

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of March 19, 2018
6:30 pm Public Hearings and Regular Business Meeting
Municipal Building**

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

STAFF PRESENT: Hunter Rieseberg, Town Manager; Paul J. Brown, Finance Director; Larry Wiggins, P.E. Director of Public Works; Julie Magnuson, Planning and Zoning Administrator

COMMUNITY MEMBERS PRESENT: Ed Karr, Bruce Pariseau, Virginia Irwin, Steven Smith, Larry Cote, Jacqueline Cote and Bert Spaulding, Sr.

GUEST: Peter J. Pitsas P.E., Underwood Engineers

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

AGENDA REVIEW: Move INFORMATIONAL agenda item: Peter Pitsas, Underwood Engineering Presentation of Final Plans for 1st, 2nd, 3rd, 4th and Knoll Streets Infrastructure Project to before PUBLIC HEARINGS (Kessler).

INFORMATIONAL:

Peter Pitsas, Underwood Engineering Presentation of Final Plans for 1st, 2nd, 3rd, 4th and Knoll Streets Infrastructure Project

For the full presentation see: <https://vimeo.com/channels/newporthselectmen>

Mr. Peter Pitsas, Underwood Engineering, introduced himself and began his project update presentation to the Board and public. He stated his company had completed the final design for the project. He gave a project overview explaining:

- The project limits and what will be improved,
- the easements (temporary and permanent):
- what the easements are needed for and how many properties will be affected.

Mr. Pitsas told the BOS that his company will communicate weekly with the neighborhood residents to inform them of the anticipated work for the week and the progress on the project.

Mr. Pitsas then gave the tentative schedule for the project from bids to construction completion and the budget for the project as is currently known.

Mr. Wiggins had nothing to add. There were no questions or comments from the BOS members.

PUBLIC HEARINGS:

Chairman Kessler read aloud the Notice of Public Hearings for the March 19, 2018 BOS meeting.

“The Town of Newport will hold public hearings on Monday, March 19, 2018, at 6:30 p.m. in the Board of Selectmen meeting room, 15 Sunapee Street, Newport to address the following issues coming before the Town at the Annual Town Meeting.”

A handout was distributed to the BOS and public in attendance to show financial information on Public Hearing #1.

Public hearing # 1 – The 2018-2019 budget in accordance with NH RSA 32

Chairman Kessler opened Public Hearing #1.

Finance Director Brown stated the handout showed the 2018-2019 Town operating budget as proposed by the BOS. He explained facts and figures to the Board and public present. Finance Director Brown answered all questions from the Board.

Chairman Kessler opened the hearing to the public.

Mrs. Virginia Irwin asked Mr. Brown to list the significant budget changes; how was the Town saving \$35,000 in General Government Buildings and \$57,000 in Emergency Medical Services.

Mr. Brown explained in General Government Buildings there would be some attrition in the middle of the 2018-2019 fiscal year (salary and benefits). They would not be replaced at the same level.

The \$57,000 in the Emergency Medical Services line item was changed to the 5 year history average. The number of calls and driving distance done over the last two years were down. There was also attrition from last year's budget.

Mrs. Irwin then asked about the \$135,000 in the Machine/Vehicle/Equipment line item.

Mr. Brown explained that last year there was \$196,000 for replacing the Self-contained Breathing Apparatus (SCBA). That was offset by a lease. This year there would be a highway pickup truck and a few pieces of emergency response equipment which would be offset by a FEMA grant.

Chairman Kessler asked if there was anyone else who wished to speak.

Mr. Bert Spaulding, Sr. addressed the third special article on the preliminary budget. Chairman Kessler addressed Mr. Spaulding, Sr. and stated that Finance Director Brown had not spoken to the Special Articles. He requested that the Board and public complete reviewing the Operating Budget first.

Finance Director Brown stated that the Default Budget for 2018 is: \$9,768,578. Finance Director Brown explained the items which would be removed from the Operating Budget if the Default Budget was passed.

There were no further questions on the Operating Budget.

