

**Town of Newport, New Hampshire
Board of Selectmen
Minutes for Meeting of October 17, 2016
6:30 pm, Municipal Building**

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

STAFF PRESENT: Paul J. Brown, Interim Town Manager; James Burroughs, Police Chief; Lieutenant Ernest Rowe, Police Department; Amy Spreadbury, Water Department; Tammy Flewelling, Sr. Deputy Tax Collector; Kaara Gonyo, Assessing Assistant; Jeremy Proper, Mechanic, Public Works Department; Lisselle Dufort, Town Clerk.

COMMUNITY MEMBERS PRESENT: Bert Spaulding, Sr.; Hunter Rieseberg

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

Items were taken out of order from the posted agenda.

Interim Town Manager

Chairman Kessler stated that he would entertain a motion to appoint an Interim Town Manager. On a motion by Chairman Kessler, seconded by Selectman Wilmot; ***the Board voted to appoint Hunter Rieseberg as Interim Newport Town Manager and Tax Collector for a period of at least 6 months, not to exceed 12 months with an annual salary of \$99,500.00. The motion passed 5-0-0.***

Chairman Kessler invited Mr. Rieseberg to say a few words. Mr. Rieseberg thanked the Board for their support, confidence and appointment. He was looking forward to working as a public servant in Newport, working with the staff and meeting the people of Newport.

Chairman Kessler addressed the public and stated Mr. Rieseberg would be starting as Newport Interim Town Manager on October 18, 2016 after he was sworn in by the Town Clerk.

As a final point of business concerning Mr. Rieseberg, Chairman Kessler called for a motion to recommit the taxes to Mr. Rieseberg as Newport Interim Town Manager. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to recommit the Newport taxes to (Interim Town Manager) Hunter Rieseberg. The motion passed 5-0-0.***

Chairman Kessler asked Interim Town Manager Brown if there was a document to this effect for the Board members to sign. Brown stated yes.

AGENDA REVIEW: Move ACTION ITEM: Personnel Plan to after OPEN FORUM, Add Non-Public Session (NPS) RSA 91-A:II (b) Negotiation (by Brown)

MINUTES FROM PREVIOUS MEETING(S):

Minutes of August 29, 2016:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to approve the minutes of August 29, 2016. The motion passed 5-0-0.***

Minutes from Non-Public Session (NPS) #1 of September 12, 2016:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board tabled the minutes of NPS #1 of September 12, 2016.***

Minutes from Non-Public Session (NPS) #2 of September 19, 2016:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to approve the minutes of NPS # 2 of September 19, 2016. The motion passed 5-0-0.*

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to unseal the minutes of NPS #2 of September 19, 2016 as of October 17, 2016. The motion passed 5-0-0.*

Minutes of October 3, 2016:

On a motion by Selectman Hoyt, seconded by Selectman Hooper; *the Board voted to approve the minutes of October 3, 2016 with the following corrections and additions on page 7. Information under NPS should read:*

“On a motion by Selectman Fratzel, seconded by Selectman Wilmot; the Board voted by roll call vote to enter into non-public session pursuant to RSA 91-A:3 II(b) Hiring a Public Employee at 7:57 p.m. The motion passed 5-0-0.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to come out of NPS at 8:09 p.m. The motion passed 5-0-0.*

On a motion by Selectman Wilmot, seconded by Selectman Hooper *the Board voted to adjourn at 8:10 p.m. The motion passed 5-0-0.*

No action was taken.”

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted to approve the minutes of October 3, 2016 as amended. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to approve the Consent Agenda for October 17, 2016. The motion passed 5-0-0.*

OPEN FORUM:

Mr. Bert Spaulding, Sr. addressed the Board members and complimented them on their work as a Board.

ACTION ITEM:

Personnel Plan

Employee comments were handed out to the Board members. Selectman Hooper asked if the BOS would be reviewing the entire Plan (with changes) as they did before. He was told yes.

Chairman Kessler addressed the employees at the meeting and asked them if the BOS had received comments from them, if they were in attendance to see how the Board members voted on the Personnel Plan or if there were specific areas of the Plan they would like to address at the October 17, 2016 meeting.

Ms. Spreadbury stated that she had written comments and she wanted to see if the Board had received them. She also wanted to view the process of reviewing the Personnel Plan. Mrs. Gonyo and Mrs. Flewelling concurred with Ms. Spreadbury. Chairman Kessler addressed the three employees and stated if the Board missed their comments to please speak up.

Mrs. Dufort stated that they had received notification that questions were summarized. She asked if the BOS members had received the employee’s individual comments. Interim Town Manager Brown stated yes.

