



# **Town of Enfield**



# **Miscellaneous Reports**



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## 2016 Town Meeting Minutes

### March 12, 2016

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Moderator Dr. David Beaufait commenced the annual meeting at 9:15 a.m. with the Pledge of Allegiance.

Moderator Beaufait asked for all cell phone ringers be turned off, and continued with the introduction of those sitting up front consisting of Officers and staff present as follows: Selectmen Fred Cummings, John Kluge and Don Crate, Moderator Dr. David Beaufait, Town of Enfield Attorney, Jim Raymond, Town Manager Steve Schneider, Assistant Town Manager Alisa Bonnette, Town Clerk Carolee Eisener, Budget Committee members Sam Eaton-Chair, Shirley Green, Janet Shepard, Annabelle Bamforth, Jamie Buffington, Mark Eisener and Holly West.

Moderator Dr. Beaufait brought to the attention of those in attendance Pages 270-274 of the 2015 Annual Town Report, congratulating those marriages and births listed in 2015, and continuing with condolences to the families of those deceased in 2015, listed on Pages 275-277.

Moderator Dr. Beaufait reviewed the protocols, policies and procedures for the meeting.

He called for a voice vote to adopt the protocols, policies and procedures. There was a motion and a second, followed by a unanimous vote in favor of adoption.

Moderator Dr. Beaufait identified those in attendance who are not residents. R. Powell made the motion to allow non-residents to speak, R. Cusick seconded the motion. A unanimous voice vote followed.

S. Hagarman made the motion to limit debate, S. Brown seconded the motion. A unanimous voice vote followed.

A Motion to continue with the town meeting, starting with the articles as printed in the annual report came from R. Cusick, with a second from S. Brown. Vote unanimous in favor of the motion.

Selectman John Kluge recognized those retiring from the various boards and committees calling out the following names:

- Dan Kiley 2014-2015 Budget Committee
- Mike Lorrey 2014-2015 Budget Committee
- Doug Pettibone 2009-2015 Budget Committee & 2010-2015 CIP Committee
- David Stewart 2009-2015 Cemetery Trustee
- Paul Withrow 2005-2015 Planning Board



- James C. Gerding, Sr. 1992-2015 Supervisor of the Checklist
- Lori Saladino 2007-2015 Budget Committee
- John Pellerin 2012-2015 Zoning Board of Adjustment
- David Saladino 2004-2015 Planning Board

At this time Moderator Dr. Beaufait read the names of the newly elected officers who won the vote on Tuesday, March 8, 2016 as follows:

### **Article 1.**

For One Year:

One Budget Committee Member – **Nancy Smith (336)**, David Stewart (236)

For Three Years:

One Selectman – Meredith C. Smith (291), Daniel Kiley (288) – Pending recount

One Trustee of Trust Funds – Ellen Hackeman (by write-in vote)

One Cemetery Trustee – Donald Crate, Sr. (by write-in vote)

One Fire Ward – **Lloyd H. Hackeman (235)**, Robert Pollard (168), Richard Crate (207)

One Library Trustee – Francine Lozeau (579)

Two Zoning Board of Adjustment Members – Ed McLaughlin (410), Kurt Gotthardt (359)

Three Budget Committee Members – Shirley A. Green (461), Sam Eaton (345), Mark Eisener (368)

For Six Years:

One Supervisor of the Checklist – Sandra Fitzpatrick (513)

Moderator Beaufait thanked outgoing Selectman Donald Crate Sr. for his 30 plus years of service and presented him with a New Hampshire granite mantel clock.

**Article 2:** Are you in favor of the adoption of Amendment No. 1 for the Town of Enfield Zoning Ordinance as follows?

Shall the Town vote to approve the following Amendment to the Enfield Zoning Ordinance:



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Add the following Definitions to Appendix A – Land Use Definitions:

**“solar array, net metered”** – a ground or roof mounted array whose generated electricity is used to offset a rate payer’s on-site electrical usage.

**“solar array, community net metered”** - a ground or roof mounted array whose generated electricity is used to offset that of a community of meters as defined in the NH Public Utilities Commission group net metering rule RSA 362-A:9 XIV.

Add the following use to Article IV – Regulation of Uses

#### **421 Community Net Metered Solar Arrays**

In order to mitigate the impact of community net metered solar arrays on neighbors and to protect public safety and welfare:

- A. Roof and ground mounted community net metered solar arrays shall be permitted by special exception in accordance with Section 504, Special Exceptions of the Zoning Ordinance, in the following districts:  
Community Business CB, Rte 4 (by right 100 ft. setback), Rural Residential R3, Rural Residential Agricultural R5, and Commercial/Industrial C/I.
- B. Community net metered solar arrays shall not be a permitted use in the following districts: R1, Conservation C and the parcels shown in the Enfield Village National Historic Register District.

The purpose of this article is to introduce definitions and to provide appropriate rules for the regulation of community net metered solar arrays as allowed per RSA 362-A: 9 IV.

**This amendment was submitted by written petition from the Enfield Energy Committee.**

**Approved by the Enfield Planning Board by a vote of 6 in favor, 1 abstention.**

**Article 2 passed as written. 416 Yes, 146 No**

**Article 3:** To see if the Town will vote to raise and appropriate up to the sum of two million five hundred thousand dollars and 00/100 dollars **(\$2,500,000)** to construct a new Library building and to authorize the issuance of not more than \$2,500,000 of bonds or notes in accordance with the provision of



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the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. (Estimated tax impact \$0.31/ \$1,000 valuation.)

***Special Warrant Article***

**2/3 Paper Ballot Vote Required**

**The Board of Selectmen does not recommend this article by a vote of 2-0.**

**The Budget Committee does not recommend this article by a vote of 8-0 and 1 recusal.**

D. Crate made the motion to accept the article as written, J. Kluge seconded the motion. The Moderator introduced Philip Cronenwett, Chairman of the Library Trustees and he explained that the Library Trustees had asked the Selectmen to include this warrant article but that after meeting with the Board and the Budget Committee had decided that this was not the year to bring this to the people, and recommended that it be removed from the table. He made the motion to rescind Article 3, Shirley Green seconded the motion. A voice vote was unanimous in favor. **Article 3 was rescinded.**

**Article 4:** To see if the Town will vote to raise and appropriate the sum of two million five hundred thousand dollars and 00/100 dollars (**\$2,500,000**) to construct a sewer force main along NH Route 4A from Lower Shaker Village pump station to Lakeview Condominiums and to authorize the issuance of not more than \$2,500,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. All principal, interest, fees and costs associated with the issuance of bonds or notes for this project shall be paid by Lakeview Condominium Unit Owners. The Town will create a betterment assessment. Each unit will be assessed a proportionate share of the costs of the sewer extension. (Per RSA 149-I:7) The assessments would be recorded as liens on the individual units. (Per RSA 149-I:11) Those lien installment payments may be collected annually under RSA 38:22. That statute allows the tax collector to collect the amounts due, using the tax collection process. The liens would take a priority position over mortgages and other interests in the units. This project shall have no impact on the tax rate for the life of the bonds or notes.