Finance Director Brown then listed and explained the ten Special Articles:

1 st , 2 nd , 3 rd , 4 th , Knoll Streets Project	\$263,700
Knoll Street Project	\$843,500
Finance Software Upgrade	\$80,000
Revaluation Capital Reserve	\$40,000
District Court Capital Reserve	\$12,500
Communications Capital Reserve	\$5,000
Recreation Capital Reserve	\$10,000
Sewer Fund Capital Reserve	\$30,000
Asset Management Program	\$100,000
Recreation Land Purchase	\$67,000

Passing all the Special Articles would increase the 2018-2019 fiscal year budget to \$11,474,444.

Mr. Wiggins asked Finance Director Brown if there would be a Warrant Article on the SCADA water upgrade.

Finance Director Brown explained why it was not currently in the BOS approved budget or Special Articles. It would be discussed during the public hearing.

Mrs. Irwin stated that there was a \$100,000 Asset Management Program on one handout and a \$60,000 one on another handout. She asked for clarification.

Finance Director Brown stated it was for the Sewer Management Program. The NHDES does not do loans; they give 50/50 grants. He explained the breakup of the money for the programs.

Town Manager Rieseberg was acknowledged by the Chair. He stated that the Asset Management Program Warrant Article would make it easier for the Town to acquire funding in the future.

Mr. Bruce Pariseau asked where the tie-in for the water for 1st, 2nd, 3rd, 4th Streets was. Mr. Pitsas stated it was the main on Knoll Street just east of First Street. Mr. Pariseau asked for clarification; the water came down Unity Road from Gilman Pond. Mr. Pitsas explained where the tie-in was. Mr. Pariseau stated, for clarification, that there was already an adequate main on Knoll Street. Mr. Pitsas explained that they would upgrade the pipes when they did the construction in accordance to DES.

Mr. Ed Karr asked what the second Special Article "Knoll Street Project" would do. Mr. Pitsas explained the upgrades and construction that would be completed through the second Special Article. There was a general discussion on the Special Articles for the 1st, 2nd, 3rd, 4th and Knoll Streets Project.

Mr. Karr concluded by stating that Mr. Pitsas and Mr. Wiggins had been very good about communicating with everyone. He wanted the Selectboard to know that. Mr. Wiggins had knocked on doors and got information out to the neighbors. Mr. Wiggins had explained items and had answered all their (the neighbors) questions. Mr. Karr wanted to publicly thank him.

Mr. Bert Spaulding, Sr. read aloud a lengthy document that had been presented to the BAC.

Chairman Kessler acknowledged Finance Director Brown. Finance Director Brown stated that at the public hearing the Selectboard had to discuss any monetary warrants that may come before the BOS meeting. There were three things that have not been voted on by the Selectboard. They were:

1. Water treatment SCADA upgrade. The Town is eligible for funding through the water trust fund. That will be another bond article for 2018-2019. Chairman Kessler asked Mr. Wiggins what the SCADA System was. He complied. There was a general discussion on the SCADA System between the Selectboard and Mr. Wiggins. Chairman Kessler acknowledged Mr. Pitsas. Mr. Pitsas explained the advantage of having a SCADA System in Newport and its assistance in troubleshooting any problems.
2. Petition Warrant Article to help support West Central Behavioral Health- \$5,000. The BOS needs to recommend or not recommend.
3. Community Center Development-recommend between \$200,000 & \$600,000 for that process. More information would be given later in the meeting.

Chairman Kessler closed Public Hearing #1.

A handout was distributed to the BOS and public in attendance to show financial information on Public Hearing #2.

Public Hearing # 2 – The issuance of estimated \$263,700 in bonds under RSA 33:8-a for the costs related to the engineering and construction of the 1st, 2nd, 3rd, 4th and Knoll Street Infrastructure Project.

Chairman Kessler opened Public Hearing #2.

Finance Director Brown explained the historical and financial information of the project. He then explained the state revolving loan fund and grant forgiveness for the project. He answered all questions on the Bond costs posed by the BOS members.

