

TOWN OF NEWPORT
Board of Selectmen
6:30 pm Regular Meeting & Public Hearing, Municipal Building
Minutes for October 19, 2015

SELECTMEN PRESENT: Gary Nichols, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, William Wilmot, Jeff Kessler

STAFF PRESENT: Shane P. O'Keefe, Town Manager; Julie Magnuson, Planning and Zoning Administrator; Paul J. Brown, Finance Director

COMMUNITY MEMBERS PRESENT: Edmund Smith, Bert Spaulding, Sr.; Goshen Fire Chief Daniel Peterson, Matthew Mooshian, Morgan Wilson

CALL TO ORDER: Chairman Nichols called the meeting to order at 6:30 pm followed by the Pledge of Allegiance.

AGENDA REVIEW: add RSA 91-A:3 II (c) Matters Which Affect the Reputation of Another (by Nichols), move Action Item "Lights on Afterschool" to before Informational (by O'Keefe).

MINUTES FROM PREVIOUS MEETING: October 5, 2015.

On a motion by Selectman Kessler, seconded by Selectman Wilmot; *the Board approved the minutes of the October 5, 2015 meeting as presented. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Kessler, seconded by Selectman Hoyt; *the Board voted unanimously to approve the Consent Agenda of October 19, 2015. The motion passed 5-0-0. (Attachment 1).*

FORUM:

Mr. Edmund Smith addressed the Board of Selectmen (BOS). He stated that he had requested information concerning the airport at the October 5, 2015 meeting. He had not received answers to his questions (they had originally been submitted in May 2015). He wanted his questions with their answers posted on the Town website. There was discussion between Town Manager O'Keefe, the Chair and Mr. Smith concerning some of the information he was requesting concerning revenue and use of the airport facilities. Town Manager O'Keefe stated that he would provide answers in writing on Tuesday October 20, 2015. Mr. Smith stated he would be looking for complete answers to his questions.

COMMUNICATIONS:

Board of Selectmen

Selectman Wilmot stated that he, the Town Manager and Town Finance Director had attended a Primex training program on social media and policies. The two hour training session was well attended. Selectman Wilmot stated that the BOS would be discussing policies pertaining to social media and freedom of speech by Town employees.

Selectman Kessler informed the Board that at the Regional Planning Commission meeting, Commissioners were informed that the State Plan was on the website: www.granitestatefuture.org. He gave a synopsis of the regional and state plan to the Board.

Selectman Hoyt had nothing at this time.

Selectman Fratzel had nothing at this time.

Chairman Nichols informed the Board and viewing public that the he and the Town Manager had presented the Boston Post Cane to Marjorie Rogers at the Summercrest Assisted Living Facility in Newport, NH. He gave a brief summary of Mrs. Rogers's life in Newport.

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

- He had attended and participated in the groundbreaking ceremony for the new Newport Health Center complex. The New London Hospital was making a \$9 million investment in the Newport community.
- The Town had reached an agreement with Sturm Ruger for police detail services.
- On October 8, 2015 he met with individuals from the Newport Charitable Trust. He explained the groups involved and stated that the Trust's mission statement was to assist the needy in Newport, NH.
- The timber harvest by Bay State Forestry Services in the Town forest was completed. The trail work would be reviewed by Mr. O'Keefe and Mr. P.J. Lovely.
- The Town was currently using the same loggers to cut trees on the airport property that penetrate the protected airspace (Approach Surface) within the approach to Runway 36. He stated that the expenses for the project would be nominal.
- ECON had held its annual organizational meeting on October 15, 2015 and will meet again November 24, 2015 at which time projects will be discussed.
- Complying with the BOS, he had contacted the school concerning the Work-force Taskforce. He briefly discussed their changes with the transitions in the school system.
- Repeated his wish to craft changes to the BOS guidelines and handbook which dealt with meetings and agendas. He passed out a packet which flagged proposed changes and included an agenda request form, which he hoped to discuss at an upcoming meeting.
- Reminded the Board and public that there would be a special Planning Board hearing the following evening concerning a proposed Zoning Ordinance regulating land application of septage in the Town of Newport.
- There would be the BOS/School Board meeting on October 29, 2015. Town Manager O'Keefe addressed the BOS and asked what questions the Town would like to have discussed at the meeting:
 - An update on the proposed withdrawal of Newport from SAU 43.
 - A School finance administration.
 - Develop a plan for the School's Capital Projects to be scheduled so they mesh with the Town's CIPs and not conflict with them.