***Special Warrant Article***

**2/3 Paper Ballot Vote Required**

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**



J. Kluge made the motion to accept the article as printed; F. Cummings seconded the motion.

Steve Schneider narrated a power point presentation of the project outlining the history of the Lakeview Condominium septic problems, the available solutions, engineering and costs overviews. (The presentation is included as a permanent part of these minutes.)

J. Patten stated that she thought the project was a great idea but was concerned about the cost and questioned where the projected cost figures had come from? S. Schneider replied that they came from the engineers and were an estimate. K. Thomas asked how far down Route 4A the line would go, to the first condo complex driveway or the second? S. Schneider introduced Engineer Jeff Goodrich from Pathways Consulting. Mr. Goodrich explained that all of the condo units today go to a combined 16 septic field system and that the proposed costs include connecting each unit to the new sewer system. The Department of Environmental Services will dictate where the pump station will be but he assumes the line will go to the first driveway. S. Stancek asked if adding the condos to the amount of sewerage pumped to Lebanon will there be enough capacity to include future construction in the TIF District? S. Schneider replied that the TIF District can expand to the fullest and still have extra capacity available.

M. Vanderpot asked what about the homes connecting to the sewer between the existing pump station and the new one and S. Schneider replied that they could connect if they wished to. R. Cusick reminded the audience that the Lakeview Condo complex is part of our community and are great neighbors and Enfield residents. The project has been reviewed by lawyers and is no cost to us; it's a very, very good project and recommends it. T. Jennings asked if the effect of the new project on the current sewer rate payers has been considered. S. Schneider replied that the 131 new customers will spread out the cost of maintenance for the whole district and help stabilize those costs. He didn't know if it would help reduce sewer rates.

J. Grace, a Lakeview resident, explained that Lakeview is home to a significant amount of hard working people who are contributing to the employment rate of Enfield. She asked about the fees, liens and taxes associated with the project. S. Schneider explained that each unit will be assessed a fair share to be paid over the life of the loan. Each unit will have its' own meter and be billed quarterly for the usage of that unit. T. Crate asked, as a local banker, if each unit will have a lien and if that lien supersedes a mortgage?

S. Schneider explained that the liens will represent each unit's share of the loan, and that State law dictates the lien process.

At 10:09 the Moderator declared the voting by paper ballot open for Article 4.



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A Motion was made by S. Brown to table Article 4 until the voting results are available; K. Withrow seconded the motion. A unanimous voice vote was in favor of the motion.

Later in the meeting S. Brown made the motion to return Article 4 to the table; R. Cusick seconded the motion. A voice vote was unanimous in favor of the motion.

The Moderator declared 226 Yes, 3 No. **Article 4 passed as printed.**

**Article 5:** To see if the Town will vote authorize the Selectmen to enter into a long term lease/purchase agreement in the amount of one hundred ninety nine thousand and 00/100 dollars (\$199,000) payable over a term of seven (7) years for the purpose of leasing one fully equipped F-550 (plow, wing, and sand/salt spreader) truck (\$95,000) and two truck bodies (\$40,000) for the Department of Public Works and two police cruisers (\$64,000) and to raise and appropriate the sum of thirty nine thousand three hundred and sixty three and 00/100 dollars (\$39,363) for the first year's payment for that purpose. Said appropriation to be offset by the withdrawal of \$39,363 from the Capital Improvement Program Capital Reserve Fund for which the Board of Selectmen are agents to expend. It is the intent of the Board of Selectmen to utilize the Capital Improvement Program Capital Reserve Fund for principal and interest payments for the life of the lease.

***Special Warrant Article***

***2/3 Paper Ballot Vote Required***

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**

F. Cummings made the motion to accept the article as printed; D. Crate seconded the motion.

The Moderator introduced Lee Carrier, Chairman of the Capital Improvements Program, and he narrated a power point presentation reviewing the tax rate history and major expenditures for the past few years. (The power point presentation is a permanent part of these minutes.)

S. Stancek thanked the CIP Committee and expressed appreciation for leveling out the tax rate increases. He asked how the vehicle leasing worked and S. Schneider explained that we owned the leased vehicles but the lease agreement let us pay for them over time at a very low interest rate. E. McLaughlin questioned the previous year's underachieved revenues and overspent expenditures? S. Schneider explained that 2014 was a very bad year for the Town and that estimating revenues was a "best guess" situation. Now the Budget Committee will be involved in monthly reviews of the expenses. 2015 promises to prove to be a much better year and are anticipating a surplus. T. Lenihan



stated that he had a major concern that, despite State law, no minutes were kept of the CIP meetings. We have overspent on every single line item and are now looking to spend more. R. Cusick replied (as a CIP Committee member) that they had spent considerable time going over every line item. They were appointed by the Board of Selectmen for financial expertise and didn't keep minutes because thought of it more as a voluntary discussion and reported to the Board of Selectmen. A lot of time has been spent on this between the CIP, Town Manager, Board of Selectmen and the Budget Committee. E. McLaughlin asked what kind of oversight can we expect. S. Schneider explained that beginning in 2015 the Budget Committee began reviewing the revenues and expenditures every other month and hope to keep a closer eye on projected overages. S. Brown stated that she would encourage the CIP Committee to keep minutes, which received audience applause. D. Smith asked if the nickel increase is on top of last year's nickel and L. Carrier replied that it's been a nickel a year. D. Smith said that he thought we should add up all the nickels and say that amount. J. Patten thanked the CIP Committee and asked that they move on from here taking minutes. She moved the question. C. Aufiero asked how the CIP gets estimates, for example for the Boys Camp Road bridge? She went back in the records and since 2009 we have spent a million dollars more a year since then. How did you come to the total cost of the new fire truck? She thinks that it would be better if the Town Meeting decided on items individually. L. Carrier explained that we had five companies bid on it, and that by paying cash we got a \$10,000 discount.

C. Aufiero asked who decided what we needed? S. Schneider explained that the fire department members and fire wards specified the needs. H. Trumbull stated that he disagreed with Celie; he thinks that it's great that we don't have to sit here and argue about the size of the fire truck tires and a nickel a year is worth it not to have to. We have competent people to review purchases and specifications.

The Moderator opened the voting by paper ballot.

T. Lenihan made a motion to table Article 5 until the ballot result was announced; K. Withrow seconded the motion. A unanimous voice vote was in favor of the motion.

Later K. May made the motion to bring Article 5 back to the table; K. Withrow seconded the motion.

