



Town of Enfield



Miscellaneous Reports



2017 Town Meeting Minutes

March 18, 2017

Moderator Dr. David Beaufait commenced the annual meeting at 9:04 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 Meredith Smith, 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, Nancy Smith, Annabelle Bamforth, Jamie Buffington, Mark Eisener, Michael Diehn and Holly West.

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.

J. Patten made a motion to accept the rules, and D. Kiley seconded, followed by a unanimous voice vote in favor of adoption.

Moderator Dr. Beaufait identified those in attendance who are not residents. J. Patten made the motion to allow non-residents to speak, D. Kiley seconded the motion. A unanimous voice vote in favor followed.

D. Kiley made the motion to table an article while paper ballot results are tabulated, P. Currier seconded, followed by a unanimous voice vote in favor of adoption.

M. High made the motion to allow people in line at the microphone to speak if a question is called, D. Kiley seconded, followed by a unanimous voice vote in favor of adoption.

R. Cusick made the motion to dispense with the reading and re-reading of articles, D. Kiley seconded, followed by a unanimous voice vote in favor of adoption.

Richard Martin, FAST Squad Chief, led recognition of the first responders who selflessly go out day after day to provide services to the town residents. When John Kelly collapsed with anaphylactic shock from wasp stings Lebanon Retired Police Chief Randy Chapman saw him and initiated a call-out. Enfield officer Sgt. Luke Frye, Canaan officer Sam Provenza, FAST Squad members Charles Baker, Daniel Hough, Michael Mehegan and Kim Withrow all responded, along with Lebanon officers Ian Dewey, Jeremy Dodge, William



Rancourt and Christopher Simon. Mr. Kelly thanked everyone and the audience gave a standing ovation in recognition.

Selectman John Kluge recognized Retired Board and Committee members and thanked them, and all volunteers, for their service to the town.

David L. Stewart	Budget Committee
Lee Carrier	CIP Committee
Jeanine King	Conservation Commission & Recreation Commission
David Levesque	Energy Committee
Richard A. Crate	Fire Ward
Mike Seiler	Heritage Commission
Rebecca Stewart	Heritage Commission
Deborah Sweetland	Old Home Days Committee
Patty Williams	Old Home Days Committee
Kati Monmaney	Old Home Days Committee
Meredith Smith	Old Home Days Committee
Sharon Kiley	Recreation Commission
Edward Scovner	Zoning Board of Adjustment
Kenneth May	Zoning Board of Adjustment
Richard M. Henderson (Deceased)	Cemetery Trustee

Selectman Meredith Smith, on behalf of the Heritage Commission, recognized Andrew Cushing for his work on the Enfield Center Town House. Holly West accepted for Mr. Cushing.

The Moderator read the results of the Ballot voting:

Article 1. To choose by ballot all necessary Town Officers for the ensuing year.

For Two Years: One Moderator David Beaufait (534)

For Three Years: One Selectman: John W. Kluge (520)
One Town Clerk: Carolee Eisener (548)
One Treasurer: Sasha Holland (523)
One Trustee of Trust Funds: Cynthia Hollis (508)
One Cemetery Trustee: Frederic Williamson (511)
One Fire Ward: B. Fred Cummings (478)
One Library Trustee: Jennifer Seiler-Clough (511)
One Zoning Board of Adjustment Member: Tom Blodgett (93 write-in votes)



Three Budget Committee Members: Nancy Smith (445),
Dominic Albanese (433), Eric Crate (431)

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

Revise the current wording of the Variance Criteria in Section 505 to
match RSA 674:33, Powers of the Zoning Board of Adjustment. (New language
in **BOLD**)

505 VARIANCES

The Zoning Board may authorize a Variance from the terms of this
Ordinance only when it finds that all conditions listed in **RSA 673:33** apply:

1) **The variance will not be contrary to the public interest**

Granting the permit would be of benefit to the public interest.

2) **The spirit of the ordinance is observed.**

The use must not be contrary to the spirit of the Ordinance.