Chairman Nichols requested Board members to contact the Town Manager with any additional questions.

The following action item was taken out of order

ACTION ITEM:

"Lights on Afterschool" Day

Chairman Nichols addressed the BOS members and told them information for this action item had been provided on the proposed new agenda request form. He then introduced Mr. Matthew Mooshian. Mr. Mooshian addressed the BOS and explained the national rally which would bring attention to afterschool programs across the country. He stated that on Thursday, October 22, 2015 the four afterschool programs in Newport: Cinnamon Stars (located at Richards Elementary School), the Rec Center program, the Tiger Café (located at the High School) and the offering of Breakfast and afterschool options (Towle program located at the Episcopal Church) would be participating in the rally. Cinnamon Street would be hosting the special afterschool event. Mr. Mooshian and coworker Morgan Wilson were in attendance at the BOS meeting to request that October 22, 2015 be proclaimed, "Lights on Afterschool" Day in Newport. Chairman Nichols addressed the Board and asked for a motion to proclaim October 22, 2015 "Lights on Afterschool" Day. On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to proclaim October 22, 2015 "Lights on Afterschool Program" Day. The motion passed 5-0-0.***

Chairman Nichols read aloud the Proclamation (which was then signed by the BOS) and gave a copy to Mr. Mooshian. The Board members congratulated him and thanked him and his staff for their outstanding work.

INFORMATIONAL:

Report on departmental policies and organizational matters

Town Manager O'Keefe passed out a thirteen (13) page packet listing all departmental policies and a draft organizational chart. The request for this information had come from the Board retreat held in September. Town Manager O'Keefe addressed the BOS and stated that he wanted to go over the employee organizational chart first.

He gave a synopsis of the contents of the policy packet. There was a general discussion on the contents of the chart and packet, when policies had been revised, who approved policies and if there was a blanket or inclusive policy that affected all Town employees. Town Manager O'Keefe addressed the Board and stated there needed to be a thorough review of many of the policies. He would like to systematically go through all policies department by department. The Town Manager gave a proposed timetable of nine months to complete this. It was mutually agreed that at the March 7, 2016 meeting Town Manager O'Keefe would give the BOS an update on the efforts toward revamping departmental policies. The date selected would be after budget season and before Deliberative Session, allowing any required warrant articles to be included in the 2016 Town Meeting.

ACTION ITEMS:

Provision of Ambulance Service

Chairman Nichols stated that at the October 5, 2015 meeting the BOS had been given information concerning costs and personnel of the Newport ambulance service. Chairman Nichols acknowledged the Goshen Fire and Rescue Chief and asked if he would like to speak to the Board. He declined. Chairman Nichols gave a synopsis of the choices which the Board members had to consider. Chairman Nichols recommended that the BOS continue providing contracts to the currently contracted towns of Croydon, Goshen and half of Sunapee. The Board members held a discussion on the monetary and personnel numbers presented by Finance Director Brown (Attachment 2), continuing the discussion of the pros and cons of assisting other towns. It was mutually agreed that continuation of the current policy would not be acceptable. After further discussion concerning personnel, Selectman Hoyt addressed the Board and suggested that part-time EMTs be required to work a mandatory minimum number of hours a month. He stated it might help with staffing for the ambulance squads.

