

TOWN OF NEWPORT, NEW HAMPSHIRE

Board of Selectmen

Minutes for Meeting of September 17, 2018

6:30 pm Regular Meeting

Municipal Building

SELECTMEN PRESENT: Jeffrey Kessler, Chairman; Barry Connell, John Hooper, II

STAFF PRESENT: Paul Brown, Finance Director; Hunter Rieseberg, Town Manager

COMMUNITY MEMBERS PRESENT: Tobin Menard, Sandra Cherry, David Kibbey and Bert Spaulding, Sr.

NCTV: John Lunn

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: was accepted as presented

MINUTES FROM PREVIOUS MEETING(S): Minutes of July 23, 2018: On a motion by Selectman Hooper, seconded by Selectman Connell; *the Board voted to approve the minutes of the July 23, 2018 Board of Selectmen meeting as presented. The motion passed 3-0-0.*

Non-Public Session (NPS) Minutes of July 23, 2018: On a motion by Selectman Connell, seconded by Selectman Hooper; *the Board voted to approve the NPS minutes of the July 23, 2018 Board of Selectmen meeting as presented. The motion passed 3-0-0.*

Minutes of August 27, 2018: On a motion by Selectman Hooper, seconded by Selectman Connell; *the Board voted to approve the minutes of the August 27, 2018 Board of Selectmen meeting as presented. The motion passed 3-0-0.*

Non-Public Session (NPS) Minutes of August 27, 2018: On a motion by Selectman Hooper, seconded by Selectman Connell; *the Board voted to approve the NPS minutes of the August 27, 2018 Board of Selectmen meeting as presented. The motion passed 3-0-0.*

Consent Agenda of September 17, 2018: On a motion by Selectman Connell, seconded by Selectman Hooper; *the Board voted to approve the Consent Agenda of the September 17, 2018 meeting as presented. The motion passed 3-0-0.*

OPEN FORUM: Mr. Bert Spaulding, Sr. addressed the Board and complimented Mr. Larry Cote on the exemplary job he did as Selectman Pro Tem at the September 11, 2018 election. Chairman Kessler thanked Mr. Spaulding, Sr. for his input.

COMMUNICATIONS: Selectman Connell thanked everyone who assisted as Selectman Pro Tem.

Selectman Hooper stated:

- The Library Arts Center (LAC) held a performance of the Three Bridges Tour. It was an excellent program.
- September 17, 2018 and September 18, 2018 Newport hosts Sullivan County and all the other NH counties during their annual officer get together. Today (Monday, September 17, 2018) several people were out at the firing range at the reused ash landfill. Representatives could see some of what Newport was doing to support local businesses.

- September 17, 2018 until 8 p.m. “Cops and Rodders” is being put on at the Sugar River Bank parking lot. Officers from the Town, County and Fish and Game will be in attendance. There will also be hot rod cars from around the area.
- The Chamber of Commerce is beginning to plan for Winter Carnival 2019. A new event being considered is a biathlon. They are also looking to bring fireworks back to end Winter Carnival. Selectman Hooper asked Town Manager Rieseberg to assist them with this event.

Chairman Kessler:

- ❖ Thanked everyone (835 citizens) who went out to vote on September 11, 2018. He encouraged people to vote at the Primary in November 2018.
- ❖ The BOS are now back to their regular meeting schedule of the first and third Mondays of each month. He hoped to have the meetings live on TV soon.
- ❖ The Planning Board is meeting tomorrow night. He requested they look at any zoning changes that need to be presented at Town Meeting such as expanding the business district on Main Street in Newport in order to support local businesses.
- ❖ Mr. Bill Ruger, Jr. passed away. Mr. Ruger, Sr. and Jr. were both a major part of the business community in Newport. Chairman Kessler sent his condolences to Mr. Ruger’s family.

Town Manager Rieseberg had nothing to share during this part of the meeting.

INFORMATIONAL: Budget Schedule & Design: Town Manager Rieseberg stated that the Town was nearing budget season. A tentative schedule of budget sessions and dates had been drawn up for the BOS.

Chairman Kessler stated that Town Meeting voting would be on May 14, 2019. The Deliberative Session would be on April 2, 2019.

Working backwards, Finance Director Brown reviewed the tentative dates:

- Warrant Posting March 25, 2019
 - BOS final budget March 18, 2019
- and
- Budget and Bond Public Hearings March 18, 2019
 - Last Day for Petitioned Warrant Articles March 12, 2019
 - Last Day for Petitioned Bond Articles over \$100,000 March 8, 2019
 - BOS & BAC Budget Sessions February 4, 2019-March 14, 2019
 - BOS and BAC receive budget January 31, 2019

Finance Director Brown addressed the Board and stated that traditionally BOS Budget Session hearings have been on Mondays and Thursdays. The meeting days are at the Board’s discretion.

Chairman Kessler asked if the Budget Design would affect how the BOS went through the budget. Finance Director Brown stated no and explained the format of the 2019-2020 budget that the BOS would receive. There was a short discussion on the new format.

Selectman Connell asked if there would be any meetings where it would only be the BOS. Finance Director Brown stated that was unknown. It had not been discussed.

Discussion-Encumbered Funds: Town Manager Rieseberg stated that Finance Director Brown had a listing of financial information for the year. Town Manager Rieseberg stated that they requested that the monies remain in

their funds pending completion of projects. Any remaining balance would be rolled over to the Unassigned Fund Balance. During the course of the 2019-2020 fiscal year, proposals for use of the rolled over funds would be made.

There was a discussion on the estimated unassigned fund balance for the 2018-2019 fiscal year, a recommended amount for the DRA, returning money to the taxpayers, a monetary allotment for the Community Center and infrastructure projects in Town.