3) **Substantial justice is done.**

Granting the permit would do substantial justice.

4) **The values of surrounding properties are not diminished.**

No diminution of value of surrounding properties would be suffered.

5) **Literal enforcement of the provisions of the ordinance would result
in an unnecessary hardship.**

Denial of the permit would result in unnecessary hardship to the owner
seeking it.

(A) For purposes of this subparagraph, "unnecessary hardship"
means that, owing to special conditions of the property that distinguish it
from other properties in the area:

(i) No fair and substantial relationship exists between the
general purposes of the ordinance provision and the specific
application of that provision to the property; and

(ii) The proposed use is a reasonable one.

(B) If the criteria in subparagraph (A) are not established, an
unnecessary hardship will be deemed to exist if, and only if, owing to special
conditions of the property that distinguish it from other properties in the
area, the property cannot be reasonably used in strict conformance with the



ordinance, and a variance is therefore necessary to enable a reasonable use of it.

The definition of "unnecessary hardship" set forth in subparagraph (5) shall apply whether the provision of the ordinance from which a variance is sought is a restriction on use, a dimensional or other limitation on a permitted use, or any other requirement of the ordinance.

Approved by a 7-0 vote by the Planning Board

Passed 461 Yes, 94 No.

Article 3: Are you in favor of the adoption of Amendment No. 2 for the Town of Enfield Zoning Ordinance as follows?

Remove all references to limitations on clear cutting.

RSA 674; 1 Para VI notes that the Planning Board has no authority over Timber Harvesting except when a site plan or subdivision application is involved.

1. Remove all references to restrictions to clear cutting
2. Remove the following Language from section 406.3 of the Zoning Ordinance in accordance with RSA 7674:33 last sentence
406.3 FORESTED AREAS

The purpose of this section is to prevent excessive clearcutting of forests.

It is designed to:

- A. Prevent clearcuts that do not recognize silvicultural guidelines and do not give appropriate consideration to forest regeneration, soil productivity, water quality, and plant and animal habitat.
- B. Prevent clearcuts greater than 10 acres in size;
- C. Prevent clearcuts on slopes greater than 35%;
- D. Prevent clearcuts on thin organic soils on top of bedrocks as classified by the Natural Resources Conservation Services soil surveys;
- E. Prevent clearcuts on soils classified in Natural Resources Conservation Services soil surveys as having severe erosion hazard;
- F. Prevent clearcuts in riparian zones;
- G. Prevent clearcuts in or around seeps or vernal pools;
- H. Prevent clearcuts in highly visible or aesthetically sensitive areas.



I. Clearcuts shall be separated by a manageable stand of at least the width of the area being harvested. This stand shall be maintained with at least 70% crown closure or full stocking as recommended in silvicultural guides. This manageable stand shall be located

The following language remains in the Ordinance:

Permitted Uses

In a Forested Area, permitted clearcuts shall be only those that are planned and conducted with the assistance of a forester licensed in the State of New Hampshire. Clearcutting for land conversion purposes is permitted if all permits have been obtained. Said permits include, but are not limited to, building, subdivision, excavation and site plan approval where necessary.

Approved by a vote of 7-0 of the Planning Board

Passed 407 Yes, 157 No.

Article 4: Are you in favor of the adoption of Amendment No. 3 for the Town of Enfield Zoning Ordinance as follows?

Provide a Definition for Kennel.

The current Zoning Ordinance has no definition for Kennel.

1. Add the following definition to Appendix A - Land Use Definitions

Kennel: The boarding, breeding, raising, grooming, or training of two or more dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises for commercial gain.

Approved by a 7-0 vote of the Planning Board

Passed 460 Yes, 123 No.

Article 5: Are you in favor of the adoption of Amendment No. 4 for the Town of Enfield Zoning Ordinance as follows?

Add New Accessory Apartment (ADU) rules into Zoning



1. Change the definition “Accessory Apartments” to “Accessory Dwelling units”
2. Add the right to have Accessory Dwelling Units allowed in all districts that allow single family homes.