After further discussion on providing contracts to other towns, Finance Director Brown stated that the contract rate should be increased to the three towns to make Newport's compensation competitive with the Emergency Medical Services (EMS) market. The BOS asked for the staff recommendation and discussed whether the towns would accept the increased rate.

Selectman Hoyt made the motion to approve sending the Newport ambulance to Croydon, Goshen and half of Sunapee at the rate on the third section, but keep the current model of scheduling; not using a second per diem shift or all per diem shifts but continuing with the scheduling as it is. If it worked out that there was a problem with future scheduling, Newport could change shift scheduling in the future to provide better coverage.

For clarification, Chairman Nichols stated that Selectman Hoyt was stating that the Town of Newport offer the neighboring (contracted) towns the third choice (as given by the Finance Director) but not the model of a second day shift or a change to replace call staff with per diem staff; basically keeping the model Newport had now, just increasing the rates and continuing ambulance coverage. After further clarifications, it was the mutual decision that the motion was not acceptable. Chairman Nichols called for a second. There being none, the motion died for lack of a second. Chairman Nichols called for a new motion. Selectman Fratzel offered a revision of the motion.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to extend the contract option to the Towns of Croydon, Goshen and half of Sunapee using the third rate (presented by the Newport Finance Director).***

There was discussion on the motion. Selectman Fratzel stated that the motion did not include staffing; that was a separate issue. Newport would offer contracts at the increased rate; Newport would handle the personnel issue. He explained his motion further. The Board members and Town Manager discussed the motion for clarification.

Selectman Fratzel repeated his motion. On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to offer contract options to the Towns of Croydon, Goshen and half of Sunapee at the third rate presented. The motion passed 5-0-0.***

Town Manager O'Keefe stated that proposed contracts would be available at the November 2, 2015 BOS meeting. Selectman Fratzel stated that they would be offered for one year and would give the BOS time to work on logistics.

Set 2015 tax rate

Finance Director Paul J. Brown passed out a sheet with the Town of Newport Tax Rate Calculation (Attachment 2). He explained the tax rate and answered all questions from the Board members.

APPOINTMENTS: none

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted unanimously by roll call vote to go into Non-Public Session pursuant to RSA 91-A:3 II (c) Matters Which Affect the Reputation of Another.* Ms. Magnuson and Mr. Spaulding were asked to attend. The non-public session (NPS) began at 7:42 pm. Chairman Nichols called for a five minute break before NPS business.

Mr. Spaulding and Ms. Magnuson left the meeting at 8:47 p.m. and 8:50 p.m., respectively.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board exited the NPS at 9:13 pm and returned to public session. The motion passed 5-0-0.*

On a motion by Chairman Nichols, seconded by Selectman Kessler; *the Selectmen voted unanimously by roll call to seal the minutes of the non-public session.*

ADJOURNMENT:

On a motion by Selectman Kessler, seconded by Selectman Fratzel; *the Board voted unanimously to adjourn at 9:14 pm.*

The next regular meeting of the Board of Selectmen is scheduled for Monday, November 2, 2015 at 6:30 pm. A special meeting with the School District Board is scheduled for Thursday, October 29, 2015 at 6:00 p.m.

Respectfully submitted,



Maura Stetson
Recording Secretary

Attachment 1
Attachment 2

TOWN OF NEWPORT, NEW HAMPSHIRE**Board of Selectmen
CONSENT AGENDA****October 19, 2015**

| Department | Document Date | Document | Amount |
|-------------------|----------------------|--|---------------|
| Assessing | September 30, 2015 | Jeopardy Tax Warrant | \$189.00 |
| Assessing | October 5, 2015 | MS – 1 Extension | -- |
| Assessing | October 5, 2015 | Jeopardy Tax Warrant | \$580.00 |
| Assessing | October 6, 2015 | MS-1 | -- |
| Finance | October 7, 2015 | AP Manifest | \$68,230.21 |
| Finance | October 7, 2015 | AP Manifest | \$187,125.30 |
| Water & Sewer | October 9, 2015 | Water & Sewer Tax Levy | \$617,535.10 |
| Water & Sewer | October 12, 2015 | Water Manifest | \$84,671.58 |
| Water & Sewer | October 12, 2015 | Sewer Manifest | \$209,574.62 |
| Assessing | October 15, 2015 | Veteran's Credit – Reapplying as Trust | \$500.00 |
| Assessing | October 16, 2015 | Yield Tax Warrant | \$2,311.58 |
| Water & Sewer | October 15, 2015 | Abatement | \$1,932.23 |