A unanimous voice vote was in favor of the motion.

The Moderator announced 146 Yes, 18 No. **Article 5 passed as printed.**

**Article 6:** To see if the Town will vote to raise and appropriate the sum of two hundred fifty thousand dollars and 00/100 dollars (**\$250,000**) to replace the Boys Camp Road Bridge and repair the





Rt. 4A Mascoma Lake Boat Launch and to authorize the issuance of not more than \$250,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to raise and appropriate the sum of twenty four thousand eight hundred and sixty four dollars (\$24,864) for the first year's payment for that purpose. Said appropriation to be offset by the withdrawal of \$24,864 from the Capital Improvement Program Capital Reserve Fund for which the Board of Selectmen are agents to expend. It is the intent of the Board of Selectmen to utilize the Capital Improvement Program Capital Reserve Fund for principal and interest payments for the life of the bond or note.

***Special Warrant Article***

**2/3 Paper Ballot Vote Required**

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**

D. Crate made the motion to accept the article as printed; J. Kluge seconded the motion.

S. Schneider narrated a power-point presentation beginning with the bridge project, pointing out that the Boys Camp Road bridge had been on the State's "red list" for several years. (The power-point presentation is a permanent part of these minutes). The project was put out to bid, with a wood laminate bridge coming in at \$97,322. It will still be considered single lane but will be wider and longer than the existing bridge. There will be no impact to Bicknell Brook and should improve the storm run-off into Crystal Lake.

G. Theis asked what provisions have been made to keep construction debris from falling into the brook, and S. Schneider replied that barricades will be put into place. Mr. Schneider moved on to the boat ramp project, noting that the boat ramp is owned by the Town and actually considered a road. Photographs showed very broken pavement extending into the water. The Town has spent \$20k on engineering and the project is ready to begin in the spring or fall depending on the lake level. The ramp will be similar to those in Lebanon and on Crystal Lake. The parking lot is to be paved and striped, delineating trailer parking spaces. R. Powell asked why the bridge and boat ramp are in one article, and questioned whether paving the parking lot will increase run-off. S. Schneider replied that the projects were combined for convenience and that paving will actually enable us to direct the run-off. K. Gotthardt said there are other ways to address the run-off than paving. S. Schneider explained that the boat ramp parking area is popular with the beach patrons and it becomes hard for people with boat trailers to park there. Striped paving will make it more obvious that the beach patrons shouldn't park there. K. Gotthardt asked if the extra cost to



pave the parking lot is \$50k and S. Schneider replied that is the approximate cost. K. Gotthardt made a motion to amend the article to insert the sentence “but not pave the parking lot; R. Powell seconded the motion. K. Gotthardt explained that every year the Selectmen and Budget Committee try to keep increases to 2% or less and feels that this is one way to save \$50k. Whether the parking lot is paved and striped the parking will still be unenforceable. R. Cusick said that we need to think about the people using the boat ramp. The police cannot enforce the parking rules because the lot is not paved and striped; see that as a very important part of the project. T. Lenihan pointed out that if the parking lot is not paved the transition point between the dirt and the pavement will erode very rapidly and be an ongoing problem.

T. Jennings asked if the lot is paved and striped will the police have the authority to enforce the parking rules and S. Schneider replied yes. T. Jennings stated that not paving the parking lot will not improve the boat ramp the way it should be; please vote no on this amendment. K. Quirk asked someone to address the pervious to impervious surface question. S. Schneider replied that when the project was permitted the Department of Environmental Services reviewed the plans and they were developed so the run-off is controlled. The dirt there now is considered impervious but controlling the run-off is very problematic and the paving will actually make it easier. J. Orr stated that he was against the amendment and moved the question. A. Gonzalez stated that she could see the parking lot from where she lives and that it’s very dangerous and striping would make it much safer. Could a dry well be used for the run-off? S. Schneider replied that he wasn’t sure if a dry well was in the plans. The Moderator called for a voice vote on the amendment, which failed. K. Thomas stated that the ramp is very steep and are there any plans to adjust that? S. Schneider replied that it will not be leveled out like the Crystal Lake boat ramp but the rebar in it will help tires grip. P.Carrier asked if this affects our tax rate and S. Schneider replied no. J. Patten moved the question to unanimous audience approval.

The Moderator opened the voting by paper ballot.

H. Trumbull made the motion to table Article 6 until the voting was over; D. Kiley seconded the motion.

Later D. Kiley made the motion to bring Article 6 back to the table; J. Patten seconded the motion.

The Moderator announced 146 Yes, 13 No. **Article 6 passed as printed.**

**Article 7:** To see if the Town will vote to raise and appropriate the budget committee recommended sum of six million, one hundred fifty-nine thousand, four hundred ninety-nine dollars, (**\$6,159,499**) for general municipal operations. This article does not include appropriations contained in special or individual



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articles addressed separately. (Majority vote required) (Estimated tax impact \$6.14/ \$1,000 valuation.)

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 8-1.**

J. Kluge made the motion to accept the article as printed; F. Cummings seconded the motion.

The Moderator announced that he had received a written petition to have a paper ballot vote on this article.

Sam Eaton, Chairman of the Budget Committee, narrated a power-point presentation. (The power-point presentation is a permanent part of these minutes). He stated that the Budget Committee's objective was to develop a responsible budget for the Town, keeping tax rate increases under 2%. T. Lenihan stated that he believed that the personnel expenses, including merit increases, were close to what they would be outside of Town government. He asked if there was any anticipation of adding personnel positions?

S. Schneider replied that they may reclassify existing employees but do not plan to add positions.

T. Lenihan stated that he absolutely saw the need to be in line with other towns for police salaries.

M. Vanderpot stated that we have been underestimating the costs for trash disposal and is there some factor we can employ to control costs and establish a ceiling to stop the rise? Are we collecting more trash so it's costing us more? S. Schneider replied that we are spending less on disposal but more on collection in that there are more pick-up stops and less activity at the transfer station. The staffing at the transfer station will be reviewed in 2016 and we will talk to Casella in 2017 when the contract is up. A fuel increase is built into the contract and the number of stops for the drivers has increased, pushing costs up.

K. Thomas asked if there has been any consideration for having people pay for their own trash collection and S. Schneider explained that now everyone now has one trash container and has to pay per bag for anything over the container amount. K. Thomas stated that if people had to pay they might recycle more.

R. Cusick said that he was formerly from a big town and there everyone brought their trash containers in after pick-up and he's sick of seeing them still at the curb all over our town. There ought to be an ordinance that you pay a fine if you don't bring in your containers. S. Schneider stated that we do have that ordinance in place and to let the Town know who's not obeying it.

The Moderator opened the voting by paper ballot.



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D. Kiley made the motion to table Article 7 until the voting is announced; S. Brown seconded the motion.

