

TOWN OF NEWPORT
Board of Selectmen
6:30 pm Regular Meeting, Municipal Building
Minutes for December 7, 2015

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

STAFF PRESENT: Shane P. O'Keefe, Town Manager; Paul J. Brown, Finance Director

COMMUNITY MEMBERS PRESENT: Rep. Virginia O'Brien Irwin, Bert Spaulding, Sr. and Richard and Kathy Scheuer

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

AGENDA REVIEW: accepted as presented

MINUTES: November 16, 2015. On a motion by Selectman Kessler, seconded by Selectman Fratzel; *the Board approved the minutes of the November 16, 2014 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 December 7, 2015. The motion passed 5-0-0 (Attachment 1).*

FORUM: Representative Virginia O'Brien Irwin spoke to the Board about legislation submitted by Senator Little on behalf of the Town that allows for shared financial services with the School District. She informed the Board the proposed bill was considered an LSR (legislative service request). They are not public documents until the bill is signed (she explained the technicalities of bills in the Legislature). Addressing the Town Manager and BOS she stated that there were several towns also interested in the process of shared financial services. The Town would be asked to testify during the process. There was a general discussion on the bill with Representative Irwin.

Representative Irwin indicated an item on the December 7, 2015 meeting agenda. She inquired the progress of the planning process for the future Community Center. She was told that the Town was still in negotiations concerning the purchase of land.

Rep. Virginia O'Brien Irwin left the meeting at 6:40 p.m.

COMMUNICATIONS:

Board of Selectmen

Selectman Kessler stated that at 6:00 p.m. on December 8, 2015 in the Lou Thompson Room, the Budget Advisory Committee (BAC) would be having a pre-budget meeting with the School Board and business manager. The BAC would begin meetings on the school budget on December 15, 2015. The meeting schedule would be posted.

He also stated that the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) would be meeting in Lebanon, NH on December 9, 2015. A representative from the USDA would speak to the group. Selectman Kessler and Town Manager O'Keefe would represent the Town at the meeting.

Selectman Wilmot congratulated The Area Choir on their successful performance this weekend. The Choir celebrated its sixty second season this year.

Selectman Hoyt had nothing to share at this time.

Selectman Fratzel had nothing to share at this time.

Chairman Nichols offered congratulations to the Red Star Twirlers for their annual performance on Saturday night at the Opera House.

Town Manager O'Keefe stated:

- A press release would be sent out concerning recent vandalism at the Maple Street Cemetery. There had been damage to thirty two (32) stone markers, resulting in an estimated \$30,000 incurred by vandalism. There was a short discussion on the logistics of using heavy equipment in the area of the cemetery where the damage had occurred.
- Town staff was working with the UVLSRPC on the new Hazard Mitigation Plan. It is due to be completed in January 2016.
- The Town is in its final phase of selection of an engineering firm for the phosphorus removal upgrade at the Waste Water Treatment Facility (WWTF). The Town will meet its selection deadline of January 1, 2016 and its contractual deadline of March 1, 2016.
- Town Manager O'Keefe briefly described and distributed to the Board the Superior Court decision to deny Penta's motion to dismiss a negligence claim by the Town. He explained that more information would be given to the BOS in future meetings.
- Reported on the Town's response to the NH Department of Labor September 2015 safety inspection. The Town had addressed the indicated items of concern in the inspection report. Compliance extensions have been requested for three items. Town Manager O'Keefe thanked Finance Director Brown for coordinating the resolutions and communications.
- Town Manager O'Keefe noted that the two assessment appeals filed by McDonald's Corporation have been withdrawn by the company.

INFORMATIONAL:

Ambulance Billing Rates

Town Manager O'Keefe addressed the BOS and stated that the Board had requested an adjustment of ambulance billing rates. At his request, Finance Director Paul Brown reviewed with the Board a spreadsheet (Attachment 2) that provided an analysis of past, existing and proposed ambulance billing rates. He also included rates billed by area ambulance services for the BOS to compare.

