

**Enfield Board of Selectmen
Whitney Hall
Enfield, New Hampshire**

MINUTES of November 16, 2015

Board of Selectmen: Donald J. Crate, Sr., Chairman; Fred Cummings; John W. Kluge

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Assistant Town Manager; Jim Taylor, Director of Public Works

Others: Marcia Herrin, Terri Lynch and Jo Ann Clark of the Mascoma Valley Dog Park Supporters, Kurt Gotthardt, Dan Kiley, Bob Cusick, Jim Bonner, Meredith Smith, Doug Smith

BUSINESS MEETING

I. CALL TO ORDER

Mr. Crate called the meeting to order at 6:00 PM. Mr. Cummings was not yet present due to response to an auto accident.

II. APPROVAL OF MINUTES

October 19, 2015:

The Board considered changes to the October 19, 2015 regular session minutes as requested by Phil Cronenwett: Page 5, paragraph 3, change "\$134 construction" to "\$235K construction". Page 5, paragraph 5, add at the end of the sentence "until the prime rate is changed."

Mr. Kluge moved to amend the minutes of October 19, 2015 as requested, Mr. Crate seconded, vote unanimous in favor of the motion.

November 2, 2015:

Mr. Kluge moved to approve the regular and non-public session minutes of November 2, 2015 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Lien Listing: Lien Date June 10, 2015

The total amount still outstanding is a little under \$250,000. The majority is taxes, but some is water and sewer. This is where we typically are at this point in the process. This lien is for the 2014 tax year.

Town Clerk's Report – October 2015:

Town Clerk revenues are \$40,000 ahead of last year, year-to-date. This is a great increase than expected.

Tax Collector's Report – October 2015:

Tax Collection is 98% collected, an outstanding percentage.

Federal Energy Regulatory Commission – Notice of Preliminary Permit Application – Grafton Hydro:

On October 9, 2015, Grafton Hydro, LLC filed an application for a preliminary permit proposing to study the feasibility of the Lebanon-Mascoma Hydroelectric Project to be located on Mascoma River in the city of Lebanon. The sole purpose of a preliminary permit, if issued, is to grant the permit holder priority to file a license application during the permit term. The proposed project would include two developments: 1) a new dam, impoundment, penstock, powerhouse, transmission line and appurtenant facilities, and 2) the existing dam, existing impoundment, new powerhouse, transmission line and appurtenant facilities located near the downtown section of the city of Lebanon.

Any questions or concerns the Town may have regarding the application must be submitted within 60 days of November 2, 2015.

Mr. Crate asked how the second project would affect the fall drawdown of Mascoma Lake.

Mr. Schneider asked if this had been brought before the Planning Board yet. Mr. Kluge replied that it had not.

IV. BOARD REPORTS

Mr. Schneider reported that the Budget Committee continues to meet. The next Budget Committee meeting will be on Thursday. The CIP Committee met last week and will meet again next Monday. The budget process is ahead of schedule.

V. TOWN MANAGER'S REPORT

None.

VI. PUBLIC COMMENTS**Kurt Gotthardt – Fire Truck:**

Mr. Gotthardt noticed the minutes said 3 representatives of the Fire Department would be going down to Florida to inspect the new fire truck. Who pays for the travel expenses?

Mr. Crate replied that the company who built the truck pays for this.

Kurt Gotthardt – Zoning Administrator function:

Mr. Gotthardt noted that the Building Inspector would be dropping the Zoning Administrator function. Has the process started? Will it be a stand-alone position or a combined position with the Planning Administrator?

Mr. Schneider responded that it will be a combined position and is part of the budget with a goal to start April 1.

VII. BUSINESS

Mascoma Valley Dog Park Supporters (MVDPS):

Marcia Herrin reported that the dog park has been open since August and has been doing very well. The Supporters recently had a work day to put down gravel to address a mud problem. There have been few problems, though one that has occurred is people bringing in young kids. People have not been very responsive when spoken too about this, stating they know they're doing it at their own risk. Overall people are having fun and the park is well used.

The agreement between the Town and MVDPS was signed December 6, 2014. The MVDPS would be happy to have the same agreement extended.

The MVDPS has received a gift of solar lights to attach to the waste stations to help people pick up. The long term goal is more significant solar lights. People like to bring their dogs after work and the change in light is a problem. Ms. Herrin invited the board to share any concerns with the MVDPS looking for more lighting through grants or donations.