Later K. Withrow made the motion to move Article 7 back to the table; J. Patten seconded the motion.

The Moderator announced 110 Yes, 24 No. **Article 7 passed as printed.**

**Article 8:** To see if the Town will vote to raise and appropriate the sum of three hundred forty two thousand, nine hundred eighty-three dollars (\$342,983) to be placed in the Capital Improvement Plan Capital Reserve Fund. (Estimated tax impact \$0.66/ \$1,000 valuation.)

***Special Warrant Article***

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**

F. Cummings made the motion to accept the article as printed; D. Crate seconded the motion.

T. Jennings made the motion to amend the article by adding “and further to direct the Board of Selectmen to cause the Capital Improvement Plan to be published in the 2016 Annual Report”; S. Eaton seconded the motion. T. Jennings stated that he thought that the CIP was a smashing success and didn’t think that minutes were necessary as it was an advisory board. He thinks that it’s important to present the plan in the town report so we know the inventory of the Town. The Moderator asked the Town Attorney his opinion of the amendment and J. Raymond explained that you may not change the purpose of an appropriation article and that the Department of Revenue Administration may disallow the entire article if any changes are made to it. L. Carrier pointed out that the CIP items are detailed on page 199 of the Town Report.

K. Gotthardt asked if we could amend the amendment and J. Raymond replied that he would advise you not to and that you needed to take a very conservative view on amending appropriation articles.

T. Jennings made the motion to withdraw his amendment; S. Eaton seconded the motion. The Moderator asked for a hand vote of how many would like to see the CIP published in the Town Report and asked the Board of Selectmen to take note of how many hands were raised.

The Moderator called for a voice vote on the article and the Ayes carried it. **Article 8 was passed as printed.**

**Article 9:** To see if the Town will vote to raise and appropriate the sum of thirty nine thousand five hundred dollars (\$39,500) for capital improvements. The improvements include a garage door for the Union St. Fire Station (\$5,000),



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air conditioners for the Community Building (\$12,000), a thirty yard dumpster (\$6,500), a furnace for the DPW Building (\$5,000), and a defibrillator for the Fast Squad (\$11,000). Said appropriation to be offset by the withdrawal of \$39,500 from the Capital Improvement Program Capital Reserve Fund for which the Board of Selectmen are agents to expend. (This article has no impact on the 2016 tax rate.)

***Special Warrant Article***

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**

D. Crate made the motion to accept the article as printed; J. Kluge seconded the motion.

J. Patten asked why these things were broken out individually instead of being included in the general budget, to which S. Schneider explained that these were not yearly expenditures and he thinks that it's important for the people to know what capital improvements the tax rate includes.

The Moderator called for a voice vote and the Ayes carried it unanimously. **Article 9 passed as printed.**

**Article 10:** To see if the Town will vote to raise the sum of forty-five thousand, five hundred fifty-one dollars (\$45,551) for the purpose of reducing the general fund deficit pursuant to RSA 41:9, V. (Majority vote required.) (Estimated tax impact \$0.09/ \$1,000 valuation.)

***Special Warrant Article***

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 8-1.**

J. Kluge made the motion to accept the article as printed; F. Cummings seconded the motion.

S. Schneider narrated a power-point presentation and explained that the article was required by the Department of Revenue Administration because we had a deficit. (The power-point presentation is a permanent part of these minutes). The simple answer is that we overspent and our revenues came in under our anticipated amounts. T. Jennings asked what are the implications if we don't approve this article?

J. Raymond replied that the Department of Revenue Administration may step in and set the rate if the Town is not acting responsibly; this article is acting responsibly. T. Jennings asked if we could find this amount in the budget instead of by this article and S. Schneider replied that this results in a reduction of our debt service.



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The Moderator called for a voice vote on the article, which was unclear. He called for a hand vote: 98 Yes, 13 No. **Article 10 passed as printed.**

**Article 11:** Shall the town vote for a conveyance of the religious burial ground, known as the Shaker Cemetery to the Enfield Shaker Museum.

F. Cummings made the motion to accept the article as printed; D. Crate seconded the motion.

S. Schneider explained that this is a small cemetery that had only Shakers buried in it.

The Moderator called for a voice vote. The Ayes unanimously carried it. **Article 11 passed as printed.**

**Article 12:** Shall the town vote to adopt the provisions of RSA 36-A:4-a, I(b) to authorize the conservation commission to expend funds for contributions to "qualified organizations" for the purchase of property interests, or facilitating transactions related thereto, where the property interest is to be held by the qualified organization and the town will retain no interest in the property?

D. Crate made the motion to accept the article as printed; J. Kluge seconded the motion.

Alan Strickland, Chairman of the Conservation Commission, explained that voting yes would allow the Commission to spend \$2k to donate to the Upper Valley Land Trust to help preserve 995 acres in Enfield that are currently owned by an out-of-state owner and that include the Smith Pond area. This would fill a gap in connecting over 5000 acres in Enfield for preservation, all wonderful for hunting, fishing and hiking. It would allow the Conservation Commission to do their job of protecting natural resources for all. S. Hagerman pointed out that this article had no impact on the tax rate and that it was important to maintain large areas of land for large animals. K. Gotthardt and D. Struckhoff both spoke in support of the article. D. Kiley questioned that with the way the article is written would the Commission be able to expend funds in the future, maybe on property that we have no interest in? J. Raymond answered that legally this is the statutory wording and represents standard authorization. S. Eaton asked if we get the money back if the project fails? A. Strickland said that he was confident that they would reach their goal but if not we would get the money back. F. Cummings and J. Kluge both expressed concerns over giving money to a project that we have no control over but agreed that they could rescind the authority next year.

K. Gotthardt explained that he tried to submit this as a Capital Reserve Fund request but wasn't allowed to by State law. The qualified organization



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designation is very specific by law and in this area limits it to the Upper Valley Land Trust. He urged support of the article to have land remain open to the public.

M. Smith stated that this was a wonderful benefit for the Town and that the Upper Valley Land Trust had talked to the Heritage Commission about this property and they understood that they had an agreement with the owner to pay him as they raised funds. Personally she and her husband have donated about 2000 feet of Mascoma Lake shoreline to the Trust. M. Herrin stated that the language of the article was awkward but was required by the State. The money is meant to be spent on conservation projects and the Town would really benefit from this project.

The Moderator called for a voice vote on the article and the Ayes unanimously carried it. **Article 12 passed as printed.**

**Article 13:** Shall the Town raise and appropriate the sum of two thousand five dollars (**\$2,005**) from the 12/31/2015 unreserved fund balance, for deposit into the Cemetery Maintenance Expendable Trust Fund, an expendable general trust fund previously established under the provisions of RSA 31:19-a for the purpose of maintaining cemeteries? This money represents 2015 revenue from the sale of cemetery lots in 2015 and is available to offset the appropriation. (This article has no impact on the 2016 tax rate.)