The Board members, Interim Town Manager Brown and employees present reviewed the first 23 pages of the Draft Personnel Plan. For the complete meeting and discussion on the agenda item, go to: www.newportnh.net BOS October 17, 2016 vimeo recording.

COMMUNICATIONS:

Selectman Wilmot had nothing to share at this time.

Selectman Hooper stated that the Pinnacle Sports store on Coitview Drive will be hosting the Business After Hours Chamber event on November 2, 2016 at 6:00-8:00 pm. All were welcome to attend and see the store in its new location and its facilities.

Selectman Hoyt stated he had acquired information from JLN on the Fire/EMS study. The company was 75% completed with their report. A company representative didn't have a completion deadline for the Town as of yet.

Selectman Fratzel had a question about the grass island at the base of the Elm Street hill. He asked if it could be maintained by the Town, especially now that the surrounding area looked so nice. After a short discussion, Interim Town Manager Brown stated he would contact the appropriate department concerning its maintenance.

Selectman Hoyt added that the entrance to the Newport Health Center would be fixed. Its narrow construction was an error by the subcontractor. Selectman Hoyt stated that what was built was not on the plan submitted to the Planning Board.

Chairman Kessler asked when Newport would be celebrating Halloween. Police Chief Burroughs stated that Newport would be celebrating Halloween on October 31, 2016. The Police Department recommended 4 pm to 8 pm for Trick for Treat times.

Selectman Hooper stated he had found sections of an audit report dealing with responsibilities and suggestions of work by the Selectmen during audits. He would like to have Board discussions on those items in the future. It was scheduled for the BOS meeting on November 7, 2016.

Interim Town Manager Brown stressed the mandatory water ban was still in effect. Gilman Pond continues to lose 1" of water a day. He explained the precautions being taken by the Town and also their concern should Newport have a major fire. He reiterated the Mandatory Water Ban, its significance and the Town's request for Municipal water users to conserve water wherever they could.

The engineers for the Oak Street Bridge Project have gone through and surveyed the reports on the three potentially historic sites in the area. Documents to the effect have been filed. The engineers have gone to a Newport Heritage Commission Meeting to give their findings. The next step will be to meet with NHDOT to discuss the project. Included in the meeting will be the Coon Brook Bridge Project. After meeting with NHDOT, the Town and projects will go to the Cultural Resources Department meeting of the NHDOT.

The project is moving slow but it is moving forward.

Interim Town Manager Brown stated that MacDonald's had recognized a number of police officers around the state. He asked Police Chief Burroughs to explain about one of Newport's that had been recognized.

Police Chief Burroughs said that MacDonald's had recognized some police officers from around the state for exceptional service to their communities. Newport's Officer Clayton Couitt was recognized by the company for his exemplary service to the Newport community. Police Chief Burroughs stated that announcement of the award had been in both the Argus and Eagle Times newspapers.

Chairman Kessler congratulated Officer Couitt.

Interim Town Manager Brown informed the BOS that the generator at the Public Works garage "died". It was a used piece of equipment when the facility was built in the late 1970's. The Town was currently looking at a replacement for it, and he hoped to have a bid to the Board members the first meeting in

November. Brown would be proposing paying for the generator with funds set aside when the solid waste district closed. Brown stated he believed the Town had the funds to cover a new generator, but he wanted to give the BOS a heads up that the proposal was coming.

There was a short discussion on alternate funds to pay for the generator. Brown stated they would look into getting funds from Homeland Security or State emergency funding. There was further discussion on the size, location and electrical coding for the new generator and current building.

Finally, Interim Town Manager Brown stated that he had sent the draft contract to the Building Assessment Group (CMK Architects) and was waiting to hear back from them. For clarification, Chairman Kessler asked if he needed to sign the contract when the Town got it back. Brown stated yes.

ACTION ITEMS:

Inspectors of Election

Town Clerk Lee Dufort addressed the BOS and explained that Inspectors of Election (individuals who worked the polls) needed to be appointed by the Board of Selectmen. There was a short discussion on the appointments as well as some of the new laws that had been introduced for the polls. Town Clerk Dufort was asked if appointments by the BOS should be done singly or as a group. The Board was told that they could adopt the candidates (Attachment 1) as a group. Appointments would be effective until August 1, 2018.

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Board appointed the candidates for Inspectors of Elections from the recommended list provided to the BOS dated October 14, 2016 as received from Interim Town Manager Brown until August 1, 2018. The motion passed 5-0-0.***

There was further discussion on the upcoming election with Town Clerk Dufort; questions were answered about photo identification, absentee ballots, registering to vote, same day registration and absentee ballots for members of the military who are out of the country. Town Clerk Dufort explained the new layout of the polling area, signage, the legal requirement for three Selectmen (a quorum) to be at the polls at all times (or an appointed pro tem) and their responsibilities while at the polls. Voting observers were also discussed.