The MVDPS has been asked about snow plowing. They are hoping for a volunteer to do this, which they do not have yet. They asked if the Town could give them a couple of swipes. Beyond the parking lot they're ready with snow shovels for use on a self-serve basis. They don't have the money to pay for plowing.

Mr. Kluge sees no problem with some solar lighting at the waste stations, but something heavier duty would have to be another discussion.

The Board recalled discussing plowing previously and thought this was something the Town was not going to do. Mr. Schneider added that the MVDPS weren't even sure they would be open in the winter months.

Mr. Kluge asked Jim Taylor how Public Works felt about plowing. Mr. Taylor responded that the department doesn't have a parking lot plow in that area.

Mr. Gotthardt pointed out that the department plows the Grafton Pond Road/Bicknell Brook Trail parking on occasion. Mr. Taylor acknowledged this was correct.

Mr. Crate said he also had no problem with the solar lights on the waste stations but would like to wait until Mr. Cummings is present to discuss plowing.

The MVDPS will be on the agenda for the next meeting to discuss the agreement and plowing.

Mascoma Lake Advisory Task Force (MLATF):

Bob Cusick informed the Board the Task Force has been doing a lot of work. The area is pretty well cut down. They met with the Dept. of Environmental Services (DES) regarding their specifications, how close to the lake they could go, etc.

The MLATF would like to file as a 501(c)(3) so they can raise money for pavilions, benches and other items. Before this can move forward an archaeological survey needs to be done. There will be a cost to this. They're looking for the Board of Selectmen to authorize up to \$5,000. Until the survey is completed they can't do anything. They need this so they can be in a position to solicit additional funds.

Mr. Kluge asked if they would investigate only where they intend to put something. Mr. Schneider said without the survey they can't break ground. Meredith Smith said the benches need to be secured. Mr. Cusick said footers will be needed.

Mrs. Smith noted this is a natural project for the Byrne Foundation.

Terri Lynch has obtained bids for a grid and stone boat launch for the non-motorized boat launch area. DES will facilitate this permit since it would reduce erosion.

Mrs. Smith and Mrs. Lynch noted that DES was very cooperative and positive.

Mr. Schneider said that \$5,000 would be about 1 cent on the tax rate. Discussion ensued regarding the use of the Land Acquisition Capital Reserve Fund (CRF), established in 1998. The Land Acquisition CRF is "for the purchase of easement and/or land for conservation, recreation or other public purposes." The balance in the fund is approximately \$100,000. The Dept. of Revenue Administration would have to be consulted about whether funds used that would lead to the use of the property

Mr. Cummings arrived at this time.

Food Pantry:

Mr. Cusick explained the large number of students eligible for reduced prices on school meals. We have a significant number of people in our area who have food crises. There are also a lot of working poor. Friends of Mascoma would like to try to help with food issues. The biggest problem is who gets the food. They've worked with social workers and teachers to figure out what's needed.

Mr. Cusick has gone to the NH Food Bank and completed an application. To illustrate his point, Mr. Cusick presented a 1 lb. bag of chocolates that cost \$10. A lot of kids will never see food like this. The price of that bag of chocolate would pay for 30 lbs. to 40 lbs. of food. Mr. Cusick has been working with the Wellspring Church. They're going to get fifty 15-pound turkeys for free.

Three locations can be established with up to three orders placed for food. They can place 1 order for each location so must have the 3 locations to get 3 orders. The Friends of Mascoma is buying a trailer. They also want to look into a summer program. One location is in Canaan, one will be at Indian River School and they are requesting the Town to turn the Enfield Food Pantry over to them for their 3rd location. Friends of Mascoma and a lot of firefighters are helping. They would take over the pantry and volunteers would run it. It would not be open every day, but would be open 2 to 3 times a week for a couple of hours each time. Food would have to be obtained during these hours except in an emergency. It would be restricted to the 5 school district towns. People would have to show some form of ID, bill, receipt or check with their address on it. Certain information would have to be collected as reporting must be done to the NH Food Bank. Mr. Cusick asked the Board to consider turning the pantry over to this group.

Mr. Kluge asked what facilities the locations are in. He was informed they are renting a 200 square foot office in Canaan and using a small room at the middle school. The high school will provide a larger room once the construction is completed. The school has various programs – backpacks of food, or kids would pick up a box for the weekend. The problem is there are siblings in families we might not know about. There is no excuse for kids to go hungry and Mr. Cusick feels strongly about this.

Mr. Schneider asked if other individuals and groups would still be able to donate. He was informed by Mr. Cusick that yes, they absolutely would. This goes to elderly too. Their goal is nobody goes hungry. There's no great rush. He put down the Town Hall address as an agency site, but it can be changed. They can get 2,000 lbs. of food for \$300.

