

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of June 6, 2016
6:30 pm, Municipal Building**

SELECTMEN PRESENT: Jeff Kessler, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, William Wilmot, John Hooper

STAFF PRESENT: Shane P. O’Keefe, Town Manager; Paul Brown, Finance Director; James Burroughs, Police Chief; Heath Marsden, Co-Manager Airport; Rick Kloeppel, Co-Manager Airport; Andrew B. Livernois, Esq.; Town Attorney

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.; David Kibbey, Ruth Ward, candidate for District 8 State Senate seat

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:51 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: Add under APPOINTMENTS appointments to the Heritage Commission (by O’Keefe).

MINUTES FROM PREVIOUS MEETING: May 16, 2016

On a motion by Selectman Hoyt, seconded by Selectman Hooper; *the Board approved the minutes of the May 16, 2016 meeting with the following correction:*

*Page 4, paragraph six under Communications: change “...meeting of the NH Lake Sunapee Regional Planning Commission...” to “...meeting of the NH Association of Regional Planning Commissions...”
The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted to approve the Consent Agenda for June 6, 2016. The motion passed 5-0-0.*

OPEN FORUM:

Chairman Kessler acknowledged Ms. Ruth Ward. Addressing the Board of Selectmen and viewing public she introduced herself as a candidate for the District 8 NH State Senate seat. She encouraged everyone to go to her website: www.ruthwardforsenate.com to view her voting record and platform. She thanked the Board for allowing her to speak at the BOS meeting.

COMMUNICATIONS:

Selectman Wilmot expressed thanks and congratulations for the Rollins memorial bench at Rollins Park. He had attended the induction ceremony at the park and was pleased to see that Newport continued to honor its fallen heroes.

Selectman Hooper had nothing to share at this time.

Selectman Hoyt had nothing to share at this time.

Selectman Fratzel had nothing to share at this time.

Chairman Kessler recognized the passing of former Newport Board of Selectman, Beverly Rodeschin. He listed the offices and positions she had held in public office to serve the Town of Newport. He expressed his condolences to her family.

Chairman Kessler also:

- Stated there would be the annual meeting and dinner of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) in Claremont on Wednesday, June 15, 2016 at 5 p.m. Town Manager O'Keefe and some Board members had signed up to attend; he encouraged other Board members to sign up as well.
- Complimented the Buildings and Grounds Department for their hard work cutting grass and preparing the grounds for the Town's Memorial Day ceremonies.
- Stated Towle School had challenged its students to read 1,500 books in ten weeks. The students had met the challenge in nine weeks. Chairman Kessler congratulated them on their accomplishment.

Town Manager O'Keefe informed the Board members and public that:

- Finance Director Brown had information on the progress of the bandstand roof. Brown informed everyone that the bandstand roof construction was ongoing. At least three sides would be completed for the high school graduation ceremony on Thursday, June 9, 2016.
- NH Pass signs (pictorial bicycle warning/ RSA) were going up in several locations around the community on Town land or rights-of-way.
- He had arranged for Selectman Hooper to tour the Town departments and would arrange for revisits at later dates.
- The Selectmen's Retreat would be held Monday, June 13, 2016 at 5 p.m. He would contact the BOS members with more information.
- He had drawn up proposed motions for consideration by the Selectmen to clarify information during meetings. Some motions needed specific verbiage and the motions would be available for their use if they desired. The Board members could relay whether or not they would like to continue their use.

INFORMATIONAL:

Town Ordinance Amendments-Chapter 11

Police Chief Burroughs addressed the BOS and went through his proposed changes to the Newport Ordinances within Chapter 11. He explained his suggested additions and deletions to verbiage and formatting within the text. He asked the BOS if they had any questions concerning the proposed changes. Selectman Fratzel asked for more information on Section 11.20. Police Chief Burroughs stated that the School and Town should have a joint meeting concerning Section 11.20-parking on School Street since it would affect both parties. The Board members agreed to have the proposed changes posted on the Town website before the public hearing was held. All proposed changes would be noticed, not just the Main Street parking issue. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to hold a public hearing on proposed changes to Chapter 11 of the Town Ordinances, related to Restricted Parking on Designated Streets on June 20, 2016. The motion passed 5-0-0.***

Parking on School Street

There was additional discussion on proposed restricted parking on School and Main Streets. School Street residents would be informed of the public hearing on June 20, 2016 that would include their street.

Rates for use of airport property

Airport Co-Manager Rick Kloeppel addressed the Board and stated that the Airport Advisory Board (AAB) had been asked some time ago to set up a fee schedule for use of the grass strip when using the small park by the Corbin Bridge for events. He stated that there were two types of events; one required minimal parking and cars could use Corbin Road (Police Chief Burroughs had been consulted). The second required parking on the airport property. The airport could park approximately 100 cars adjacent to the grass strip. Airport Co-Manager Kloeppel explained the procedures and sometimes complications that happened when Parlin Field closed a runway to aircraft traffic. He then read aloud the fee schedule

drawn up by the AAB, the different rates and justifications for them. Chairman Kessler asked if there were questions or comments from the Board. Town Manager O'Keefe stated that the proposed Resolution by the AAB was only a recommendation to the Selectmen.