***Special Warrant Article***

**The Board of Selectmen recommends this article by a vote of 2-0.**

**The Budget Committee recommends this article by a vote of 9-0.**

J. Kluge made the motion to accept the article as printed; F. Cummings seconded the motion.

There was no discussion on the article.

The Moderator called for a voice vote and the Ayes unanimously carried it. **Article 13 passed as printed.**

Selectman John Kluge made a special presentation in honor of the late Richard “Hendy” Henderson, noting his devotion to the Town and the hours he spent maintaining the Shaker Cemetery.

**Article 14:** To hear the reports of agents, auditors, committees, or any other officers heretofore chosen and pass any vote relating thereto.

F. Cummings made the motion to accept the article as printed; D. Crate seconded the motion.

There was no discussion on the article.



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The Moderator called for a voice vote and the Ayes unanimously carried it. **Article 14 passed as printed.**

The Moderator declared the meeting adjourned at 12:51 p.m.

Respectfully submitted,

Carolee T. Eisener  
Town Clerk/Tax Collector





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## Town of Enfield

### ~ Tax Relief Options ~

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**For the following programs, applications are available at the Town Manager's Office.**

**Abatements: Application deadline: March 1<sup>st</sup> after final tax bill of the year.**

Per RSA 76:16, property owners who believe there is an error in their property assessment, or their assessment is disproportionate, may apply to the Board of Selectmen for an abatement. Applications are also on line at:  
<http://www.nh.gov/btla/forms/documents/abatementforweb.pdf>

**Blind Exemption: Application deadline: April 15**

Per RSA 72:37, residents who are legally blind, as determined by the administrator of blind services of the vocational rehabilitation division of the Education Department, may qualify for a \$15,000 exemption.

**Blind Exemptions applied in 2016: \$15,000**

**Disabled Exemption: Application deadline: April 15**

Residents who are deemed disabled under the Federal Social Security Act may qualify for a \$50,000 exemption. To qualify a person must be a resident of NH for the past 5 years. The taxpayer must have a net income of not more than \$26,000 (single) or \$36,000 (married), and not more than \$70,000 in assets excluding the value of the person's residence.

**Disabled Exemptions applied in 2016: \$500,000**

**Elderly Exemption: Application deadline: April 15**

Residents over 65 years old who meet income and asset limits may apply to the Board of Selectmen for an exemption of the assessment of their property.

Elderly Exemption amounts are:

- for a person 65 years of age up to 75 years, \$ 46,000;
- for a person 75 years of age up to 80 years, \$ 69,000;
- for a person 80 years of age or older, \$ 92,000.



To qualify, the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than twenty thousand dollars (\$26,000) or if married, a combined net income of less than twenty-eight thousand dollars (\$36,000); and own net assets not in excess of seventy thousand dollars (\$70,000) excluding the value of the person's residence.

**Elderly Exemptions applied in 2016: \$1,361,100**

**Veterans Tax Credit: Application deadline: April 15**

A resident who has served in the armed forces in any of the qualifying wars or armed conflicts, as listed in RSA 72:28, and was honorably discharged; or the spouse or surviving spouse of such resident may apply for a \$200 tax credit. The surviving spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse does not remarry, may qualify for a \$1,400 tax credit. Any person who has been honorably discharged, and who has a total and permanent service connected disability or is a double amputee or paraplegic because of service connected injury may qualify for a \$1,400 tax credit.

**Veterans' Tax Credits applied in 2016: \$56,800**

**Tax Deferral Lien:** Per RSA 72:38-a, disabled residents or residents over 65 may apply for a tax deferral lien. This program allows a resident to defer payment of their residential property taxes, plus annual interest of 5%, until the transfer of their property or up to 85% of the property equity value.

**Low & Moderate Income Homeowners' Property Tax Relief:** You may be eligible for this program if you are: Single with Adjusted Gross Income equal to or less than \$20,000; Married or filing Head of a NH Household with Adjusted Gross Income equal to or less than \$40,000; and own a home subject to the State Education Property Tax; and resided in that home on April 1.

The Town has no authority in regards to this program. In the past the State has made applications available at the Town Manager's Office by April 15<sup>th</sup>, and required them to be filed to the State of New Hampshire between May 1<sup>st</sup> and June 30<sup>th</sup>.



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## Right to Know Law

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This section contains excerpts from the Right to Know Law, RSA 91-A, as found on the State's website. For the full text visit <http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-mrg.htm>

**91-A:1 Preamble.** – Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

**91-A:2 Meetings Open to Public.** –

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;
- (c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or
- (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.

II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public. Except for town meetings, school district meetings, and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings.



Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Subject to the provisions of RSA 91-A:3, minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception. Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the house of representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the charter of any city or town or guidelines or rules of order of any public body require a broader public access to official meetings and records than herein described, such charter provisions or guidelines or rules of order shall take precedence over the requirements of this chapter. For the purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding national and state holidays.

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.



(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

#### **91-A:2-a Communications Outside Meetings. –**

I. Unless exempted from the definition of "meeting" under RSA 91-A:2, I, public bodies shall deliberate on matters over which they have supervision, control, jurisdiction, or advisory power only in meetings held pursuant to and in compliance with the provisions of RSA 91-A:2, II or III.

II. Communications outside a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

#### **91-A:3 Nonpublic Sessions. –**

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:



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(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any



meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

#### **91-A:4 Minutes and Records Available for Public Inspection. –**

I. Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5. In this section, "to copy" means the reproduction of original records by whatever method, including but not limited to photography, photostatic copy, printing, or electronic or tape recording.

I-a. Records of any payment made to an employee of any public body or agency listed in RSA 91-A:1-a, VI(a)-(d), or to the employee's agent or designee, upon the resignation, discharge, or retirement of the employee, paid in addition to regular salary and accrued vacation, sick, or other leave, shall immediately be



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made available without alteration for public inspection. All records of payments shall be available for public inspection notwithstanding that the matter may have been considered or acted upon in nonpublic session pursuant to RSA 91-A:3.

II. After the completion of a meeting of a public body, every citizen, during the regular or business hours of such public body, and on the regular business premises of such public body, has the right to inspect all notes, materials, tapes, or other sources used for compiling the minutes of such meetings, and to make memoranda or abstracts or to copy such notes, materials, tapes, or sources inspected, except as otherwise prohibited by statute or RSA 91-A:5.

III. Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the governmental records pertaining to such public body or agency shall be kept in an office of the political subdivision in which such public body or agency is located or, in the case of a state agency, in an office designated by the secretary of state.