Mr. Schneider asked if they had an alternative site and/or a place for a refrigerator. Mr. Cusick believes there's room for a refrigerator in the back room of the Town Hall.

Mr. Cusick also reported that the Grafton Fire Department will be joining in the Food & Toy Drive this year.

Mr. Cummings asked if people come in during the day, can they still get food? Mr. Cusick said they could.

Mr. Kluge is in favor of trying this on a provisional basis.

Mr. Cusick said they will be able to register people and he is getting a computer to do this.

The Selectmen unanimously agreed to Mr. Cusick's proposal. Mr. Cusick will work out details with Mr. Schneider.

Review of Previous Discussions:

Mr. Cummings was updated on what transpired earlier in the meeting.

Dog Park - He has been adamant the Town wasn't going to contribute to the dog park. He's not against the dog park but has said from day one not to commit Town resources.

Archaeological Survey – Mr. Cummings believes it would be difficult to incorporate this into the budget. He does not believe the limit to a 2% increase is sustainable to maintain levels of service. There will be a time we'll have to exceed that to maintain services. Mr. Cummings is supportive of a warrant article.

Mr. Schneider will contact DRA to find out if they're OK with the use of the Land Acquisition CRF for this purpose.

Mr. Cummings reminded the other Board members we have to cover the 2014 \$45,000 shortfall. Hopefully by December 31st we won't have to take such a large hit. This is one of the problems with budgeting so tightly; if mistakes are made, and they will be, there's no cushion. Mr. Schneider said further discussion on this matter will take place in December.

PUBLIC HEARING
Acceptance of Jaws of Life Cutter Tool and upgrade to Existing Jaws of Life

Mr. Cummings made a motion to open the Public Hearing at 6:50 PM in accordance with RSA 31:95-e, to discuss the acceptance of a new Jaws of Life Cutter Tool and upgrade for an existing Jaws of Life Cutter Tool from the Enfield Firefighters Association, valued at greater than \$10,000, Mr. Kluge seconded, vote unanimous in favor of the motion.

Mr. Cummings explained that through anonymous donations the Firefighters Association purchased a Jaws of Life tool for the new engine to be housed at the Enfield Center Fire Station. The cost of the new Jaws of Life Combi-Tool was \$10,287. Upgrades for the existing Jaws of Life housed at the Union Street Fire Station amount to \$6,841.

Mr. Gotthardt asked about the cost of \$10K for a new Jaws of Life vs. \$7K for an upgrade. Mr. Cummings explained the company makes the same Jaws of Life with different tools. Enfield Center will have a Combi-Tool that is battery operated. The Union Street Jaws of Life has a hydraulic pump.

Mr. Kluge moved to close the public hearing at 6:55 PM, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to accept the Jaws of Life and Jaws of Life upgrade, Mr. Cummings seconded, vote unanimous in favor of the motion.

Three Town representatives will be flying down to Florida to do the final inspection on the truck. If there are not problems it will arrive on schedule.

DPW Surplus Equipment Bid Results:

Each of the two trailers received three bids with a high bid of \$500 on the 1999 Dandy Dump Tandem 10,000 GVW Dump Trailer and a high bid of \$287 on the LA Welding 7' x 14' Tandem Axle Flatbed Trailer. It was recommended the Board accept the high bids. The Board concurred.

Personnel Policy Amendment (clarification only):

The proposed amendment clarifies that for part-time employees, maximum vacation leave accruals and maximum sick leave accruals will be pro-rated based on the budget hours for their position.

Mr. Cummings moved to approve the amendment as proposed, Mr. Kluge seconded, vote unanimous in favor of the motion.

Lakeview Septic Systems/Proposed Sewer Extension:

Mr. Schneider explained the Lakeview Condominium effluent that they must dispose of is about 20,000 gallons/week or 240,000 gallons per quarter; this is at the level of the laundromat. The cost for disposal at our higher rate is on par with what Canaan will charge. The disposal costs in Enfield would not be a huge savings, but there would be significant savings on travel time. The Board of Selectmen, acting as Water/Sewer Commissioners, are the body to decide whether to accept the Lakeview effluent.

Mr. Cummings asked if we charge the lower rate it would benefit them and they could put more money toward the cost of the solution to the problem. If we charge the lowest rate will we break even? He doesn't want us to lose money but he would like them to be able to leverage to fix the problem.