The hearing was opened to the public. Mr. Spaulding, Sr. asked if there were significant savings through the state loan fund and the grant forgiveness if the Town would shorten the number of years of the bond. The BOS and Mr. Spaulding, Sr. held a general discussion. Finance Director Brown gave more financial information.

There were no other public questions or comments.

Chairman Kessler closed Public Hearing #2.

A handout was distributed to the BOS and public in attendance to show financial information on Public Hearing #3.

Public Hearing # 3 – The issuance of estimated \$843,500 in bonds under RSA 33:8-a for the costs related to the engineering and construction of the Knoll Street Infrastructure Project.

Chairman Kessler opened Public Hearing #3.

Finance Director Brown gave financial information to the BOS. He stated that the bond was eligible for state loan forgiveness. Finance Director Brown projected it to be a 20 year bond. There was general information given on the money for public hearing #2 and #3 potentially being turned into one loan.

Chairman Kessler opened the hearing to the public.

Mrs. Irwin asked why the interest rate for Water and Sewer was higher than the General fund. Finance Director Brown stated it was a formatting issue; the interests are the same rate. Mrs. Irwin asked if the additional funds needed for the first project were also water and sewer related. Finance Director Brown explained it was storm water. Mrs. Irwin thanked him for the information.

Mr. Spaulding, Sr. asked if the Water and Sewer Funds had sufficient monies to cover the two projects. He was told potentially yes. Mr. Spaulding, Sr. addressed the Chair and stated they needed to look at the impact of the 2018-2019 fiscal year.

There were no further comments or questions from the Board or public in attendance.

Chairman Kessler closed Public Hearing #3.

A handout was distributed to the BOS and public in attendance to show financial information on Public Hearing #4.

Public hearing # 4 – The issuance of estimated \$60,000 in bonds under RSA 33:8-a for the costs related to the development of an asset management system for the Town's storm water and sewer assets.

Chairman Kessler opened Public Hearing #4.

Finance Director Brown explained the financial information for Public Hearing #4. He explained that there would be a five year Bond.

There was no Board or public comment on the Bond.

Chairman Kessler closed Public Hearing #4.

A handout was distributed to the BOS and public in attendance to show financial information on Public Hearing #5.

Public Hearing # 5 – The issuance of estimated \$107,900 in bonds under RSA 33:8-a for the costs related to the update of the Town's water treatment plant SCADA system.

Chairman Kessler opened Public Hearing #5.

Finance Director Brown explained the financial information for Public Hearing #5. He proposed a ten year bond.

There was a short discussion with the Board. Finance Director Brown informed the Board that most of the equipment in the water treatment plant was put in in 1992 and was now 25 years old. It would be a whole systematic upgrade. There was general questioning of not having employees check it on weekends. Mr. Wiggins explained it was a state requirement.

Mrs. Irwin asked if the upgrade would tie into the Pollards Mill well with alarms. Mr. Wiggins stated yes, as well as the water tank.

Chairman Kessler closed Public Hearing #5.

A handout and map was distributed to the BOS and public in attendance to describe information on Public Hearing #6.

Public Hearing # 6 – Discussion of Adoption of RSA 79-E, Community Revitalization Tax Relief Incentives.

Chairman Kessler opened Public Hearing #6.

Ms. Magnuson put up maps which showed the areas proposed for RSA 79-E. Chairman Kessler asked Ms. Magnuson to explain what RSA 79-E was. She read aloud from a prepared statement. Ms. Magnuson then addressed the BOS and explained the bonus of potentially adopting RSA 79-E. It would be a tool in an economic tool belt.

Mrs. Irwin asked if the RSA 79-E would be passed to a new owner or go with the property. Ms. Magnuson stated it was her understanding that it would go with the property.

Mrs. Irwin asked if the Warrant Article would be a 2/3 vote or simple majority. She was told simple majority.

There was no other Board or public comment on the Bond.

Chairman Kessler closed Public Hearing #6.

MINUTES FROM PREVIOUS MEETING (S): March 5, 2018 Regular Minutes

Minutes of March 5, 2018:

On a motion by Selectman Fratzel, seconded by Selectman Connell; *the Board voted to approve the minutes of the March 5, 2018 BOS meeting as presented. 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 March 19, 2018 as presented. The motion passed 5-0-0.*

OPEN FORUM: none

COMMUNICATIONS:

Selectman Connell had nothing to share at this time.

