

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for
Budget Review Meeting
February 15, 2018; 6:30 pm
Municipal Building**

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

STAFF PRESENT: Hunter Rieseberg, Town Manager; Paul Brown, Finance Director; Wayne Conroy, Fire Chief; Chris Marcotte, Deputy Fire Chief; Jim Burroughs, Police Chief

COMMUNITY MEMBERS PRESENT: Bert, Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:30 p.m.

INFORMATIONAL:

Newport Public Safety Departments

I. Police Department (PD)

Town Manager Rieseberg addressed the BOS and gave general financial information on the Police Department budget. He stated that there was to be a delayed purchase of one police cruiser. He reminded the BOS that he had used historical data to construct line items in all department budgets. He hoped that with reduced line items the BOS did not feel the need to cut the PD budget further.

The Board members then asked questions on the following line items:

- Training (number was down.)
- Computer Maintenance (*Burroughs explained the service contracts that comprised the line item*)
- Position (empty)
- Radio Maintenance (special line item)
- Status of cruisers (*discussion on cruisers, rotation, error in not having one listed in Equipment Summary page*)
- Fuel (*discussion on fuel for all departments*)
- Grant Position (ILL)
- Lease Payment-Police Cruiser

Accreditation

Generators at PD and Fire Station (Looking into grants)

Town Manager Rieseberg and Police Chief Burroughs answered all questions asked by the BOS. Town Manager Rieseberg praised the work that Police Chief Burroughs has done running his department and managing his budget.

Emergency Communications

- ECO Earned Time versus Salaries
- ECO Telephone
- ECO Computer Maintenance

Capital Outlay

- POL/FIR Multi-Agency Trailer
- POL Backup Generator

Town Manager Rieseberg addressed the BOS and stated he would get back to the Board with adjusted numbers if they were able to get a grant for these items.

- EMM Sign and Equipment Trailer (*Police Chief Burroughs explained it would be an interdepartmental tool. General discussion with the BOS*).
- POL/FIR multi-agency UTV
- Special Detail Fund
- Mutual Aid
- Camera Project (ongoing)

II. Prosecution

The Board members had no questions on the Prosecution section of the PD budget. They had no further questions concerning the Police Department.

Police Chief Burroughs stayed for the rest of the Public Safety Department budget reviews (7:20 p.m.).

III. Newport Emergency Medical Services (EMS)

Town Manager Rieseberg addressed the BOS and stated that Fire Chief Conroy had worked hard writing and implementing policies in his department. He had actively been recruiting new personnel. There were a few specifics that needed to be done, but the budget request was pretty status quo.

Fire Chief Wayne Conroy, Finance Director Brown and the Board members discussed the following line items:

- ❖ Health Insurance
- ❖ Salaries
- ❖ EMS Contracts (Life Pac 15s and hydraulic stretchers)
- ❖ Bariatric Stretcher (through grant; county-wide use)
- Selectman Wilnot asked for a correction on the bottom line of the EMS (as in the Public Works Department). Finance Director Brown stated it should be **\$57,689 -11.14%**.
- ❖ Payroll/Per Diem/Coverage
- ❖ Coverage Salaries

Selectman Fratzel asked that the salary line items be renamed. They did not clearly identify fulltime/part-time employees. Finance Director Brown explained the historical reason for the current salary line item classifications; he stated they would be changed as requested.

- ❖ Stipends (Training Coordinator, Supply Coordinator)
- ❖ Pension
- ❖ Supplies (for ambulance)
- ❖ Ambulance Billing (ALS, BLS)
- ❖ Overtime

Selectman Fratzel addressed Fire Chief Conroy and commended him for his work in cutting overtime in the department.

Fire Chief Conroy, Town Manager Rieseberg and the BOS had a general discussion on the difficulties of staffing, the use of mutual aid by Newport when paramedics have been needed and the use of mutual aid with towns without contracts with Newport.

IV. Newport Fire Department (FD)

Chairman Kessler checked with Finance Director Brown that the FD bottom line was **\$7,418 -1.32%**.