He read part of the Resolution "...onsite Parlin pilots are the final arbiters..." he asked if that meant the two Co-Managers. Co-Manager Marsden stated that should be changed to Airport Management. There were other areas in the document that stated Parlin pilots that would be changed to Airport Management. Chairman Kessler asked for clarification if it would mean the Co-Managers or their designee. Co-Manager Marsden stated that was correct.

Town Manager O'Keefe recommended if the Board decided to hold a public hearing that the airport document format and verbiage be changed to be consistent to other facilities in Town that have a fee structure. Police Chief Burroughs asked if there had been discussion on how to address violations that might occur at the airport. He thought it should also be part of the discussion. The Chair and Co-Managers discussed the lack of a structure to prevent infractions. It was requested that additional signage be put in place for the general public. After further discussion on signage, including the involvement of the local Boy Scouts, Chairman Kessler asked for a motion. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to hold a public hearing on proposed new fees for the use of Town-owned airport property on July 11, 2016. The motion passed 5-0-0.***

Ambulance collections

Finance Director Brown addressed the BOS and gave them 2015 and 2016 information concerning ambulance collections for services rendered. He gave statistics concerning number of billable calls, the fee increase on collections, the collection skew with Medicare transports and number of collected and uncollected bills.

Selectmen Fratzel and Hoyt inquired about the timeframe for billed calls. Finance Director Brown answered all questions.

Discuss Fire/EMS study

Chairman Kessler stated the BOS had a quote from JLN Associates, LLC. He asked for comments or suggestions. Selectman Fratzel stated that the study JLN Associates had done for Bow, NH was for both Fire and EMS Departments. Town Manager O'Keefe stated that Selectman Fratzel was correct. He listed the cost for the Bow, NH study in comparison to the proposed Newport study. If the Board wanted to expand on the study to include the Fire Department, JLN would conduct one for roughly the same price as Bow's although the Newport study would be more expensive due to the number of hours JLN estimated Newport's would require.

There was general discussion on including the Fire Department with the EMS study, how comprehensive the study would be and it's cost. The Board directed Town Manager O'Keefe to collect additional information from JLN and present a new proposal at the next BOS meeting for the BOS to consider.

Update on amendments to Personnel Policy

Town Manager O'Keefe stated he was still working on updating the policy and hoped to have a draft to the BOS at the Retreat on June 13, 2016. He reviewed the procedure to adopt new items into the personnel policy. There was a short discussion on the effects of any changes made.

ACTION ITEMS:

Authorize withdrawal from Police Special Detail Revolving Fund

Police Chief Burroughs addressed the Board and explained the reasons for requesting the withdrawal of monies from the Police Special Detail Revolving Fund. There was a short discussion between the Board and Police Chief Burroughs concerning the use of the cruiser which would receive equipment from this money. On a motion by Selectman Fratzel, seconded by Selectman Hooper; ***the Board voted to authorize***

the withdrawal of up to \$4,000 from the Police Special Detail Revolving Fund for use in outfitting a police cruiser with equipment that will materially assist with future special detail assignments. The motion passed 5-0-0.

Acceptance and expenditure of unanticipated funds per RSA 31:95-b – Hypertherm HOPE Foundation donation of \$7,500 in support of ACE Academy

Airport Co-Manager Heath Marsden addressed the Board and explained the history of the ACE (Aviation Career Education) Academy at Parlin Field. He stated that the Academy exposes students to STEM (Science Technology Engineering and Math) Subjects through the airport. He gave a synopsis of the curriculum for students as well as listing the speakers that were invited to the camp and the field trips they went on.

Continuing, Airport Manager Marsden stated that in 2015 the cost of the camp was \$50.00 per student. He explained the grants and funding the school had acquired which helped defray the cost. Not all of the grants and private donations were available this year. He compared the program to the one in Laconia, NH which cost individuals \$400+ per student in 2015 and would cost them \$800 in 2016. Laconia did not have the volunteer support that Newport did, thus the increased rate. The grant Parlin Field had been offered through Hypertherm would pay for laptop computers, tables, chairs and additional supplies. Logistically the camp would be located at the airport in 2016, instead of being partially offsite at the high school. Questions asked included:

How many students would be serviced at the camp in 2016? 35.

How many levels would there be? Three. They had first year, second year and third year students. Airport Manager Marsden explained the field trips for the different groups (year). He stated the Newport school had donated the use of school buses for the field trips last year and would again this year. They had a unique partnership between the airport, school and Hypertherm.

Selectman Wilnot praised the volunteers at the airport for all they did, noting that the program would not be viable without their assistance. Chairman Kessler concurred. After a short discussion on the program and grant, Chairman Kessler called for a motion. On a motion by Selectman Wilnot, seconded by Selectman Hoyt; ***the Board voted to accept unanticipated funds in the amount of \$7,500, given to the Town as a donation from the Hypertherm HOPE Foundation, and expend these funds to support the Town's ACE Academy program. The motion passed 4-0-1 (Fratzel abstained).***

Chairman Kessler requested that Town Manager O'Keefe write a letter of appreciation to Hypertherm.