Police Chief Burroughs asked if the law now required a police officer at the polls. Town Clerk Dufort stated she did not believe it did.

Mount Royal Academy-Opera House Fee Waiver

Mrs. Lee Dufort stated that she was representing Mount Royal Academy (MRA). Grades 8-12 would be holding their annual Swing Dance at the Newport Opera House. They were requesting a waiver of the rental fees for their event. Mrs. Dufort explained MRA, the student preparation for the dance and the dance itself in the Opera House.

Selectman Hoyt stated that he had attended the 2015 event as a part of the Newport Opera House Association and he had witnessed the 2015 event. It was excellent. Continuing, he stated that the BOS had raised the rates for the use of the Opera House and they needed to maintain the rates set by the BOS for everyone. He explained his reasons. Selectman Hooper asked what MRA's cost for the use of the Opera House was. Selectman Hoyt stated that MRA was not asking for a waiver of the lighting and maintenance fee, only the rental fee, which was \$300. Mrs. Dufort stated that 24 of the 69 students in the 8-12 grades were Newport residents.

Chairman Kessler stated that he believed the Board should grant the waiver; it was to support a good activity. Chairman Kessler made a motion to grant the waiver. It died for lack of a second.

There was a short statement by Selectman Hooper. A suggestion was made to Mrs. Dufort that the school obtain the necessary rental fee from a private source instead of having the Newport taxpayers pay for it. Selectman Hooper reiterated that the rates and conditions had been set by the Board.

A quorum of Board members verbally concurred in denying the Mount Royal Academy request to waive the Opera House fees.

INFORMATIONAL:

New Hampshire Moose Plate Fund Grant

Town Clerk Dufort stated that the NH Moose Plate Fund Grant was money that the Town of Newport was receiving. Deputy Town Clerk Addie Kozlik's pet project was the old records of the Town. It was the Town Clerk's Office responsibility to be the 'guardian of the old records'. In 2015 the Town had been given a \$10,000 grant. In 2016 the Town had been awarded a grant of \$8,304.00. It will be used to restore and conserve an additional five books from the early to late 1800s. Town Clerk Dufort listed the Town books that would be addressed and explained what would be done to restore, preserve and conserve them.

Chairman Kessler asked if the BOS needed to accept the grant. After conferring with Interim Town Manager Brown, a public hearing was set for the BOS meeting on November 7, 2016. The Board thanked Town Clerk Dufort.

Proposed Wording for School Street Travel Ordinance

Police Chief Burroughs addressed the Board and explained the reason for the necessary change of the signage on School Street. There was a general discussion on the signage and ordinance. A public hearing on the change of signage and modification to the School Street travel ordinance was set for the BOS meeting on November 7, 2016.

Tax Rate

Interim Town Manager Brown addressed the Board and public and stated that the tax rate for the upcoming year was increased \$.06 per thousand. State taxes were: \$2.20 (down \$.21); county taxes were: \$2.88 (up \$.26); town taxes were: \$11.26 (down \$.29); and school taxes were: \$12.97 (up \$.30). The total tax rate will be \$29.31. Tax bills would be sent out the middle of November 2016, with taxes due in December, just before Christmas.

Chairman Kessler asked about potentially grading the county parking lot on the corner of Sunapee Street and N. Main Street. Interim Town Manager Brown stated he would inquire about it. There was a short discussion on the paving of the parking lot and potential lighting in the parking lot.

Shooting Range Update

Interim Town Manager Brown informed the Board that the Town had received information from the State DES. Interim Town Manager Brown explained one of the items of concern was access to the firing range. Town engineers were working on that issue now. Other items concerning access involved signage and if they ruled that fencing was necessary, Interim Town Manager Brown recommended concrete blocks with chains at the road level to form a physical barrier; if complete fencing he recommended farm fencing. The Town continues to push the NHDES.

CIP Committee

The Planning Board has asked questions about the CIP Committee. Interim Town Manager Brown passed out a sheet with the last CIP Committee make up. He read the members aloud for the viewing audience.

Brown stated that the BOS had created the slate and the Planning Board had appointed the members. Selectman Hoyt stated that was the biggest question about the CIP at the Planning Board. Who appointed

the Planning Board or the BOS? Chairman Kessler stated that generally the CIP was a Planning Board responsibility.

There was a short discussion among the BOS about who would appoint CIP members. Selectman Hoyt stated that the Town also needed applicants. He made a request for applicants for the CIP to the TV viewing audience. Interim Town Manager Brown stated that he would advertise for citizens at large and would reach out to other Boards.

