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Mr. Morris presented the following updates to the Select Board (SB):

- Staffing has not changed; there is still one open police officer position that is not actively being pursued. All other positions are full.

- The Whitney Hall slab pour was delayed due to a sub-grade deficiency fixed last week. Weather dependent, it is planned for this week. Carpentry is starting soon.
- The Municipal Facilities Advisory Committee (MFAC) began picking exterior colors for Whitney Hall.
- The Public Safety Building continues to be in the phase of finalizing the final pricing of the building, which is expected to be ready soon.
- Enfield Fire Department responded to 12 calls during the storm between Thursday, April 4, and Sunday, April 7. One of these calls was a mutual aid fire in Canaan, and Canaan expressed its thanks for this help during a busy time. Mr. Morris thanked those who worked tirelessly through that weekend to get Enfield back up and running.
- The Main Street grant through the Federal Highways Administration (FHWA) is in the process of a Main Street Visioning Study with the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC).
- The RFB (flashing beacons at the crosswalk by Enfield Village School (EVS)) is in the process of finalizing a maintenance agreement with NH DOT, and these will be installed at the end of the school year. One maintenance update is that the town will be responsible for painting that sidewalk instead of NH DOT.
- Pathways Engineering and NH DOT are working on the bi-way grant; the timeframe is extremely restrictive, and the town is working hard to use the grant funds to get it engineered so that the next stage of the process can run smoothly.
- There are combined Master Plan and NH HOP (Housing Opportunity Program) Forums on May 9 and May 11. The Master Planning Task Force is fine-tuning the feedback questions for that forum.
- The ZBA held a continuance hearing for the proposed Laramie Farms development. Public feedback on this has been mixed. The hearing has been moved to the ZBA's May 14 meeting.
- The Department of Public Works (DPW) is flushing hydrants this week.
- FEMA approved the town's disaster relief request from the July 2023 storms for the amount of \$56,887.01 in reimbursement to the town. Mr. Morris thanked Chief Holland and the Department of Public Works (DPW) crews for their work on this.

With no further comments or questions, Mr. Russell moved on to the next agenda item.

BUSINESS

Electronic Sign Policy Discussion

Mr. Russell noted that Mr. Morris had made changes discussed at the last meeting.

Ms. Stewart said she had received feedback about an interest in school organizations having access to the sign. Members felt keeping the policy simple was best.

Ms. Stewart said she had received feedback about events such as the Household Hazardous Waste collection or Flu Shot events. Mr. Morris said that any event the town is helping to sponsor, such as these, could go onto the sign. Mr. Beaufait asked if this would include the candidate's forum; Mr. Morris said it would if it was held at the Community Building.

Mr. Kluge made a motion to approve the policy. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Johnston Drive Property Lot 6 Discussion

While waiting for recommendations from the PB and Conservation Commission, Mr. Morris heard from The Barrows that, at this time, they are not interested in purchasing the property. As the board moves

forward, if they wish to do so with an open auction or RFP process, Mr. Morris will obtain a signed notice from the Barrows about their decision not to purchase the property.

Mr. Morris shared photos of the property in its current state, with the shed removed, for the board to review. The property (Lot 6) has only a rail trail, walk-in, or lake access. Mr. Russell said that the recommendation to sell was a compromise from the committee; he said that it is possible the town will not get any attractive bids but felt the town should move forward with an RFQ or similar to see what comes in. He recommended moving forward with the process but understanding that it may not materialize.

Mr. Kiley commented that two public hearings are required per state RSA.

Mr. Beaufait commented that if the town is going to sell, it is the most favorable time of year.

Mr. Gotthardt asked if the town would reserve the right to reject any and all bids. Mr. Russell confirmed that they would. He also wondered if private property on the lot would be required to be removed; Mr. Morris stated that it would.

Ms. Stewart suggested mirroring the two recent RFPs. Mr. Morris said he would make it more open and more straightforward.

The Planning Board and Conservation Commission have both reviewed and approved the plan.

The SB will run the RFP concurrently with the public hearings in the next two meetings.

Shedd Street Property Discussion

The SB will schedule the public hearings for this property as the next two meetings. The process for this property will be similar to that of the Johnston Drive property.

Methodist Hill Property Discussion

Members agreed that the public hearings and RFP for this property would run simultaneously with the others in the next two meetings.

Mr. Morris will double-check that the PB and others have had a chance to review the plan for this property.

Mascoma Lakeside Park RFP Awards (Parking, Landscaping)

This is the next step in the plan approved by the SB about one year ago. The Land and Water Conservation Fund (LCWF) grant has been awarded for this project. The grant is for \$125,000.

Mr. Morris recommended awarding the parking lot RFP to Kurtzhalz Excavation for a cost not to exceed \$178,204.13.

For the landscape + trail improvements RFP, Mr. Morris recommended awarding it to C Small Property Services at a cost not exceeding \$99,505.10.

Mr. Beaufait asked how much the Mascoma Lakeside Park project is over budget; Mr. Morris did not have the exact figure and noted that he worded the motion to authorize him to enter the contract to provide flexibility.

Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with Kurtzhalz Excavation for the parking lot project at Mascoma Lakeside Park for an amount not to exceed \$178,204.13 with the funds coming from the Mascoma Lakeside Park Trust Fund, and hereby further authorize the Town Manager or their designee to take such actions to execute all documents as may be necessary. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with C Small Property Services for the landscaping project at the Mascoma Lakeside Park in an amount not to exceed \$99,505.10. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Award Elevator Contract

Mr. Morris noted that the Whitney Hall contract was signed with removing the elevator contract. Bread Loaf estimated the RFP to be \$145k. A quote from Stanley Elevator for modernization came back in the amount of \$134,750. Mr. Morris suggested that he felt the Whitney Hall furniture estimate of \$120 may be higher than the town needs and that the town could be more conservative with furniture to allow approximately \$80k to help with the elevator refurbishment. This would leave \$54,750 that would need to be managed from the project or found elsewhere.

SB members discussed the best course of action to move forward. Several members felt that using second-rate furniture for a new building was not a good plan.

Mr. Morris recommended they move forward with awarding the elevator bid to get the process moving and make funding decisions later when they find out the total cost.

The price quoted from Stanley Elevator is only good for 30 days; a decision is needed quickly.

Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with Stanley Elevator for an amount not to exceed \$134,750 and to further authorize the Town Manager or their designee to complete all such actions and sign all documents that may be needed. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Disbandment of Committees (Johnston Property & Methodist Hill Property Use Committees)

The work by both committees has been completed.

Ms. Stewart made a motion to disband the Johnston Property Use and Methodist Hill Property Use Committees and thank those who served on each of these committees for their time and work on behalf of the Town of Enfield. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Mr. Russell noted that both committees did great work for the town.

Appointments to Boards & Committees (Various), and Assistant Town Clerk (Howard)

Ms. Stewart made a motion to update boards and committees as printed with the addition of Meredith Smith to Heritage Commission. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Ms. Stewart made a motion to appoint Jerusha Howard to fill the vacancy of Assistant Town Clerk. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Donation to Community Nursing Fund in the amount of \$100.

Ms. Stewart made a motion to accept the donation with thanks. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

RSA 91-A Review

Mr. Morris reviewed the information packet that new committee and board members would receive for guidelines to follow.

This packet has also been posted to the website.

Mr. Morris will attend board, committee, and commission members to clarify these guidelines.

Mr. Morris reviewed the open meeting law as part of this informational packet.

Mr. Russell asked for a recommendation on members of one board attending meetings of other boards as private citizens. Mr. Morris noted that personal opinions as private citizens are okay, but discussion or opinions on behalf of the board are not allowed.

Mr. Beaufait said that he understands a chair of a committee or a board could act similarly to town staff to disseminate information. Mr. Morris confirmed this is true, but any substantial discussion as a result of that could break the law. Mr. Morris recommended that the best practice is to use town staff representatives to disseminate information and collect meeting information. Mr. Russell said having a staff contact for every board and committee has helped improve these challenges.

Mr. Young asked that the minutes timeline be emphasized with boards, committees, and commissions (minutes to be submitted within five days of the meeting). Members agreed that ensuring punctual draft minutes is essential.

Ms. Kennedy asked if this is being shared with all groups or if it is the responsibility of each SB rep to share this with their boards/committees. Mr. Morris said that it is usually only shared with new members but would recommend sharing it annually when officers have been recently elected. Ms. Bonnette stated that the packet is all online, so a link can easily be shared with boards/committees.

Policy Review

Ms. Bonnette suggested replacing “Board of Selectmen” with “Select Board” for all policies.

Mr. Young suggested that all policies should be reviewed annually. Ms. Stewart suggested voting to reaffirm those that require annual review and noted that not all policies require yearly review.

Capital Reserve Policy**Debt Management Policy****Fraud Policy****Undesignated Fund Policy****Investment Policy****Post Issuance Tax Compliance Policy**

Mr. Young made a motion to reaffirm the following policies: Capital Reserve Policy, Debt Management Policy, Fraud Policy, Undesignated Fund Policy, Investment Policy, and Issuance Tax Compliance Policy, for April 15, 2024, with the update throughout from “Selectmen” to “Select Board.” Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

ADMINISTRATIVE ITEMS**Intent to Excavate**

Mr. Morris noted that this is for the pit owned by Conkey, which he has been running for many years on Bog Road. It is not for the newer (former Crate-owned) pit recently acquired by Conkey.

OTHER BUSINESS TO COME BEFORE THE SELECT BOARD**Public Comments**

None.

Non-Public Session RSA 91-A:3 II (c) – Review of Applications for Emergency Services Advisory Committee

Ms. Stewart made a motion to enter Non-Public Session per RSA 91-A:3 II (c) to Review Applications for the Emergency Services Advisory Committee. Mr. Kluge seconded. Roll call vote unanimous in favor of the motion (5-0). (ER, KS, JK, AK, TY all Yay)

Ms. Stewart made a motion to exit Non-Public Session per RSA 91-A:3 II (c) to Review Applications for the Emergency Services Advisory Committee. Mr. Kluge seconded. Roll call vote unanimous in favor of the motion (5-0). (ER, KS, JK, AK, TY all Yay)

Ms. Stewart made a motion to appoint the Emergency Services Advisory Committee (ESAC) applicants as presented and constitute the committee of six members: William Vogt, Ben Jorgensen, Jeffrey Waldron, Christine Dara Reyes, Donald MacMeekin, and Daniel Regan. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Mr. Morris noted he would update the charge to say 6 members.

Members agreed the minutes did not need to be sealed.

Other Business

None.

NEXT MEETING

May 6, 2024

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:34 pm. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:34 pm.

Erik Russell, Chair

Alice Kennedy

John W. Kluge, Vice-Chair

Tracy Young
Enfield Select Board

Katherine D. P. Stewart