III-a. Governmental records created or maintained in electronic form shall be kept and maintained for the same retention or archival periods as their paper counterparts. Governmental records in electronic form kept and maintained beyond the applicable retention or archival period shall remain accessible and available in accordance with RSA 91-A:4, III. Methods that may be used to keep and maintain governmental records in electronic form may include, but are not limited to, copying to microfilm or paper or to durable electronic media using standard or common file formats.

III-b. A governmental record in electronic form shall no longer be subject to disclosure pursuant to this section after it has been initially and legally deleted. For purposes of this paragraph, a record in electronic form shall be considered to have been deleted only if it is no longer readily accessible to the public body or agency itself. The mere transfer of an electronic record to a readily accessible "deleted items" folder or similar location on a computer shall not constitute deletion of the record.

IV. Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. If a public body or agency is unable to make a governmental record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be





collected by the public body or agency. No fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

V. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

VI. Every agreement to settle a lawsuit against a governmental unit, threatened lawsuit, or other claim, entered into by any political subdivision or its insurer, shall be kept on file at the municipal clerk's office and made available for public inspection for a period of no less than 10 years from the date of settlement.

VII. Nothing in this chapter shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.

**91-A:5 Exemptions.** – The following governmental records are exempted from the provisions of this chapter:

I. Records of grand and petit juries.

I-a. The master jury list as defined in RSA 500-A:1, IV.

II. Records of parole and pardon boards.

III. Personal school records of pupils.

IV. Records pertaining to internal personnel practices; confidential, commercial, or financial information; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, videotape sale or rental, and other files whose disclosure would constitute invasion of privacy. Without otherwise compromising the confidentiality of the files, nothing in this paragraph shall prohibit a public body or agency from releasing information relative to health or safety from investigative files on a limited basis to persons whose health or safety may be affected.

V. Teacher certification records in the department of education, provided that the department shall make available teacher certification status information.



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VI. Records pertaining to matters relating to the preparation for and the carrying out of all emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

VII. Unique pupil identification information collected in accordance with RSA 193-E:5.

VIII. Any notes or other materials made for personal use that do not have an official purpose, including but not limited to, notes and materials made prior to, during, or after a governmental proceeding.

IX. Preliminary drafts, notes, and memoranda and other documents not in their final form and not disclosed, circulated, or available to a quorum or a majority of the members of a public body.

X. Video and audio recordings made by a law enforcement officer using a body-worn camera pursuant to RSA 105-D except where such recordings depict any of the following:

(a) Any restraint or use of force by a law enforcement officer; provided, however, that this exemption shall not include those portions of recordings which constitute an invasion of privacy of any person or which are otherwise exempt from disclosure.

(b) The discharge of a firearm, provided that this exemption shall not include those portions of recordings which constitute an invasion of privacy of any person or which are otherwise exempt from disclosure.

(c) An encounter that results in an arrest for a felony-level offense, provided, however, that this exemption shall not apply to recordings or portions thereof that constitute an invasion of privacy or which are otherwise exempt from disclosure.

**91-A:7 Violation.** – Any person aggrieved by a violation of this chapter may petition the superior court for injunctive relief. In order to satisfy the purposes of this chapter, the courts shall give proceedings under this chapter high priority on the court calendar. Such a petitioner may appear with or without counsel. The petition shall be deemed sufficient if it states facts constituting a violation of this chapter, and may be filed by the petitioner or his or her counsel with the clerk of court or any justice thereof. Thereupon the clerk of court or any justice shall order service by copy of the petition on the person or persons charged. When any justice shall find that time probably is of the essence, he or she may order notice by any reasonable means, and he or she shall have authority to issue an order ex parte when he or she shall reasonably deem such an order necessary to insure compliance with the provisions of this chapter.



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**91-A:8 Remedies. –**

I. If any public body or public agency or officer, employee, or other official thereof, violates any provisions of this chapter, such public body or public agency shall be liable for reasonable attorney's fees and costs incurred in a lawsuit under this chapter, provided that the court finds that such lawsuit was necessary in order to enforce compliance with the provisions of this chapter or to address a purposeful violation of this chapter. Fees shall not be awarded unless the court finds that the public body, public agency, or person knew or should have known that the conduct engaged in was in violation of this chapter or if the parties, by agreement, provide that no such fees shall be paid.

II. The court may award attorney's fees to a public body or public agency or employee or member thereof, for having to defend against a lawsuit under the provisions of this chapter, when the court finds that the lawsuit is in bad faith, frivolous, unjust, vexatious, wanton, or oppressive.

III. The court may invalidate an action of a public body or public agency taken at a meeting held in violation of the provisions of this chapter, if the circumstances justify such invalidation.

IV. If the court finds that an officer, employee, or other official of a public body or public agency has violated any provision of this chapter in bad faith, the court shall impose against such person a civil penalty of not less than \$250 and not more than \$2,000. Upon such finding, such person or persons may also be required to reimburse the public body or public agency for any attorney's fees or costs it paid pursuant to paragraph I. If the person is an officer, employee, or official of the state or of an agency or body of the state, the penalty shall be deposited in the general fund. If the person is an officer, employee, or official of a political subdivision of the state or of an agency or body of a political subdivision of the state, the penalty shall be payable to the political subdivision.

V. The court may also enjoin future violations of this chapter, and may require any officer, employee, or other official of a public body or public agency found to have violated the provisions of this chapter to undergo appropriate remedial training, at such person or person's expense.



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## Town of Enfield Fee Schedule ~ 2017

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▪ Zoning Fees:

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Hearing fee	\$ 75.00
Mailing fee	8.00
Advertising	55.00
Sign permits	10.00
Copies of Zoning Ordinance	15.00

▪ Planning Fees:

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Boundary line adjustment	\$ 100.00
Revocation of Plat	100.00
Notice of Voluntary Merger	50.00
Subdivision:	
<u>Minor or Re-subdivision:</u>	
Phase I Conceptual Review	No Fee
Phase III Final Application	125.00
Phase III Final Hearing	125.00
<u>Major:</u>	
Phase I Conceptual Review	No Fee
Phase II Preliminary Review	150.00
Phase III Final Application	250.00
Phase III Final Hearing	250.00
Plus \$100 Per Lot	
Site plan review:	
Phase I	No Fee
Phase II	150.00
Phase III	50.00
Phase III	50.00
Plus \$100/Acre over 2 Developable Acres	
Plus \$100/1,000 SF over 1,000 SF [Non-residential]	
Plus \$100/Condo or Apt. unit over five (5) [Residential]	