Chairman Kessler addressed Finance Director Brown and asked when he needed an answer (from the BOS) about the use of the unassigned funds. He asked if a decision could be delayed until there was a full Board voting. Finance Director Brown stated yes (he would need the BOS answer to set the tax rate).

Mr. Spaulding, Sr. addressed the Board and discussed the money left over from their fiscal year's budget. He asked the BOS to analyze the Town and citizen's financial situation and responsibilities. Taxes included the State School (unknown amount), County (unknown), School (\$2.52) and Town (\$.64). It was premature for the Town to spend the unassigned funds without knowing their total financial responsibilities.

Mr. Spaulding, Sr. asked Finance Director Brown what money the Town had had to take from the DRA for an emergency or any other expenditure within the last 20 years. Mr. Spaulding, Sr. then addressed the BOS and gave his opinion on the best way to use the money in the unassigned funds.

Chairman Kessler stated that the Board would continue its discussion on the encumbered funds at the BOS meeting in two weeks, Monday, October 1, 2018.

Update on Tax Deeded Properties: Town Manager Rieseberg addressed the Board and stated he had given them a spreadsheet summarizing the Town's activities with tax deeded properties over the last year. 17 properties have been sold, 4 are being retained for municipal use and 4 properties have been demolished. Those not indicated on the spreadsheet will be going to the next sale (Spring 2019) by the Town.

Chairman Kessler asked for the income received through the sale of the tax deeded properties. Town Manager Rieseberg stated he would reformat his spreadsheet and send a copy with that information to the BOS members. The Board members and Town Manager Rieseberg discussed the list of properties, available buildings and land, and the monetary uses from the sales.

There was a final general discussion by the Board and Town Manager Rieseberg on Newport's tax deeded properties.

Agenda item was taken out of order to accommodate the speaker.

ACTION ITEMS: Request for Waiver for Opera House Fee-Willey Perra Community Giving Show/Fundraiser: Mrs. Sandra Cherry, resident of Newport, addressed the Board as a representative of the Willey/ Perra Christmas Giving Program. The Willey Perra Giving Program has been active in Newport for twenty five years. As a volunteer group, their mission is to make sure that (over 300) needy Newport children get Christmas gifts. Each child receives two gifts and two articles of clothing (winter coats, boots, hats, gloves, etc.). Willey Perra organizes the Giving Trees seen in the Newport churches. Willey Perra coordinates through the schools, woman's supportive services and churches to get applications to families in need.

Monetary donations to Willey Perra are accepted, the major fundraiser for the organization is the Red Star Twirlers benefit performance given annually (for 20 years) at the Newport Opera House. Everything earned goes into the organization, performers buy their own costumes, provide transportation, etc.

Mrs. Cherry stated the members of the Willey/ Perra organization understood the reasons for the fees at the Opera House. They were hoping the BOS would not charge them the extra money as it would be taken directly out of the Willey Perra coffers; money that would otherwise be used to purchase items for Newport children.

Mrs. Cherry encouraged the Board members to go see the “Santa’s workshop” where gifts were sorted and wrapped by volunteers and to go see the “Giving” day.

Mrs. Cherry emphasized that their mission was to provide a Christmas to over 300 Newport children. She requested that the BOS waive the extra fees for their use of the Opera House.

Chairman Kessler addressed Finance Director Brown and asked what the Opera House fees were. Finance Director Brown stated they currently were: Rental \$150 and Janitorial \$300 per night (\$450 total). There was discussion among Board members to waive the rental and reduce the janitorial fee.

Finance Director Brown was asked what Willey/ Perra had been charged in previous years. Finance Director Brown stated that they had been charged a \$125 janitorial fee.

Selectman Connell made a motion *to waive the rental fee (\$150) and to reduce the janitorial fee to \$125 for the Willey/ Perra Christmas Giving Program.* It was seconded by Selectman Hooper. *The motion passed 3-0-0.*

Mrs. Cherry thanked the Board. She informed them that the Red Star Twirlers Performance would be on December 1, 2018. The “Giving” night would be just before Christmas.

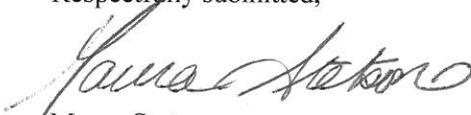
Accept the Terms of the Emergency Management Performance Grant Trailer Project and Authorize Town Manager Rieseberg to Sign Any and All Related Documents: Town Manager Rieseberg listed the items that would be accomplished with the acceptance of the Emergency Management Performance Grant. He explained the financial obligations by the Town and the grant amount from NH DOS/HSEM. He requested that the BOS approve the Terms of the Emergency Management Performance Grant and authorize Town Manager Rieseberg to Sign Any and All Related Documents. Chairman Kessler asked for a motion.

Selectman Hooper made a motion that, *we accept the terms of the Emergency Management Performance Grant as presented in the amount of \$21,292.00 for the purchase of an emergency management trailer and related equipment, to include a portable electronic message board, generator, and portable lighting. Furthermore, we acknowledge that the total cost of this project will be \$42,584.00 in which the town will be responsible for a 50% match (\$21,292.00). The Newport Board of Selectmen authorizes Town Manager Hunter F. Rieseberg to sign any and all documents related to the grant.* It was seconded by Selectman Connell. *The motion passed 3-0-0.*

Town Manager Rieseberg then explained one other grant that the Town has applied for.

On a motion by Selectman Hooper, seconded by Selectman Connell; *the Board voted to adjourn the meeting at 7:23 p.m. The motion passed 3-0-0.*

Respectfully submitted,



Maura Stetson
Scribe

Approved on: October 1, 2018

The next regular meeting of the Board of Selectmen is scheduled for Monday, October 1, 2018 at 6:30 p.m.