Designation of authorization for Clean Water SRF Loan -1st, 2nd, 3rd, 4th, Knoll Street Project

Town Manager O'Keefe explained the request was in conjunction to applying for State Revolving Fund (SRF) loans. Finance Director Brown further explained that there were two separate authorizations the Town would need, one for clean water SRF and one for drinking water SRF. For clarification, Chairman Kessler asked if the request was to designate the Town Manager to sign for the Town. Finance Director Brown concurred, stating it was to designate and authorize the applications. Chairman Kessler called for a motion.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted to authorize the Town Manager, a position currently held by Shane P. O'Keefe, to sign the applications and contracts for the Clean Water and Drinking Water State Revolving Fund loan on behalf of the Town of Newport, NH, for the 1st, 2nd, 3rd, 4th and Knoll Streets Reconstruction Project. The motion passed 5-0-0.***

Authorize expenditure of funds for Fire/EMS study

The agenda item would be revisited at the June 20, 2016 BOS meeting.

APPOINTMENTS:

Assessing Standards Board

Finance Director Brown explained the state Assessing Standards Board to the Selectmen. He explained that former BOS Chairman Nichols had “officially” held the position while in term. He had sent Finance Director Brown to the meetings as his designee. Finance Director Brown expressed his desire to continue to represent Newport at the Assessing Standards Meeting as a designee. On a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted to appoint Chairman Jeffrey Kessler as the Town’s municipal governing body official as the Town’s representative to the New Hampshire Assessing Standards Board, and further to authorize Paul Brown as his designee. The motion passed 4-0-1 (Kessler abstained).***

Finance Director Brown stated he would assist Chairman Kessler with the application process.

Heritage Commission

Town Manager O’Keefe addressed the BOS and stated that they had two applications for the Heritage Commission one from Virginia Irwin, the other from Dean Stetson. He gave a short explanation of the appointment process and the Heritage Commission’s need for both full and alternate members. Selectman Hoyt made a motion, seconded by Selectman Hooper; ***to appoint Dean Stetson and Virginia Irwin to the Town of Newport Heritage Commission, each with a term running to June 2017.***

Selectman Fratzel pointed out a discrepancy in that there was an opening for a one year and a two year term. Selectman Hoyt stated he would amend his motion to appoint Virginia Irwin to the two year term. Selectman Hooper agreed to amend his second.

On a motion by Selectman Hoyt, seconded by Selectman Hooper; ***the Board appointed Dean Stetson to a one-year term (running to June 2017) and Virginia Irwin to a two-year term (running to June 2018) to the Town of Newport Heritage Commission. The motion passed 5-0-0.***

OTHER MATTERS:

Equipment Repairs

Selectman Hoyt addressed the Chair and stated he had a question concerning expenditures on Public Works Department heavy equipment repair. There was a discussion between Selectmen Hoyt and Fratzel and Finance Director Brown concerning repair work. Selectman Fratzel asked what shops had been contacted to do work, when and the cost. He then stated that procedures were supposed to be in place via discussions held during budget season. Finance Director Brown answered questions and asked for some information from Selectman Fratzel.

Town Manager O’Keefe stated that the handout concerning on 2016 encumbrances which the Board members had received, and included proposed heavy equipment repair, was for the next regular BOS meeting and that if Selectmen had questions he would get them the answers prior to that meeting.

Fire/EMS Timesheets

Town Manager O’Keefe addressed the Board and passed out the newly formatted timesheet he had had created for Fire/EMS personnel and which was presently in use. He wanted the BOS to look the timesheets over and give their input. It would be amended as necessary depending on its effectiveness in providing consolidated information.

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board of Selectmen voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A:3, II(e), Consideration or negotiation***

of pending claims or litigation which has been threatened in writing or filed by or against the Town. The motion passed 5-0-0.

The Board took a break for a few minutes.

The BOS entered NPS at 8:07 pm. Present were the Board members Jeffrey Kessler, Todd Fratzel, William Wilmot, David Hoyt and John Hooper, and Town Manager Shane O'Keefe and Attorney Andrew Livernois.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to leave non-public session and return to public session. The motion passed 5-0-0. The non-public session ended at 8:22 p.m.*

Resident Bert Spaulding, Sr. entered the meeting.

On a motion by Selectmen Fratzel, seconded by Selectman Hoyt; *the Selectmen voted by roll call to seal the minutes of the non-public session. The motion passed 5-0-0.*

ADJOURNMENT:

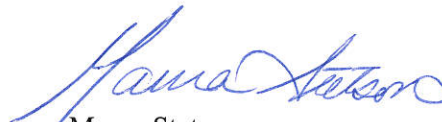
There being no further business in the public meeting, on a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to adjourn at 8:23 pm.*

The next meeting of the Board of Selectmen is scheduled for Monday, June 13, 2016 at 5:00 p.m., at which time the Board will hold its annual retreat. The next regular meeting of the Board is scheduled for June 20, 2016 at 6:30 p.m.

Respectfully submitted,



Shane O'Keefe
Town Manager



Maura Stetson
Scribe

Approved on: June 20, 2016