accounting Software
- Computer Maintenance Agreement
- Computer Subscriptions
- Water/Sewer software
- Use of credit cards, "one check" at the Town Clerk Office
- Interfacing with computers

Finance Director Brown and the Board members discussed the following items:

Revaluation

- RVL Assessor
- Contracted Services

Legal Expenses

- Legal Fees

Advertising/Reg Assn

- Economic Development Corporation of Newport (ECON)

Other General Govt

- Contingency (wage study; wage increases)
- Newport Community Television (NCTV)

Highway and Road

Finance Director Brown, Town Manager Rieseberg and the Board members discussed the following:

- Conversion of streetlights to LED
- LED conversion in buildings: DPW, PD, FD and Town Office

Solid Waste Collection

- Roadside waste collection

Health Agencies

Finance Director Brown and the Board members discussed the following:

- Sullivan County Nutrition Services
- Southwestern Community Services

Welfare

- Salaries
- Public Welfare

Patriotic Purposes

Finance Director Brown and the Board members discussed the following:

- Holiday Lights
- Flags or Banners on Main Street

Debt Service

Finance Director Brown and the Board members discussed the following:

- Bonds and Notes (construction)
- Storm Water Asset Management Plan
- New Financial Responsibilities starting 2019

The BOS asked for Sidewalk Tractor replacement information.

Capital Outlay

There was general discussion on these line items

Water

Town Manager Rieseberg, Finance Director Brown and the Board members discussed the following:

- Salaries
- Debt Schedule
- Water Fund share of computer upgrade
- Gilman Pond
- Water Asset Management Plan
- Water Trust

Sewer Fund

- Salary Contingency
- Debt Schedule (There was a general discussion on the debt schedule.)

Chairman Kessler asked for the proper procedure for establishing the fiscal year 2018-2019 budget.

Finance Director Brown stated it was up to them. Decisions could be made during a regular BOS meeting.

Finance Director Brown explained the following:

- 1) There would be a preliminary BOS approval
- 2) It would go to the Budget Advisory Committee (BAC) on Wednesday
- 3) March 19, 2018 will be a Public Hearing

Selectman Fratzel asked about Warrant Articles.

Finance Director Brown stated there were about nine Warrant Articles. The Warrant Articles could be finalized at a regular BOS meeting.

After discussing the request of new sheets with financial corrections and requests of the Selectmen, Finance Director Brown stated he would give them summary sheets of the corrections and requests. If there were significant errors on a page, he would make a revised copy of it.

Town Manager Rieseberg addressed the BOS and stated that the Police Station and the Fire Station were both overdue for general repairs. Four companies were solicited for Request for Proposal (RFP) bids. They received one quote. He asked the BOS for permission to proceed with the firm who had given a quote. Monies were: \$16,880 for the Fire Department-interior (in spring after air exhaust is complete) \$25,285 for the Police Department-interior and exterior

On a motion by Selectman Wilmot, seconded by Selectman Connell; *the Board voted unanimously to authorize Town Manager Rieseberg to enter into an agreement with Fosters Painting for painting of the Police Department and Fire Department. The motion passed 4-0-0.*

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A:3 II (a) Personnel Compensation and RSA 91-A:3 II (d) Real Estate at 9:30 p.m. (The motion passed 4-0-0).*

See NPS information.

The Board exited NPS at 10:08 p.m.

There was no action taken.

The Board voted unanimously to adjourn at 10:09.

The next regular meeting of the Board of Selectmen is scheduled for Monday, March 5, 2018 at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Approved on: March 5, 2018

TOWN OF NEWPORT, NEW HAMPSHIRE
Board of Selectmen
Minutes for Non-Public Session of February 22, 2018
6:30 pm Budget Review Meeting
Municipal Building

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In attendance were Selectboard members Kessler, Wilmot, Connell and Fratzel. Also in attendance was Town Manager Rieseberg.

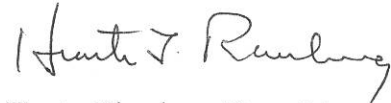
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Respectfully submitted,



Hunter Rieseberg, Town Manager