This right is required by new State Law.

Approved by a vote of 7-0 of the Planning Board

Passed 481 Yes, 96 No.

Article 6: Are you in favor of the adoption of Amendment No. 5 for the Town of Enfield Zoning Ordinance as follows?

Revise the definition of Abutter so that notification requirements match the requirements of the Subdivision, Zoning Board of Adjustment and Site Plan Review Regulations.

Words in **BOLD** are additions to the definition

Abutter: Shall mean the owner, or owners, of record of a parcel of land which is contiguous at any point to the parcel being subdivided, or which lies directly across a public right-of-way or stream from the parcel being subdivided. In the case of all subdivisions, site plan reviews, **voluntary mergers, boundary line adjustments and noticed Zoning Board of Adjustment hearings** the term shall also include the owner or owners of record of a parcel of land which is two hundred (200) feet from any point on the boundaries of the parcel being subdivided.

Approved by a vote of 7-0 of the Planning Board

Passed 482 Yes, 95 No.

Article 7: To see if the Town will vote authorize the Selectmen to enter into a long term lease/purchase agreement in the amount of two hundred thousand and 00/100 dollars (\$200,000.00) payable over a term of ten (10) years for the purpose of leasing one police cruiser (\$35,000), one fire support vehicle (\$45,000), 11 ton mini-excavator (\$30,000), 25 ton low bed trailer (\$30,000) and 64” to 72” vibratory roller (\$60,000) and to raise and appropriate the sum of twenty nine thousand seven hundred and forty seven and 13/100 dollars



(\$29,747.13) for the first year's payment for that purpose. Said appropriation to be offset by the withdrawal of \$29,747.13 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. (This article has no impact on the 2017 tax rate.)

Special Warrant Article

2/3 Paper Ballot Vote Required

The Board of Selectmen recommends this article by a vote of 3-0.

The Budget Committee recommends this article by a vote of 8-0.

J. Kluge made the motion to accept the article as written, F. Cummings seconded the motion. Town Manager Steven Schneider narrated a PowerPoint presentation (which is a permanent part of these minutes). He mentioned that this is the 6th year of the Capital Improvement Program and that it's working very well and he thanked Lee Carrier for all his work implementing it.

D. Kiley made the motion to table Article 7 until after the results are tabulated, J. Patten seconded the motion, to unanimous approval.

There was no discussion. The Moderator declared a paper ballot vote at 9:52.

At the end of the meeting he declared the results as Yes 86, No 18.

Article 7 passed as printed.

Article 8: To see if the Town will vote to raise and appropriate the Budget Committee recommended sum of six million, four hundred nine thousand, six hundred forty-nine dollars, (**\$6,409,649**) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required) (Estimated tax impact \$6.30/ \$1,000 valuation.)

The Board of Selectmen recommends this article by a vote of 3-0.

The Budget Committee recommends this article by a vote of 8-0.

F. Cummings made the motion to accept the article as written, M. Smith seconded the motion. Sam Eaton, Budget Committee Chairman, narrated a Power Point presentation (which is a permanent part of these minutes).

S. Brown, a CASA (Court-Appointed Special Advocates) volunteer, thanked the Town for its donation to CASA, noting that there are a lot of cases served in the Mascoma School District.



K. Maynard asked if the estimated tax rate is higher and S. Schneider replied 14 cents over the present rate. J. Patten asked how the estimated rate was calculated and S. Schneider explained that the estimated rate is inclusive of Articles 7, 8 and 9.

A voice vote was taken; Article 8 passed unanimously.

Article 9: To see if the Town will vote to raise and appropriate the sum of three hundred sixty-seven thousand, nine hundred eighty-three dollars (\$367,983) to be placed in the Capital Improvement Plan Capital Reserve Fund. (Estimated tax impact \$0.80/ \$1,000 valuation.)

Special Warrant Article

The Board of Selectmen recommends this article by a vote of 3-0.