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Renovations and/or additions	
Application	50.00
Hearing	50.00
Plus \$100/1,000 SF over 1,000 SF	
Home occupations:	
No changes to site/structure	100.00
Mailing	\$8 per party
Advertising	55.00
Tax mapping	\$30 per lot
Filing Mylar with County Registry	\$15 plus cost for registry
Cost for registry (subject to change):	
8½ x 11 – 11x 17	11.00
17 x 22	16.00
22x 34	26.00
Plus \$2.00 Document Recording Surcharge (Eff. 1/1/94)	
Plus \$25.00 Land Conservation Heritage Investment	
Program (LCHIP) Fee	
Master plan	30.00
Subdivisions Regulations	10.00
Site Plan Review Regulations	10.00
Signature on Perimeter Survey Map	10.00
Driveway Permit	25.00
Zoning/Floodplain ordinance	15.00
Address Request	25.00

■ Building Fees:

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Permit Type:	Processing Fee	+	Inspection Fee (per Square Foot)
*Single Family Homes (stick built, double wide, modular)	\$40.00	+	\$0.12
*Mobile Homes (single wide)	\$25.00	+	\$0.08
*Garages & Barns	\$25.00	+	\$0.08
Additions & Renovations	\$35.00	+	\$0.12
Storage Buildings (no entry of vehicle), Decks & *Pools	\$25.00	+	\$0.06
*Multi-Family & Condominiums	\$100.00	+	\$0.15

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<b>Permit Type:</b>	<b>Processing Fee</b>	<b>+</b>	<b>Inspection Fee (per Square Foot)</b>
*Commercial	\$100.00	+	\$0.15
Demolition	\$10.00	+	No Fee
Plumbing & Electrical (Included in above project packages*, fee only if applying as separate project.)	\$25.00	+	No Fee
Mechanical (Included in above project packages*, fee only if applying as separate project.) REMINDER: OIL BURNER PERMIT OR LP GAS PERMIT <u>MUST</u> BE COMPLETED.	\$25.00	+	No Fee
Re-inspection Fee (If inspection is called for and project is not ready, or if project fails 2 times, fee will be charged.)	\$15.00		
Renewal (Only allowed to renew 2 times and must be done before permit expires)	\$50% of Original Permit Processing Fee		

The processing fee is payable upon submission of application. This fee is non-refundable.

The inspection fee is payable upon approval of application and issuance of permit.

Work must proceed within the 12-month period following the permit issue date.

Inspection fees for projects not undertaken are refundable per IBC 2000 code, this request must be done in writing to the Building Inspector within the current year of the permit.



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▪ Police Fees

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Special Detail (subject to change)	\$53.20 / hr.
Accident Reports	
To residents	Free
To any company or non-resident	10.00
Resident Pistol Permit	10.00
Pistol Sales Permit	25.00
Games of Chance Permit	25.00

▪ Library Fees

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Late fees:	
Books	\$0.05 / day / item
Videos	\$1.00 / day / item
Copies (dependent upon paper size)	.20 - .30
Fax (per page)	\$1.00

▪ Cemetery Fees (Non All-Inclusive)

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Single Full Size Grave Lot	400.00
Weekday Burial (full body)	350.00
Saturday Burial (full body)	450.00
Weekday Burial (cremation)	100.00
Saturday Burial (cremation)	150.00

▪ Administrative Fees

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Photocopies (per page):	
8-1/2 x 11	\$ .25
11 x 17	.50
Lebanon Landfill ticket (per 10-punch ticket)	10.00
Beach parking (one day)	1.00
Beach parking (15 consecutive days)	10.00
Beach parking season (June 15 – September 15)	25.00
Blotter Book (hard copy)	50.00



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Building Rental Fees (per day):	
Community Functions w/kitchen use	50.00
Private Function – Residents Only – “1/2 Day”	50.00
Private Function – Residents Only – Full Day	100.00
Fax (per page)	1.00
Vehicle registration (for town to do state portion)	3.00
Vehicle title application	2.00
Marriage license	65.00
License	50.00
Certified copy	15.00
Dog license	
Intact	9.00
Spayed/Neutered	6.50
Group license (5 or more dogs)	20.00
Checklist	25.00
Vital records (birth, death, marriage, divorce):	
First copy	15.00
Subsequent copies	10.00

▪ Sewer & Water Fees

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Water hookup application (non-refundable)	\$ 150.00
Sewer hookup application (non-refundable)	150.00
Water hookup connection fee	1500.00
Sewer hookup connection fee	1500.00
Meter costs & setting fees:	
Meter, meter horn & fittings	115.00
(Market cost adjusted annually)	
Meter setting	100.00

▪ Transfer Station & Recycling Center Fees

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*(Effective January 1, 2011)*

CFC's	\$ 20.00
Fire Extinguisher	10.00
Microwave	10.00
Propane Tank 20#	10.00
Car Tires	\$3 each or 2 for \$5
Truck Tire	10.00