Selectman Fratzel had nothing to share at this time.

Selectman Hooper informed the public that tomorrow Tuesday, March 20, 2018 the Planning Board would be meeting at 6:30 p.m. to discuss the upcoming Warrant Articles under their purview. Among them was the keeping of chickens in various Zoning Districts in Newport.

Selectman Wilmot had nothing to share at this time

Chairman Kessler informed the public that tomorrow Tuesday, March 20, 2018 the NCTV Board of Directors would be meeting at 5:30 p.m. in the Lou Thompson Room of the Newport Vocational Tech. The public was welcome to attend. Also, the Budget Advisory Committee (BAC) would be meeting Wednesday, March, 21, 2018 in the BOS Room to go over the Town's Warrant Articles.

INFORMATIONAL:

The Infrastructure Project Presentation was given before Public Hearings.

Discussion of Opera House Fees

Chairman Kessler stated that there was concern as to what the fee schedule was. He acknowledged Town Manager Rieseberg. Town Manager Rieseberg read aloud the latest fee schedule that the BOS had drawn up, explaining what the fees went to.

There was a discussion on Public, NOHA, School and Non-Profits using the Opera House. There was information given explaining the Library Arts Center is incorporated by The Richards Free Library; they share the same tax id number.

There was a lengthy discussion on who was Town and who was not.

Selectman Wilmot made a motion *to allow the Richards Free Library and the Library Arts Center the use of the Opera House with no fees except for fundraisers and third party extensions*. It was seconded by Selectman Kessler *The motion passed 5-0-0*.

Selectman Fratzel made a motion *to charge the Library or Library Arts Center a \$150 rental fee and a \$300 maintenance fee if they are doing a fundraiser*. Selectman Hooper seconded the motion. Chairman Kessler called for a vote.

Selectman Wilmot called for a question. He asked if the BOS could create a scenario for the Newport Opera House Association (NOHA). He called for a clarification of the fee structure for a three day NOHA event. There was discussion on the costs among the Board members and Town Manager Rieseberg. They repeatedly stated there were "grey areas". Mr. Steven Smith, Chamber of Commerce, asked about the Chamber's use of the Opera House and charges for rehearsal nights for them.

Mr. Steven Smith stated that it (the fee conversation) was disappointing because Newport has had great rapport about working together. He had always appreciated the rapport in Newport. Other towns have commented on how great Newport worked together; other towns have infighting while Newport has always had synergy. He used a scenario of the Chamber concerning the proposed fees and stated them aloud to the Board.

Chairman Kessler addressed Finance Director Brown and asked him to give financial information concerning the Chamber's use of the Opera House.

Mrs. Irwin listed other programs the Chamber holds in the Opera House. Mr. Smith listed the ones that they had lost money putting on for the community.

Chairman Kessler stated that the discussion on Opera House rental fees needed a separate discussion with all players involved. There was further discussion among the Board members.

Selectman Fratzel made a motion *that the Chamber and the NOHA will not pay fees for rehearsal nights*. It was seconded by Selectman Connell. *The motion passed 5-0-0.*

Selectman Fratzel stated that anyone could petition the BOS at any time. It could be decided on a case by case basis. There was a short discussion between the BOS and Town Manager Rieseberg. They listed the following as charges:

Public = \$300 for rental per day + \$300 maintenance per day if set up and take down were necessary.

Rehearsals for Chamber and NOHA= \$0.00

NOHA=\$150 for rental per day+ \$300 maintenance as necessary

Chairman Kessler stated that all others could come to the BOS and ask for a reduced (from Public) rate.