Financial Director Brown emphasized the flat rate amount the Town could bill and would be reimbursed by Medicare, Medicaid and Medi-Comp for ambulance services. There was a lengthy discussion concerning ambulance billing between the BOS, Town Manager O'Keefe and Finance Director Brown.

It was agreed to revise the rate structure to show rates that are more moderate than those now proposed and to hold a Public Hearing on the new rates at the December 21, 2015 BOS meeting.

Budget Calendar

The BOS reviewed a proposed budget schedule containing the regular Selectboard meetings, proposed budget work sessions, meetings of the BAC and various other Town meetings. Chairman Nichols stated that the BOS members would receive the budget on January 29, 2016 (per state law).

Finance Director Brown, Town Manager O'Keefe and the BOS members reviewed the proposed budget meeting dates for any personal conflicts. The first session of Town Meeting (Deliberative Session) is scheduled for April 5, 2016. The second session of Town Meeting (Ballot Voting) is scheduled for May 10, 2016.

Finance Director Brown left the meeting at 7:24 p.m.

Personnel changes with FY 2017 Budget implications

Town Manager O'Keefe addressed the BOS and stated that at their September 14, 2015 Board retreat O'Keefe had been instructed to report suggested personnel changes (to include revised job description, as necessary) that have budget implications for FY 2017. He stated he felt it was too early in his tenure to make suggestions of this sort, and that it would take more time to allow for proper departmental services and personnel assessment. He stated that one area that he could consider in the short term is centralizing the Town's human resources responsibilities, which for the most part are handled by each department.

ACTION ITEMS:

Farmer's Market-Richard Scheuer

Mr. Richard Scheuer met with the Board to present a request for a Town Common Rental Agreement for the summer 2016 on behalf of the Newport Farmer's Market. He distributed information to the Board Describing statistics for past summer activities. Addressing the BOS, he stated the 2016 dates and time which the Farmer's Market would like to set up on the Common. Mr. Scheuer described the successful use of Electronic Benefits Transfer (EBT) cards at the Farmer's Market to the BOS. Chairman Nichols asked if he would like to continue with the same contract as the previous year. There was a discussion on the history of the Farmer's Market and how originally it had been allowed the use of the Common on Fridays for free. They had been required to pay for the Common's use for the past two years. BOS members asked O'Keefe if there were any concerns by Town departments due to the Common's use. He said there were none.

On a motion by Selectman Kessler, seconded by Selectman Hoyt; ***the Board voted to authorize the Newport Farmer's Market to utilize the Common with the same rates applied to the 2015 season for the extended 2016 season and to authorize the Town Manager to sign any necessary agreements related thereto. The motion passed 5-0-0.***

Proclamations-Newport High School Football and Golf Teams

Chairman Nichols read a proclamation (Attachment 3) regarding the Newport High School Golf team's winning the Division IV State Championship. On a motion by Selectman Hoyt, seconded by Selectman Kessler; ***the Board voted to proclaim October 10, 2015 as Newport Golf Team Day. The motion passed 5-0-0.***

Chairman Nichols then read a proclamation (Attachment 4) regarding the Newport High School Football team's winning the NHIAA Division III State Championship. On a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the Board voted to proclaim November 22, 2015 as Newport Tigers Football Team Day. The motion passed 5-0-0.***

Town Manager O'Keefe was asked to write a letter of appreciation from the Newport Board of Selectmen.