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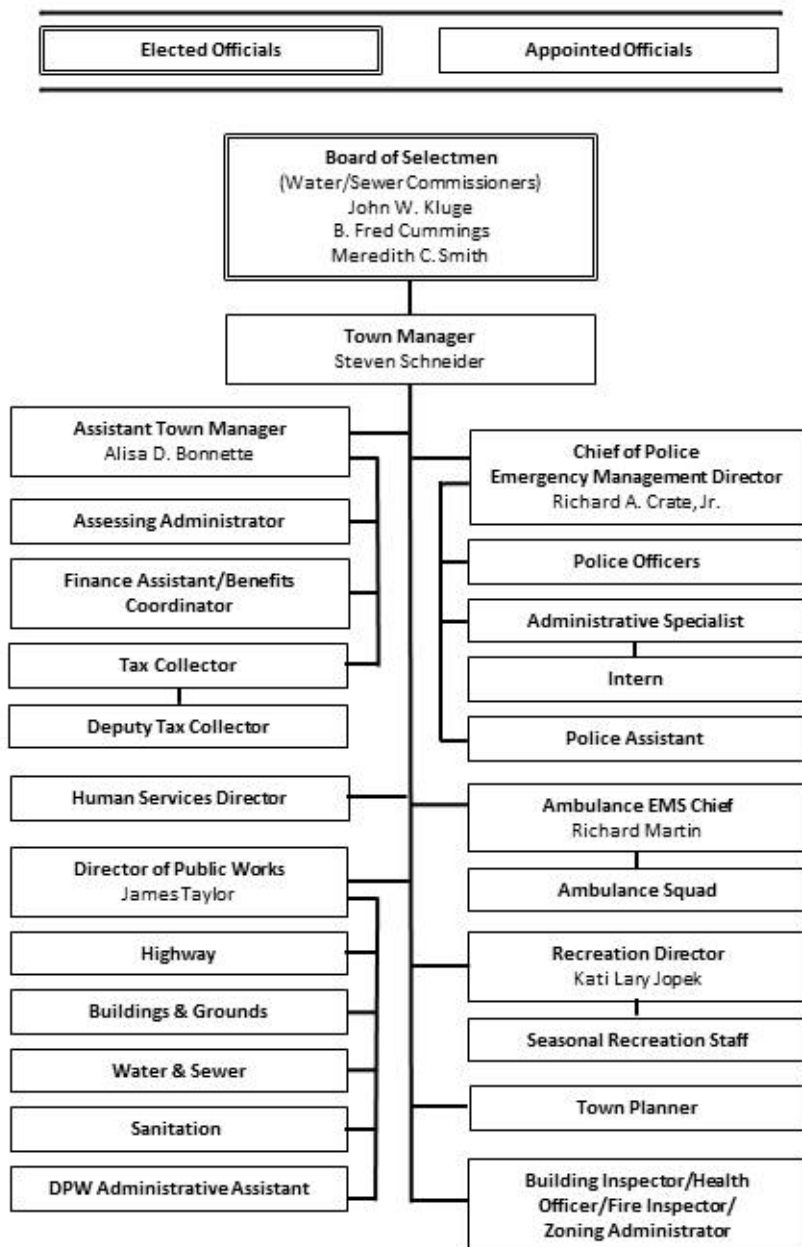
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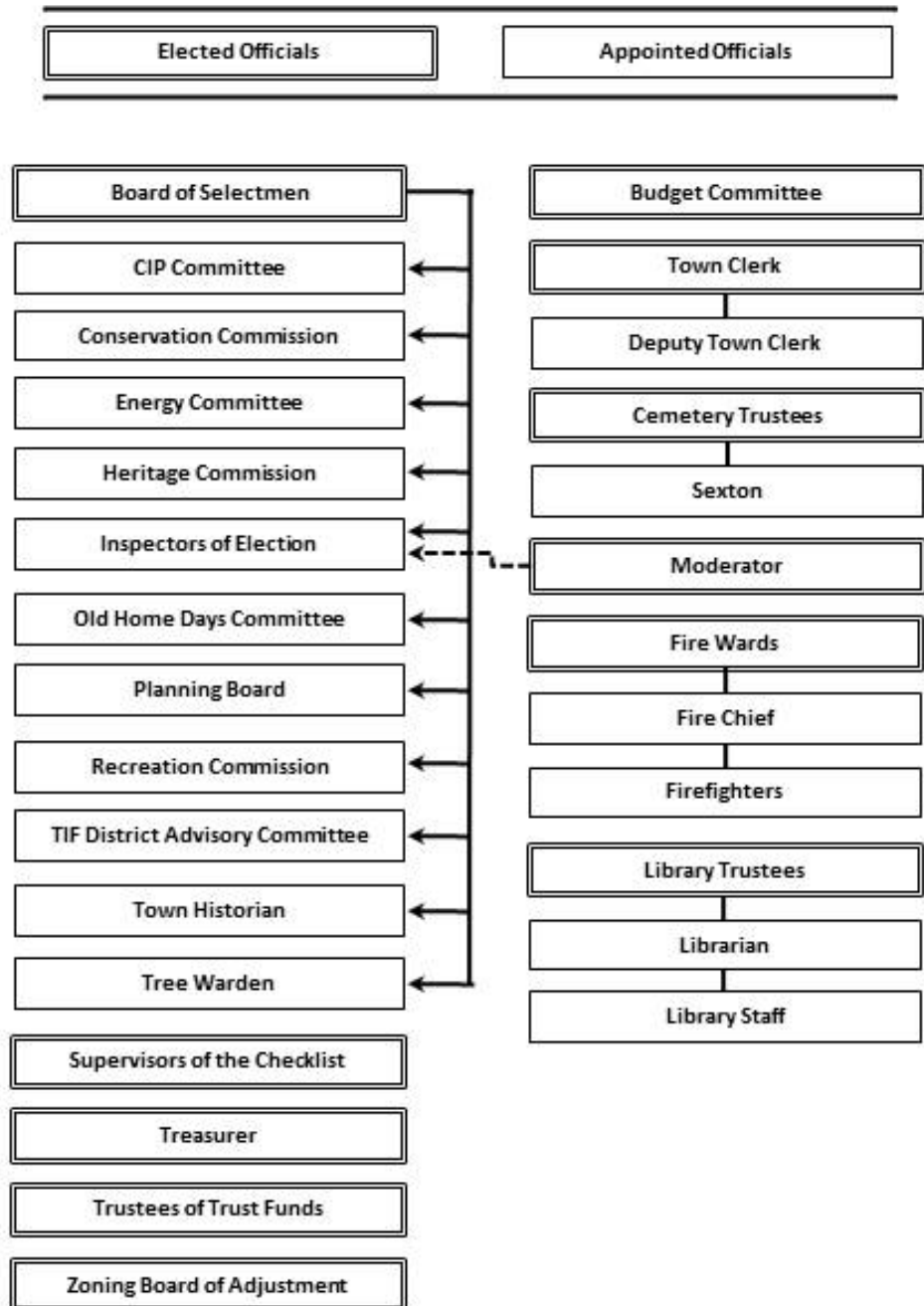
Equipment Tire	30.00
Small TV	10.00
Medium TV	15.00
Large TV or Console	25.00
Computer Monitor, CPU, Printers	20.00
Computer Component	10.00
Stereo Equipment/VCR/DVD Players	5.00

**\*Fees are current as of the printing of this report, but are subject to change.\***



# Town of Enfield Organizational Chart as of January 1, 2017







## Curbside Rubbish & Zero-Sort Recycling Collection Schedule

# 2017

**January**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March**

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**July**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holidays observed by Casella are indicated in **RED** - there will be no curbside collection service on these days.

In the event of a holiday all routes on or following the holiday will experience a one day delay.



TOWN OF ENFIELD  
23 Main Street  
PO Box 373  
Enfield, NH 03748

603-632-5026  
www.enfield.nh.us

CASELLA  
(888) 483-2757  
casella.com



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## Town of Enfield Observed Holidays

### March 2017 – February 2018

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Enfield Municipal Offices, the Enfield Transfer Station & the Enfield Public Library will be closed on the following observed holidays.

Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Veterans Day	November 10
Thanksgiving Holiday	November 23 & 24
Christmas Holiday	December 25 & 26
New Year's Day	January 1
Martin Luther King, Jr. Day	January 15
President's Day	February 19

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For more important dates, including meeting dates for municipal boards and committees, see our **2017 Enfield Municipal Calendar**. Copies were mailed to postal patrons with Enfield and Enfield Center addresses. A popular item, we have just a few calendars remaining. Get one now before they're gone! But if you don't make it in time you can download a copy from our website at

[http://www.enfield.nh.us/Pages/EnfieldNH\\_Manager/index](http://www.enfield.nh.us/Pages/EnfieldNH_Manager/index)



To receive notices of meetings, posted minutes, municipal events, and other important government news subscribe to the Town's E-Subscriber service at [www.enfield.nh.us](http://www.enfield.nh.us)