Community Center Committee and Recommendations

Selectman Fratzel addressed the BOS and stated that the Community Center Committee had been meeting regularly with the assistance of an architectural firm. The firm is finalizing their report. They have studied three different sites:

- ❖ Towle School
- ❖ The existing Rec Center site
- ❖ The Little League Field parcel

The committee had two options of the way to move forward. He explained the two:

- Bid/Plans/Bond vote=similar to the 1st, 2nd, 3rd, 4th and Knoll Street Bond
- Design/ build= most popular. The architect and engineer design 50% of building; the construction manager then gives an estimated price and a guaranteed maximum price. After getting the guaranteed maximum price it would go to Town meeting for a bond vote.

The architects stated that the estimate for the Bid/Plan /Bond Option was \$600,000.

The estimate for the Design/Build Option was \$200,000.

The Community Center Committee recommended to the BOS a Warrant Article bond of \$200,000 for the design stage.

When asked, Selectman Fratzel stated that he recommended the Design/Build Option and explained why.

Mr. Spaulding, Sr. asked for the size of the facility, the amenities and the cost to the taxpayer. Selectman Fratzel explained all three for him stressing it was all conceptual. Currently the square footage is three times the current Rec Center.

There was a lengthy discussion on all aspects of the proposed community center by the public in attendance and the Board of Selectmen.

On a motion by Selectman Fratzel, seconded by Selectman Hooper; ***the Board voted to recommend a Warrant Article for \$200,000 for the Design/Build Option of a new Community Center. The motion passed 5-0-0.***

ACTION ITEMS:

Town Common Rental Agreement

There was a discussion between Jaqueline Cote, Treasurer of the Farmers Market and the BOS concerning the newly established rental fees for the Town Common. Mrs. Cote explained that if the Farmers Market was charged the new rates, they would not financially be able to come back in 2018. Town Manager Rieseberg asked for direction from the Board (Finance Director Brown stated the Farmer's Market has previously paid \$1 per vendor per week). The representatives from the Farmers Market were asked to return to the next BOS meeting (April 2, 2018) concerning the fee they would be charged.

Mr. Smith addressed the BOS and asked how it would affect the Chamber and Concerts on the Common.

Mr. Larry Cote addressed the BOS and stated there were so many things such as Memorial Day observances that were held on the common. He hoped the BOS would take those into consideration as well.

There was a general discussion among the BOS members on the rental fees and use of the common.

Chairman Kessler asked that the Chambers use with Concerts on the Common be put on the April 2, 2018 BOS agenda.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to approve the Town Common Rental Agreement as presented. The motion passed 5-0-0.***

Request to Waive Ordinance Regarding Alcohol on Town Property-Sтивен Smith, Newport Area Chamber of Commerce Brewfest June 16, 2018

Mr. Smith addressed the BOS and stated he was asking for a waiver for the Town Ordinance regarding alcohol on Town Property for the Chamber's 5th Annual Brewfest, June 16, 2018 from 11 a.m.-4 p.m.

There was a discussion on the Brewfest. Town Manager Rieseberg stated he wanted the Chamber to provide a certificate of insurance to the Town for the event. Finance Director Brown informed the Board that the Chamber carried separate insurance for the event.

On a motion by Selectman Wilmot, seconded by Selectman Hooper; ***the Board voted to allow the Newport Chamber of Commerce to hold its annual Brewfest on the Town Common on Saturday June 16, 2018 from 11 a.m.-4 p.m. and to waive the Town Ordinance regarding alcohol on Town Property for that period of time. The Newport Chamber of Commerce will provide the Town a certificate of insurance. The motion passed 5-0-0.***

Fire Department-SCBA Lease Approval

Finance Director Brown gave financial information for the Self-contained Breathing Apparatus (SCBA).

There was a discussion between the BOS and Finance Director Brown on acquiring SCBAs.

On a motion by Selectman Fratzel, seconded by Selectman Connell; ***the Board voted to accept the proposal from Municipal Leasing Consultants (MLC) for the Self-contained Breathing Apparatus (SCBA) system lease and to authorize Town Manager Rieseberg to sign any documents necessary on the Boards behalf. The motion passed 5-0-0.***

Recommendation to Purchase Land in Lieu of an Easement of the 1st, 2nd, 3rd, 4th and Knoll Streets Infrastructure Project

Mr. Wiggins passed out detailed maps explaining the land that the Town is recommending to purchase in lieu of an easement.

