

**Town of Newport, New Hampshire  
Board of Selectmen  
Minutes for  
Budget Review Meeting  
February 12, 2018; 6:30 pm  
Municipal Building**

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**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; Larry Wiggins, Director Public Works Department; Arnold Greenleaf, Superintendent of Waste Water Treatment Plant

**COMMUNITY MEMBERS PRESENT:** Bert Spaulding, Sr.

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

**INFORMATIONAL:**

Chairman Kessler asked if there were highlights on page three (Treatment). Town Manager Rieseberg addressed the Board and stated the budget increase was basically zero. To support the wage study the rest of the budget would see no increases. He explained his work in proposing the budgets for the next few years. Unless there was a critical need in a department, money would be going to increasing employee wages, attracting qualified staff and not to departmental equipment.

Chairman Kessler asked Town Manager Rieseberg additional questions on proposed Town savings and income.

Newport Public Works Department

I. Waste Water Treatment Facility

Town Manager Rieseberg justified all line items.

The Board asked about:

- WTP Equipment Rep/Repl
- \$30,000 Capital Reserve-separate warrant article. *Finance Director Brown gave historical and current data on the Capital Reserve.*
- Increase in chemicals.
- Preventative maintenance. *The need to biannually pump out the wet wells.*
- Fees for delivered septic sludge (currently \$.10/gal) and hauled water (\$.05/gal)
- Abuse of dumping oil and grease by a water/sewer user. *Mr. Greenleaf and Mr. Wiggins explained the steps they had taken in an attempt to rectify the situation. Both Mr. Greenleaf and Mr. Wiggins stressed that the problem was serious.*
- OT Salaries. *Town Manager Rieseberg justified the line item.*
- Vehicle Maintenance.
- The Dorr lagoons
- Rate adjustments-effective July 1, 2018

All questions were answered by Town Manager Rieseberg, Mr. Greenleaf or Mr. Wiggins.

Chairman Kessler thanked Mr. Greenleaf for attending the meeting. Mr. Greenleaf left the meeting at 6:49 pm.

## II. Sewer Fund

Chairman Kessler asked if there were any highlights on the sewer fund. Town Manager Rieseberg stated no. By using a multi-year average, it will flatten the numbers of the budget.

The Board had questions on the following:

- Radio Maintenance
- Chemicals (additional grease fighting chemicals)
- Town sewer pumping stations. *To fix the River Bend pumping station will be \$500,000+*
- W-2 1-Ton Dump Truck. *Can use Sewer Capital Fund.*
- Sewer Capital (equipment needs) *on page 5.00000*
- **DELETE** 03-5302-19 #5 SWS Pump Station Backup Pumps (\$19,800). *Mr. Wiggins explained the reason to the BOS.*
- Sewer Asset Management Program. *State offered program, partially grant funded.*
- Knoll Street Project (*Bond Article*)
- STP Roof Replacement (*placeholder in the budget. Roof was upgraded in 1980's*)

Town Manager Rieseberg and Mr. Wiggins gave additional information as needed.

## III. Water Department

The Board had questions on the following:

- Overtime. *Why did the manager cut back on OT? Finance Director Brown stated it was cut back to historical averages. Mr. Wiggins and Finance Director Brown explained the dollar amount of the request. Mr. Wiggins answered other questions concerning payroll.*
- Radio Maintenance
- Gilman Pond Improvements?
- Easements. *Mr. Wiggins explained the item was under the current budget.*
- Chemicals
- Tele/Alarms
- Towable Light Tower (50%) was cut from the requested budget (*discussion on shared equipment*)
- Meter reading.
- AMA Pilot Program (*replace meters at Ruger's*)
- Water Tank Inspection & Cleaning
- Water System Well Study (Phase 4) (*in operating budget-Lily Pond and well at the Airport*)
- Security Camera Project
- Water System Asset Management Program (*same program as in Sewer Fund*)

Mr. Wiggins explained to Selectman Connell and the Board that budget numbers are given for the PWD with historical averages.

Town Manager Rieseberg and Mr. Wiggins gave additional information on line items as needed.