APPOINTMENTS:

Recreation Advisory Committee

Chairman Nichols stated that Mr. Alex Whipple had applied for one of the two vacant student representative positions on the Recreation Advisory Committee. There was a discussion among the BOS members concerning the fact that the proposed appointee is the son of one of the other Committee members. It was determined that this was not a significant issue as this Committee is advisory only. On a motion by Selectman Wilmot, seconded by Selectman Kessler; ***the Board voted to appoint Mr. Alex Whipple to the Newport Recreation Advisory Committee as a student representative. His term would be effective immediately and end on June 30, 2016. The motion passed 5-0-0.***

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***the Board voted by roll call vote to enter into non-public session (NPS) RSA: 91-A:3 II(d) Consideration of the acquisition, sale or lease of real or personal property, and RSA: 91-A:3 II(a) Personnel Matters. The motion passed 5-0-0.***

Chairman Nichols announced a five minute break. Town Manager O'Keefe was asked to attend the non-public sessions. The BOS entered NPS at 7:42 pm for the purpose of considering the acquisition, sale, or lease of real or personal property. Present were the Board members Gary Nichols, Todd Fratzel, William Wilmot, Jeffrey Kessler and David Hoyt, and Town Manager Shane O'Keefe.

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***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 8:10 p.m.***

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

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Selectmen voted by roll call to go into non-public session at 8:10 p.m. pursuant to RSA 91-A:3, II(a), Personnel Matters. The motion passed 5-0-0.*** Present were Board members Gary Nichols, Todd Fratzel, William Wilmot, Jeffrey Kessler and David Hoyt, and Town Manager Shane O'Keefe.


On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***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 8:23 p.m.***

ADJOURNMENT:

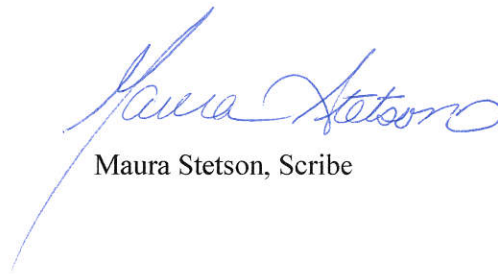
There being no further business in the public meeting, on a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to adjourn at 8:24 pm. The motion passed 5-0-0.*

The next regular meeting of the Board of Selectmen is scheduled for Monday, December 21, 2015 at 6:30 p.m.

Respectfully submitted,



Shane O'Keefe, Town Manager



Maura Stetson, Scribe

Attachment 1
Attachment 2
Attachment 3
Attachment 4

Approved on December 21, 2015.

Town of Newport, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #2 – December 7, 2015

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Selectmen voted by roll call to go into non-public session at 8:10 p.m. pursuant to RSA 91-A:3, II(a), Personnel Matters. The motion passed 5-0-0.*** Present were the Board members Gary Nichols, Todd Fratzel, William Wilmot, Jeffrey Kessler and David Hoyt, and Town Manager Shane O'Keefe.

Performance Evaluation

The Board discussed the process for evaluating Town Manager O'Keefe's job performance. It was noted that his 6-month probationary period runs to January 27, 2016. It was also noted that one or more Board members may not be available during some meetings in January. It was the consensus of the Board that the performance evaluation would take place at the next regular meeting. Nichols requested that Board members complete an evaluation form he handed out, and return them to him in the next week so he can compile the comments.

Vacation Leave


O'Keefe noted that he had accrued 8 days of vacation at this time and would not be able to use it all before the end of the calendar year, when normally vacation time expires. He asked that Board to allow for his vacation time to roll over into 2016, with the proviso that it be used within a reasonable amount of time.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; ***the Board voted to authorize carry-over of all of the Town Manager's vacation time into 2016, with such vacation accrual to be used by June 30, 2015. The motion passed 5-0-0.***

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***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 8:23 p.m.***

The Board did not vote to seal the minutes.

Respectfully Submitted,



Shane O'Keefe
Town Manager

Approved on December 21, 2015.