Mr. Taylor would have to look at it, but believes we would have to charge the higher rate.

Mr. Cummings pointed out they're sending us a bulk amount but it's still a number of individual units.

Mr. Schneider responded that once they're connected to the municipal sewer they would be charged differently.

Mr. Taylor thinks the Lebanon rate comes in somewhere above the lower tier and we have to balance the lower tier and higher tier. We have Shaker Landing Condos – 6 triplexes each with their own association – billed as individual owners.

Dan Kiley pointed out that the extension will add 130 users thereby cutting the Town's overhead.

Mr. Schneider is not sure if Lakeview will meter buildings or send it through a single meter.

Mr. Crate asked how Lakeview can dump directly into the municipal sewer system but individual haulers cannot. He was informed the product is different. Lakeview is bringing liquid effluent, the equivalent of grey water, while individual haulers would bring concentrated solids.

Mr. Schneider informed the Board that if they aren't comfortable accepting the effluent we can say no and they can go to Canaan.

Mr. Crate asked about the capacity of the system with Lakeview adding on. He was informed we're at about 80,000 gallons currently. Lakeview would add about 15,000 gallons bringing us to only 1/3 of the allotted capacity.

Mr. Crate said he had no problem with accepting Lakeview grey water.

The Board agreed to accept the effluent at the higher sewer rate.

2016 Budget:

There was no additional discussion on this topic.

Administrative Items:

The Board reviewed and approved a Property Tax Abatement, and approved Deed Waivers for those properties for which they would not be accepting the Tax Deed.

VIII. OTHER ITEMS

Transfer Station:

Mr. Crate reported a problem with the way the Transfer Station is currently set up. By directing all traffic to the recycling and trash compactors in a single line there can be a significant wait time.

He also believes there is not enough room to plow between the Jersey barriers and the compactors, recommending the barriers be moved to create a wider lane.

The compactors can, and will be, opened up on both sides to alleviate traffic congestion.

Mr. Crate has received complaints about the new hours of the Transfer Station. In order to stay open later than 6 PM the Town has to request permission from DES. Additional lighting needs to be considered for later hours. It may be that hours could be different in the summer vs. the winter months. Mr. Crate thinks the hours should be extended December 1st. Mr. Schneider will talk to DES.

Library Meeting:

Mr. Crate said the Library meeting held last week at the Community Building did not go well. There was no police officer there and one was needed. Maybe there should be an officer at public meetings.

Mr. Schneider informed the Board there is a session at the NHMA Conference this week addressing this subject. The information from the session will be shared with Town boards and committees.

Mr. Cummings understood the discussion was not civil and was disruptive to the meeting. The police were called but the individuals were not removed. A police presence seemed to help.

School Traffic and Student Parking:

The Board discussed student parking issues at Mascoma High School. There's insufficient parking and students are forced to park across the street from the school even when there are up to 25 empty spaces in the staff parking lot. The Selectmen are concerned with the safety of students crossing the busy street. In addition the parking located across the street, Mr. Cummings had an issue with the way parking was allocated to students. While there is a grade requirement, seniors were given priority over juniors even though there might be juniors with a legitimate reason for needing their car at school.

At the Board's request, Mr. Schneider will draft a letter to the School Board expressing the Selectmen's concern.

Junky Yard:

At a home on NH Route 4A in Enfield Center there is a home that has a pile of items including a hot tub, mattresses etc., in the front yard, which have been there for months. This will be looked into.

On-Call Ambulance Coverage:

Mr. Crate expressed concern about the lack of Enfield coverage for a medical call and asked if we are still paying for on-call coverage. He was informed we do pay for on-call coverage and the FAST Squad is looking at a proposal to require members to take a certain number of on-call shifts in order to remain on the squad. Mr. Crate feels that if we are going to continue to have a lack of coverage we may need to contract out the service.

Collapsed Garage on Shaker Hill Road Property:

Mr. Kluge noted the garage located at the property on Shaker Hill Road next to the Mascoma River is in danger of falling in the river after the next good rain. Mr. Schneider explained that there are several State and Federal agencies working on this.

Next Meeting:

Monday, December 7, 2015, 6:00 PM, Whitney Hall Conference Room

CONFERENCE

I. ADJOURNMENT

Mr. Kluge moved to adjourn the meeting at 7:28 PM, Mr. Cummings seconded, vote unanimous in favor of the motion, meeting adjourned.

Donald J. Crate, Sr., Chairman

John W. Kluge

B. Fred Cummings
Enfield Board of Selectmen