

**TOWN OF NEWPORT, NEW HAMPSHIRE**  
**Board of Selectmen**  
**Minutes for Meeting of November 19, 2018 6:30 pm**  
**Regular Business Meeting, Municipal Building**  
**15 Sunapee Street, Newport, NH 03773**

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

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

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

**NCTV:** Louis Cassorla

**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:** Accepted as presented.

**MINUTES FROM PREVIOUS MEETING(S):** Minutes of November 5, 2018: On a motion by Selectman Connell, seconded by Selectman Wilmot; *the Board voted to approve the minutes of the November 5, 2018 Board of Selectmen meeting as presented. The motion passed 5-0-0.*

Non-Public Session Minutes of November 5, 2018: On a motion by Selectman Wilmot, seconded by Selectman Connell; *the Board voted to approve the Board of Selectmen NPS minutes of November 5, 2018 as presented. The motion passed 5-0-0.*

**CONSENT AGENDA:** On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board voted to approve the Consent Agenda of November 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 Wilmot stated the Kathans were having a 75<sup>th</sup> year anniversary celebration at Kathan Gardens on November 19, 2018. They would be featured in the Kearsage Magazine. He congratulated the Kathan family on their years of community service to the Town of Newport.

Selectman Hooper informed the Board that the Gallery of Gifts at the Library Arts Center (LAC) was now open. There were a lot of nice things available to purchase.

Chairman Kessler thanked everyone who voted on November 6, 2018. Almost 50% of the voting population in Newport went out to vote. It was great to see people participate.

Town Manager Rieseberg stated the Town had been approached by an organization who would like to put up "Memorial Banners" for Newport's fallen soldiers. They are very attractive. The Town will be working with the

organization to acquire the banners and arrange for the banners to be put on display at appropriate times of the year (Memorial Day and Veterans Day). He was looking forward to working with the group.

**INFORMATIONAL:** Presentation of New Accounting Software - Finance Director Brown addressed the Board and stated he had researched financial software to replace his current 1999 software. Finance Director Brown had come before the Board with the results of his research. He was recommending financial software from the company Edmunds and Associates (a New Jersey firm). They serve local governments in 800 locations along the east coast of the United States. Newport would be their first location in NH.

Continuing, Finance Director Brown reviewed all aspects of the proposed software. He showed them an example from one municipality that was currently using it and explained some of the “add on programs” the Town could purchase. He answered all questions posed by the BOS. Finance Director Brown would contact the company with additional information the Board requested.

Finance Director Brown informed the Board that payroll would stay with the ADP Company.

If the software was purchased soon total transition of the Town’s financial data information could be completed as soon as the second week of January 2019. The old system and new system would both produce the first manifest. The Town could verify that the numbers were the same. He further explained the transition process to the new software.

The cost would be approximately \$20,000 for the software. The Town would have to update their servers (currently have ones from 2007). Projected maintenance is \$4,800; currently the Town pays \$9,800 with the 1999 software.

Finance Director Brown answered all additional questions posed by the BOS.

Chairman Kessler, Town Manager Rieseberg and Finance Director Brown discussed when to purchase the software (the company request was by December 1, 2018). The money was already in the budget. Chairman Kessler addressed Finance Director Brown and stated that if Town Manager Rieseberg was good with the purchase, the BOS was in favor of the purchase. He asked Finance Director Brown to make arrangements to purchase the software.

Financial Report Update: Finance Director Brown reviewed the preliminary Town of Newport Statement of Revenues, Expenditures and Encumbrances packet that he handed out to the BOS members. He stated that revenues looked good.

Finance Director Brown said the tax rate had not been set. He also stated that the water and sewer revenues will be tight (from projections). They had looked at the Ruger water bill-there had been a use decline in their July water bill. The Town user bills had been raised 10% water and 15% sewer respectively in July 2018 and those additional revenues will help. Finance Director Brown would be going before the BOS with future recommended increases to the water/sewer bills soon.

When asked about when the tax bills would be sent out, he stated the 1<sup>st</sup> week in December; due the 1<sup>st</sup> week in January 2019. Chairman Kessler asked, for clarification, if the Town was waiting for the School numbers in order to set the tax rate. Finance Director Brown concurred with Chairman Kessler’s statement.

Mr. Bert Spaulding, Sr. stated he would like to see the tax rate set earlier so taxpayers know what it is before getting their bill in the mail.

Update from the Community Center Committee: Selectman Fratzel stated the Community Center Committee meets weekly at 6:30 pm. Next week BreadLoaf would be giving a presentation and their preliminary budget for the proposed Community Center. He would like the meeting to be a joint meeting of the BOS and Community Center Committee in the BOS Room and be televised. There was a brief discussion on the date and attendance of Board members.

Using a diagram of the proposed community center and ballfield sites, Selectman Fratzel explained items currently in the schematics.

- The ballfield would be “flipped” with home plate to be placed near Meadow Road.
- The Ambulance garage and Buildings and Grounds garage would be taken down.
- There was a parking area; parallel parking could also be done in front of the Senior Housing
- The feasibility study had proposed 30,000 square feet. The building has been whittled down to 19,000 sq. ft.

Inside the building would include:

- ❖ A regulation basketball court with pull-out bleachers
- ❖ Using a divider curtain, two courts could be made for games/practices in that room
- ❖ “Team” changing rooms (no showers) with bathrooms in them
- ❖ Office area (Director and staff)
- ❖ Area with a few stationary bikes
- ❖ Staff baths with showers
- ❖ Multipurpose rooms; 2 large and 2 smaller
- ❖ Concession stand-for use for ballfield participants in summer months; for inside use in winter months
- ❖ Two large rest rooms (men’s and women’s) which are proposed to be available during ball games
- ❖ Areas with cubbies for youth to put their belongings
- ❖ Lounge area

There would be a slide presentation by BreadLoaf on Wednesday, November 28, 2018 and the slide presentation would be available afterwards on the Town website. Preliminary budget and specs will be available on Wednesday, as well.

Chairman Kessler asked Selectman Fratzel to list the members of the Community Center Committee. He listed the names of members from the community.

**ACTION ITEMS:** Review and Approve the Acknowledgement/Waiver: 1 Sandy Lane - After a short explanation by Town Manager Rieseberg on the 1 Sandy Lane property and the reasons the waiver was being requested, on a motion by Selectman Wilmot, seconded by Selectman Hooper; ***the Board voted to approve the acknowledgement/waiver on 1 Sandy Lane and to authorize Town Manager Hunter Rieseberg to sign any and all related documentation. The motion passed 5-0-0.***

**APPOINTMENTS:** none

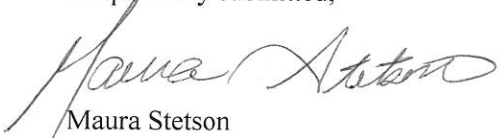
**NON-PUBLIC SESSION (NPS):** On a motion by Selectman Fratzel, seconded by Selectman Hooper; ***the Board voted by roll call vote to enter into NPS pursuant to RSA 91-A:3 II (a) Personnel at 7:38 p.m. The motion passed 5-0-0.***

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to exit the non-public session at 8:14 p.m. The motion passed 5-0-0.***

No action was taken.

On a motion by Selectman Connell, seconded by Selectman Fratzel; *the Board voted unanimously to adjourn at 8:14 p.m.*

Respectfully submitted,



Maura Stetson  
Scribe

Approved on: December 3, 2018

**The next regular meeting of the Board of Selectmen is scheduled for December 3, 2018 at 6:30 p.m.**