TOWN OF NEWPORT
Board of Selectmen
CONSENT AGENDA
December 7, 2015

Department	Document Date	Document	Amount
Assessing	November 18, 2015	Timber Warrant	\$97.38
Finance	November 18, 2015	AP Manifest	\$613,347.17
Finance	November 18, 2015	AP Manifest	\$244,269.55
Assessing	November 18, 2015	Veteran's Credit 2016	\$500.00
Water & Sewer	November 20, 2015	Water Manifest	\$54,789.30
Water & Sewer	November 20, 2015	Sewer Manifest	\$217,515.60
Water & Sewer	November 23, 2015	Abatement	\$721.00
Assessing	November 30, 2015	2015 Equalization Survey	\$0

Attachment #2 of 4: Board of Selectmen Minutes of December 7, 2015

Town of Newport
Analysis of Ambulance Rate Increases
December 7, 2015

		Billing	Payments	Contract Allowances	Uncollected Balance	
January 14 to November 15		994,979	(608,595)	(193,028)	193,356	
Per call average		703		363	726	
				(\$193,028 / 532 calls)	(\$385,385 / 532 calls)	
	Calls	Current Rates			Prpposed Rates	
BLS	484	450	216,815	682	700	915
BLS - NR	154	500	77,000	758	800	1,016
ALS	570	550	313,500	834	850	1,118
ALS - NR	145	600	87,000	910	950	1,220
ALS 2	41	750	30,750	1,137	1,150	1,525
ALS 2 - NR	21	800	16,800	1,213	1,250	1,626
Mileage	21092.8	12	253,114	18	18	24
	1415		994,979			

Estimated Breakdown of Billing by Payor

			PROJECTED	
	Est # Bills		\$ 1,066.00 <small>(703+363)</small>	\$ 1,429.00 <small>(703+726)</small>
Medicare	615	432,735	655,590	878,835
Medicaid	241	169,440	256,906	344,389
Veterans' Administration	27	19,284	28,782	38,583
Insurance/Private Pay	532	373,520	567,112	760,228
	1415	994,979	1,508,390	2,022,035
	C/A	(193,028)	(526,209)	(846,738)
	Pmts	(608,595)	(715,071)	(821,284)
	Balance	193,356	267,110	354,013

Collection Rate	61%	47%	41%
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ONE YEAR	700 calls			
Rate		703	1,066	1,429
Billing		492,100	746,200	1,000,300
Collection		301,000.93	353,745.37	406,288.90

**Town of Newport
New Hampshire**

A Proclamation

Whereas, The Newport Golf Team won the Division IV State Championship Title On Saturday, October 10, 2015; and

Whereas, The Newport Golf Team became State Champions with a 19 stroke victory over runner-up Moultonborough; and

Whereas, The Newport Golf Team became champions with a team score of 354; and


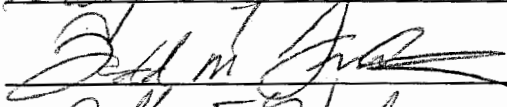
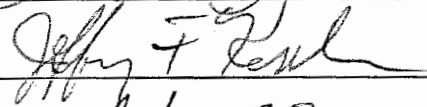
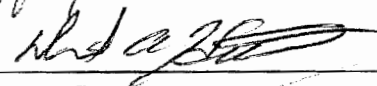
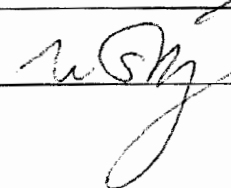
Whereas, The Newport Gold Team wins this years' Championship, making it the 2nd year in a row.

Now, Therefore, The Town of Newport, NH, in recognition of these events, hereby proclaim October 10, 2015 as

Newport Golf Team Day

Signed this 7th day of December 2015.

Board of Selectmen, Town of Newport, NH

**Town of Newport
New Hampshire**

A Proclamation

Whereas, The Newport Tigers Football Team won the NHIAA Division III Championship On Sunday, November 22, 2015; and

Whereas, The Newport Tigers Football Team became State Champions with a 48-14 win over the Inter-Lakes/Moultonborough Lakers; and

Whereas, The Newport Tigers Football Team Championship ends an undefeated 11-0 season; and

Whereas, The Newport Tigers Football Team's undefeated season is the first since 1973.

Now, Therefore, The Town of Newport, NH, in recognition of these events, hereby proclaim November 22, 2015 as

Newport Tigers Football Team Day

Signed this 7th day of December 2015.

Board of Selectmen, Town of Newport, NH