- Chairman Kessler addressed Finance Director Brown concerning an error on the bottom line of page 2.00000. Finance Director Brown stated the error and others had already been corrected; the BOS would get the corrected numbers. Chairman Kessler stated they would do a pen and ink change.
- Finance Director Brown gave an additional correction for the BOS: under the green tab, page 03.00000 the bottom line should read (4,650) and -3.15%. The Highway Department bottom line is also incorrect. Page 20.00000 should read (9,324) and -2.88%.

#### IV. Public Works

Chairman Kessler asked if there were any highlights on the Public Works Garage fund.

Board members asked questions on the following:

- Health insurance.
- The search for an Assistant Public Works Director. Town Manager Rieseberg answered the BOS.

Selectman Connell asked for an explanation of items that are, “Budgeted by Finance Director”.

Finance Director Brown explained how those line items proposals were made. Selectman Connell then asked about the Town carrying liability insurance across the board (every department). Finance Director Brown explained the insurance to Selectman Connell.

- Overtime. Mr. Wiggins and Finance Director Brown explained the numbers for Selectman Fratzel.

#### V. Highway Department

- Chairman Kessler addressed Finance Director Brown and asked for the corrected bottom line on the Highway Department. Finance Director Brown stated an increase of 14,800 and 1.52%.

Board members asked questions on the following:

- Sidewalks (repair/replacement)
- Vehicle maintenance
- Overtime.
- Street sweeping/line painting
- Sidewalk plow. There was a lengthy discussion on all aspects of the sidewalk plow. The BOS was told that its trade-in value was \$5,000. The BOS was asked if they wanted a proposal for replacement.
- Highway grader
- Plow Truck maintenance

Mr. Wiggins gave additional information on each item as needed.

#### VI. Bridges

Finance Director Brown stated the majority of the budget was for insurance (Corbin Bridge only) and alarms on the (three) covered bridges.

- ❖ Bridge maintenance and repair
- ❖ “No-Charred” spray applied to Corbin Bridge 2 years ago. Mr. Arnold M. Graton, Arnold M. Graton Associates, Inc. evaluated the Corbin Covered Bridge and recommended repairs at that time.

#### VII. Capital Outlay

The Board asked questions on the following:

- 20-Ton Vibratory Roller
- HWY Supt Work Truck (questionable if will pass inspection)
- Dump Truck w/attachments
- Salt Shed roof
- Paving (Road Overlay)
- Knoll Street Project

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and Knoll Streets final engineering (Bond)
- HWY State Aid work (sidewalk)

Mr. Wiggins answered all questions and gave additional information on each item as needed.

- Finance Director Brown gave bottom line corrections to the BOS for page 32.00000.

The final schedule for Budget Review meetings would be:

February 15, 2018 PUBLIC SAFETY

February 22, 2018 TBD; with an additional meeting as necessary

There was a discussion on the Belknap Street Bridge.

The Board members thanked Mr. Wiggins for attending the budget review meeting.

Town Manager Rieseberg informed the BOS that Bernie Waugh, Esq. was retiring.

Chairman Kessler reminded the Board that the Business After Hours would be held at the Newport Health Center on February 20, 2018 at 5-7 pm.

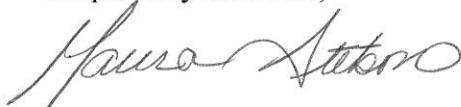
Chairman Kessler asked if business could be acted on at the February 12, 2018 meeting or if it should wait until a regularly posted meeting. Town Manager Rieseberg suggested that it be put off to a regularly scheduled meeting. After a brief discussion, on a motion by Chairman Kessler, seconded by Selectman Wilmot; *the Board voted to extend the employment contract of the Town Manager through June 30, 2021 with a salary of \$120,000 per year to be effective on July 1, 2018. The motion passed 5-0-0.*

Mr. Bert Spaulding, Sr. expressed his opinion of the BOS budget meeting and decisions by the Board.

There being no further business, on a motion by Selectman Wilmot, seconded by Selectman Connell; *the Board voted to adjourn at 8:43 pm. The motion passed 5-0-0.*

**The next Budget Review meeting of the Board of Selectmen is scheduled for Thursday, February 15, 2018 at 6:30 p.m.**

Respectfully submitted,



Maura Stetson  
Scribe

Approved on: March 5, 2018