The Budget Committee recommends this article by a vote of 8-0.

M. Smith made the motion to accept the article as written, J. Kluge seconded the motion.

T. Jennings stated that this was the 3rd year he'd asked to see the detailed Capital Improvement Plan. He appreciates all the work that's gone into it but doesn't see it in the town report or on the town website. He encouraged the town to present the full plan, with what vehicles need to be replaced, what roads, buildings, etc. It seems that we're only voting on a snapshot of one year at a time. S. Schneider assured him that it shouldn't be a problem. B. Cusick, a CIP member when Lee Carrier started it, said that they spent a lot of time on a replacement timeline but it is an approximation as things change. The Department of Public Works has done a great job stretching resources.

The Moderator called for a voice vote on the article; Article 9 passed as written with one nay vote heard.

Article 10: To see if the Town will vote to discontinue the Library Equipment Capital Reserve Fund. This fund was created by Town Meeting vote in 1997, but never funded. The Library Trustees recommend discontinuing this fund.

J. Kluge made the motion to accept the article as written, F. Cummings seconded the motion. There was no discussion.

A voice vote was unanimous. Article 10 passed as printed.



Article 11: Shall the Town raise and appropriate the sum of two thousand dollars (\$2,000) for deposit into the Cemetery Maintenance Expendable Trust Fund with said funds to come from the unassigned fund balance. This money represents 2016 revenue from the sale of cemetery lots. (This article has no impact on the 2017 tax rate.)

Special Warrant Article

The Board of Selectmen recommends this article by a vote of 3-0.

The Budget Committee recommends this article by a vote of 8-0.

F. Cummings made the motion to accept the article as printed, M. Smith seconded the motion. There was no discussion. **A voice vote was unanimous. Article 11 passed as printed.**

Article 12: To hear the reports of agents, auditors, committees, or any other officers heretofore chosen and pass any vote relating thereto.

The Moderator informed the audience that the paper ballot voting on Article 7 was open for another twenty minutes. **S. Hagerman made the motion to restrict discussion on Articles 7-11, D. Kiley seconded the motion, which passed by a voice vote.**

F. Cummings made the motion to accept Article 12 as written, J. Kluge seconded the motion.

B. Cusick asked the Board of Selectmen if he could update how the Town Manager search was going? He and J. Kluge both said that it's difficult to replace Steve Schneider. Municipal Resources Inc. had 53 candidates apply for the position from all over the country. Dom Albanese, as chairman of the search committee, with MRI, has done an amazing job with the search. It's narrowed down to 25 who are writing essays which the search committee and MRI will review, then conduct interviews, then turn the finalists over to the Board of Selectmen. S. Hagerman asked if the public will have a chance to review the candidates, and B. Cusick said no, that's what the search committee and MRI are for. C. Aufiero stated that people can go on the MRI website and leave comments, and B. Cusick added that you can also call them. B. Powell asked that the MRI information be put on the Enfield Listserv, which B. Cusick said we would do. B. Powell called for a round of applause for Steve Schneider, which turned into a standing ovation. The Moderator stated that the next town manager will have very big shoes to fill.



S. Brown said that she volunteers for the food pantry and that people should know how much Bob and Carol Cusick have done for the pantry.

C. Cusick stated that it's not just the Carol and Bob show; the Mascoma Foundation has put their support behind us and all the volunteers have been great.

J. Patten made the motion to recess the meeting until after the results of Article 7 were announced, D. Kiley seconded the motion and the audience agreed.

After the Moderator announced the results of Article 7. **J. Patten made the motion to adjourn, D. Kiley seconded the motion and the audience agreed. The meeting closed at 10:55.**

Respectfully submitted,

Carolee T. Eisener
Town Clerk/Tax Collector



Town of Enfield

~ Tax Relief Options ~

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

Abatements: Application deadline: March 1st 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 2017: \$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 2017: \$400,000

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 2017: \$1,288,800

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 2017: \$57,800

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 15th, and required them to be filed to the State of New Hampshire between May 1st and June 30th.