Town Manager Rieseberg explained there were several temporary and permanent easements the Town was pursuing for the project. The landowner for this small parcel offered to give the land to the Town (transfer for \$1); because of its location much of the land would require a permanent easement. Town Manager Rieseberg explained the procedure for the Town to acquire the land.

Selectman Connell made a motion *to accept the recommendation to purchase land in lieu of an easement for the 1st, 2nd, 3rd, 4th and Knoll Streets Infrastructure Project as presented (Map 116 Lot 047) and to direct Town Manager Rieseberg to sign any documents necessary.* It was seconded by Selectman Wilmot. *The motion passed 5-0-0.*

“Recommendation to Purchase Land in Lieu of an Easement of the 1st, 2nd, 3rd, 4th and Knoll Streets Infrastructure Project”_will be on the agenda at the April 2, 2018 and April 16, 2018 BOS meetings.

Budget Approval and Warrant Articles

Selectman Fratzel made a motion *to approve the 2018-2019 budget of \$10,083,044.* It was seconded by Selectman Connell. *The motion passed 5-0-0.*

Selectman Fratzel made a motion *to approve the 2018-2019 Warrant Articles of \$1,698,900 to include:*

<i>1st, 2nd, 3rd, 4th, Knoll Streets Project</i>	<i>\$263,700</i>
<i>Knoll Street Project</i>	<i>\$843,500</i>
<i>Finance Software Upgrade</i>	<i>\$80,000</i>
<i>Revaluation Capital Reserve</i>	<i>\$40,000</i>
<i>District Court Capital Reserve</i>	<i>\$12,500</i>
<i>Communications Capital Reserve</i>	<i>\$5,000</i>
<i>Recreation Capital Reserve</i>	<i>\$10,000</i>
<i>Sewer Fund Capital Reserve</i>	<i>\$30,000</i>
<i>Asset Management Program</i>	<i>\$100,000</i>
<i>Recreation Land Purchase</i>	<i>\$67,000</i>
<i>Water Treatment SCADA upgrade</i>	<i>\$10,750</i>
<i>Community Center Development</i>	<i>\$200,000</i>

Selectman Hooper seconded the motion. *The motion passed 5-0-0.*

Town Meeting Warrant Approval

The BOS reviewed the Warrant Articles for Town Meeting.

Article 5 was placeholder; contingent on Planning Board’s decision on March 20, 2018.

Article 13-Finance Director Brown asked the BOS to finalize the wording for Article 13.

Article 24 POW plate, forgo registration, has to be locally approved.

Article 26 did not need BOS recommendation. The BOS and Mr. Spaulding, Sr. had a lengthy discussion on the Warrant Article.

Article 27 was discussed. Selectman Wilmot made a motion *to give a BOS recommendation to Article #27*. It was seconded by Selectman Kessler.

Selectman Connell asked if the Article had been on the Warrant in the past. He was told yes. He asked if the BOS had recommended it. He was told no. There was a short discussion on Warrant Article 27. The Chair called for a vote. *The motion failed 2-3-0 (Hooper, Fratzel and Connell voted no)*. It would read that the BOS does not recommend.

On a motion by Selectman Fratzel, seconded by Selectman Connell, *the Board voted to approve the Warrant Articles as presented with changes as noted. The motion passed 5-0-0.*

APPOINTMENTS: none

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted by roll call vote to enter into non-public session (NPS) pursuant to RSA 91-A:3 II, (c) Reputation of Another at 9:23 p.m. The motion passed 5-0-0.*

See NPS information

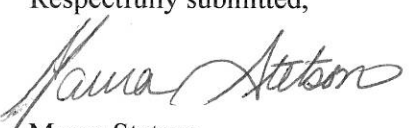
The Selectboard exited NPS at 9:41 p.m.

There was no action taken.

The Board voted unanimously to adjourn at 9:41 p.m.

The next regular meeting of the Board of Selectmen is scheduled for Monday, April 2, 2018 at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Approved on: April 2, 2018