LEVEL OF SERVICE CHANGES

WEEKDAY 2nd SHIFT

| | |
|-------------------|---------------|
| Budget | |
| Division | 460,101 |
| Truck Replacement | 45,000 |
| Enhanced services | <u>49,733</u> |
| | 554,834 |

| | Newport | Croydon | Goshen | Sunapee | |
|-----------------|------------|---------|--------|---------|---------|
| Populations | 6,495 | 764 | 805 | 1,688 | |
| | 369,529.00 | 43,467 | 45,800 | 96,038 | 185,305 |
| 3 Year History: | | | | | |
| Calls | 1,432 | 88 | 63 | 100 | |
| | 472,087 | 29,011 | 20,769 | 32,967 | 82,747 |

| | | | | | |
|-------|---------|--------|--------|--------|---------|
| 50/50 | 420,808 | 36,239 | 33,285 | 64,502 | 134,026 |
|-------|---------|--------|--------|--------|---------|

| | | | | | |
|---------------|--|--------|--------|--------|--------|
| Prior revenue | | 13,748 | 14,375 | 16,503 | 44,626 |
|---------------|--|--------|--------|--------|--------|

ALL PER-DIEM

| | |
|-------------------|----------------|
| Budget | |
| Division | 460,101 |
| Truck Replacement | 45,000 |
| Enhanced services | <u>110,460</u> |
| | 615,561 |

| | Newport | Croydon | Goshen | Sunapee | |
|-----------------|------------|---------|--------|---------|---------|
| Populations | 6,495 | 764 | 805 | 1,688 | |
| | 409,974.23 | 48,225 | 50,813 | 106,549 | 205,587 |
| 3 Year History: | | | | | |
| Calls | 1,432 | 88 | 63 | 100 | |
| | 523,757 | 32,186 | 23,042 | 36,575 | 91,804 |

| | | | | | |
|-------|---------|--------|--------|--------|---------|
| 50/50 | 466,866 | 40,206 | 36,928 | 71,562 | 148,695 |
|-------|---------|--------|--------|--------|---------|

| | | | | | |
|---------------|--|--------|--------|--------|--------|
| Prior revenue | | 13,748 | 14,375 | 16,503 | 44,626 |
|---------------|--|--------|--------|--------|--------|

TOTAL

| | |
|-------------------|----------------|
| Budget | |
| Division | 460,101 |
| Truck Replacement | 45,000 |
| Enhanced services | <u>160,193</u> |
| | 665,294 |

| | Newport | Croydon | Goshen | Sunapee | |
|-----------------|------------|---------|--------|---------|---------|
| Populations | 6,495 | 764 | 805 | 1,688 | |
| | 443,097.27 | 52,121 | 54,918 | 115,158 | 222,197 |
| 3 Year History: | | | | | |
| Calls | 1,432 | 88 | 63 | 100 | |
| | 566,073 | 34,787 | 24,904 | 39,530 | 99,221 |

| | | | | | |
|-------|---------|--------|--------|--------|---------|
| 50/50 | 504,585 | 43,454 | 39,911 | 77,344 | 160,709 |
|-------|---------|--------|--------|--------|---------|

| | | | | | |
|---------------|--|--------|--------|--------|--------|
| Prior revenue | | 13,748 | 14,375 | 16,503 | 44,626 |
|---------------|--|--------|--------|--------|--------|