The Board members asked questions on the following line items:

- Paramedic (cross training FIR/EMT)
- Stipend positions

Chairman Kessler asked for a description of the stipend positions. Selectman Fratzel asked for an update of positions and pay after the stipend positions (for full time employees) were absorbed into salaries. There was a general discussion on the positions.

- Overtime (went down)
- Turnout gear
- Fire alarms
- New Equipment
- Pension
- Fire Prevention
- Radio Maintenance
- Red Phone
- Radio Coverage Study

Selectman Fratzel asked if the BOS needed to make a special placeholder for a Warrant Article for fire radios. He considered it a high priority. Town Manager Rieseberg stated there wouldn't be a dollar amount until the study was complete. The BOS and Town Manager held a discussion on the necessity of new radios for the Fire Department.

Police Chief Burroughs gave an estimate for replacement radios for the Fire Department. Newport was eligible for grant funding for new radios. There was a discussion on the use of repeaters by the Fire Department. Fire Chief Conroy explained the pros and cons of repeater use in the Fire Department.

Chairman Kessler acknowledged Deputy Fire Chief Chris Marcotte. Addressing the BOS, he asked what was more important \$40,000-\$50,000 or the life of a fire fighter. Police Chief Burroughs gave the BOS an estimate for repeaters for the fire trucks and radios for the fire fighters. There was a discussion on the use of a repeater. The BOS stated they would like to see \$25,000 earmarked and spent for repeaters/communications for the Fire Department this fiscal year (2018-2019). Town Manager Rieseberg told them to let him know when they would like it done.

Capital Reserve

- Hydraulic Stretchers
- Fire truck (Tanker)
- Ambulance (4-year cycle)
- Fire Station exhaust system (*explanation of health and safety concerns*)

Selectman Fratzel asked that during budget review 2019 Fire Chief Conroy give a presentation explaining each piece of equipment that his department is requesting as well as one on mutual aid.

V. Health

The Board members had no questions of Fire Chief Conroy concerning the Health section of the budget.

The Selectboard began a conversation on the building and property at 133 Sunapee Street.

Town Manager Rieseberg told the BOS that the subject of the building and property at 133 Sunapee Street should not be discussed in a public meeting.

On a motion by Selectman Fratzel, seconded by Selectman Hooper, *the Board voted by roll call to go into non-public session (NPS) pursuant to RSA 91-A:3II(d) Consideration of Sale or Lease of Real Estate at 8:48 p.m. The motion passed 5-0-0.* A decision would be made after the NPS.

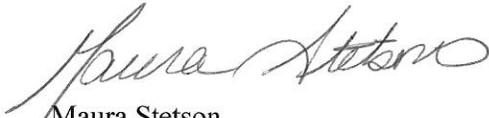
The Board of Selectmen exited NPS at 9:50 p.m. No action was taken.

The Selectboard voted unanimously to adjourn at 9:50 pm.

The next budget review meeting of the Board of Selectmen is scheduled for Thursday, February 22, 2018.

The next 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
February 15, 2018

On a motion by Selectman Fratzel, seconded by Selectman Hooper, *the Board voted by roll call to go into Non-Public Session (NPS) pursuant to RSA 91-A:3II(d) Consideration of Sale or Lease of Real Estate at 8:48 p.m. The motion passed 5-0-0.*

A decision would be made after the NPS.

On a motion by Selectman Fratzel, seconded by Selectman Hooper, *the Board voted unanimously to exit Non-Public Session at 9:50 p.m.*

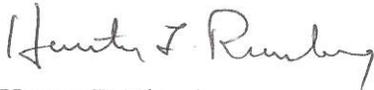
There was no action taken during Non-Public Session.

On a motion by Selectman Wilmot, seconded by Selectman Fratzel, *the Board voted unanimously to adjourn at 9:51 p.m.*

The next budget review meeting of the Board of Selectmen is scheduled for Thursday, February 22, 2018 at 6:30 p.m.

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

Respectfully submitted,



Hunter F. Rieseberg
Town Manager