APPOINTMENTS:

Conservation Commission-Kristen Kilfoyle (Boffo)

On a motion by Selectman Wilmot, seconded by Selectman Hooper; *the Board appointed Mrs. Kristen Kilfoyle Boffo as a full member of the Conservation Commission with her term ending in June 2019. The motion passed 5-0-0.*

Resignation-Recreation Advisory Council

On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board regretfully accepted the resignation of Mrs. Christy Whipple from the Recreation Advisory Council. The motion passed 5-0-0.*

Resignation-Facility & Fields Advisory Committee

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board regretfully accepted the resignation of Mrs. Christy Whipple from the Facility & Fields Advisory Committee. The motion passed 5-0-0.*

NON-PUBLIC SESSION

On a motion by Selectman Wilmot, seconded by Selectman Hooper; *the Board voted by roll call to enter into non-public session pursuant to RSA 91-A:II (e) Litigation at 9:06 pm. The motion passed 5-0-0.*

The current and new Interim Town Managers were invited to attend the NPS.

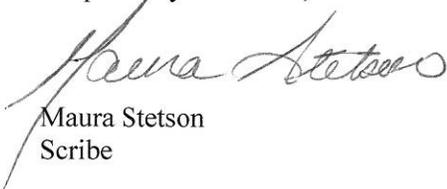
On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to come out of NPS at 9:25 p.m. The motion passed 5-0-0.*

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted unanimously by roll call to seal the minutes of the NPS at 9:27 p.m. The motion passed 5-0-0.*

The Board voted unanimously to adjourn at 9:28 p.m.

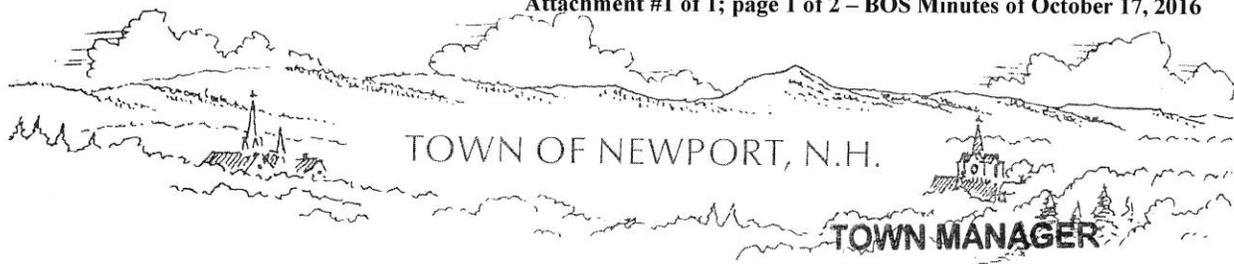
There will be a joint meeting of the Board of Selectmen and School Board on October 24, 2016 at the Lou Thompson Room in the Sugar River Valley Technical Institute, 245 North Main Street, Newport, NH at 6:30 p.m.

Respectfully submitted,



Maura Stetson
Scribe

Approved on: November 7, 2016



OCT 14 2016

RECEIVED

October 14, 2016

To Newport Board of Selectmen

Gentlemen,

Please find this list of registered voters that have been identified by the Supervisors of the Checklist to be Inspectors of Elections for this November 8, 2017 General Election and the ensuing 2 years until August 1, 2018. If you would be so kind as to officially appoint the following registered voters Inspectors of Elections so that we are covered under RSA658:2; RSA658:4.

If it is ok with the Selectmen, the Supervisors would like to provide you a list, such as we are doing now, of candidates to be appointed as Inspectors of Elections, each August of even years.

The Supervisors would also like to let the Selectmen know that we will need at least two of the three Selectmen that will be on duty at any time throughout the day helping with crowd control all day, and all selectmen in attendance at the end of the election to help with sorting ballots and to sign all sealing decals for the boxes of election materials. We are expecting a very busy day with possible record numbers coming out to vote in our town.

Thank you for assistance.

Regards,


Liselle Dufort, CTC

Town Clerk, Newport NH



TOWN OF NEWPORT, N.H.

TOWN MANAGER

OCT 14 2016

CANDIDATES FOR INSPECTORS OF ELECTIONS

RECEIVED

DEMOCRAT

Anne Beattie
Patricia DiPadova
Elaine Frank
Kathryn Luppold
Marylou McGuire
Kathryn Nibboli
Mary Schissel
Terri Spanos
William Thurlow
Charen Urban

REPUBLICAN

Tracey Bailey
Jacqueline Cote
Jonathan Howard
Rita James
Peter Lovely
Jan McMahan
Rebecca Mellow
Jacqueline Odell
Karlene Stoddard
Nancy Wilmot

UNDECLARED

Ella Casey
Kenneth Dufort
Mary Lou Howard
Maura Stetson