Right to Know Law

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:

(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 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.

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.

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.



Town of Enfield Fee Schedule ~ 2018

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

▪ Zoning Fees:

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

▪ Planning Fees:

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]	



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:

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
*Commercial	\$100.00	+	\$0.15



Permit Type:	Processing Fee	+	Inspection Fee (per Square Foot)
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.



▪ Police Fees

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

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)

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

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



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

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

(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



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

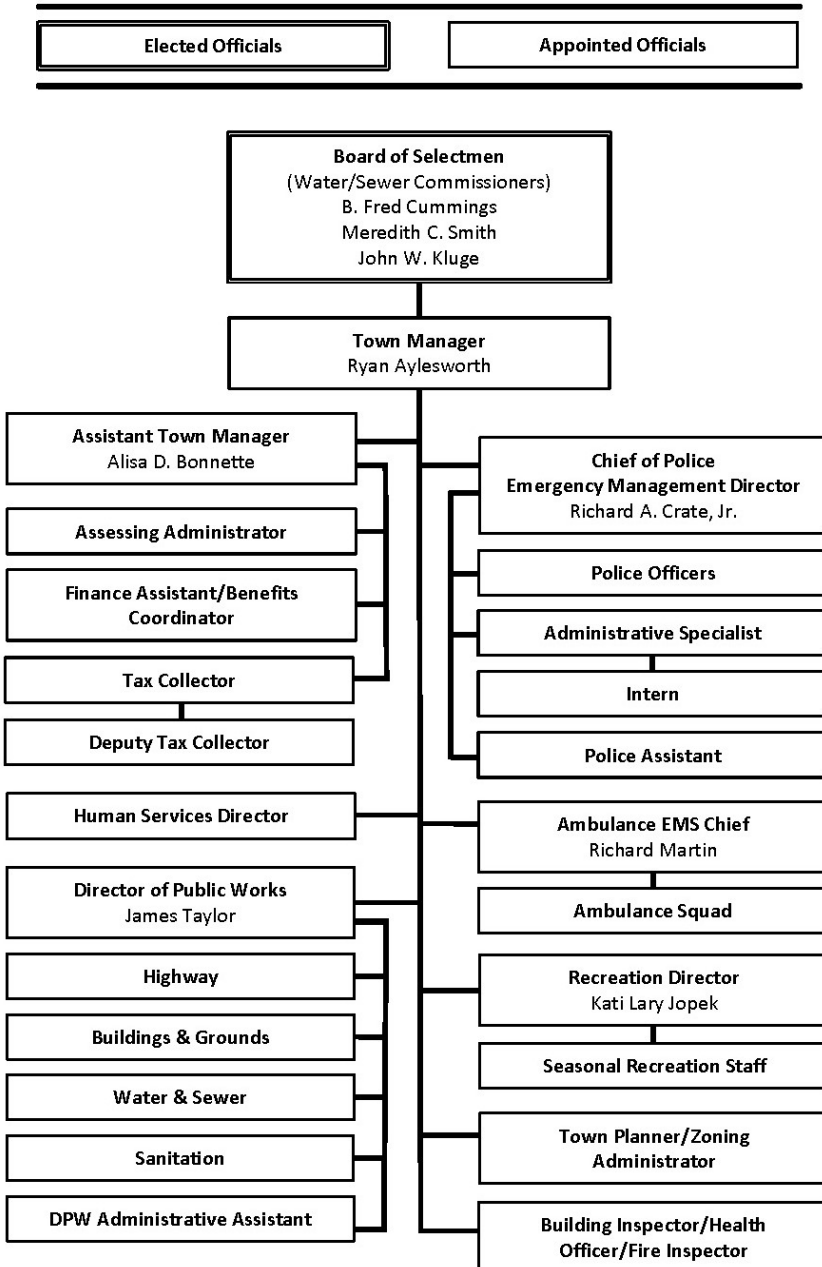
Fees are current as of the printing of this report, but are subject to change.

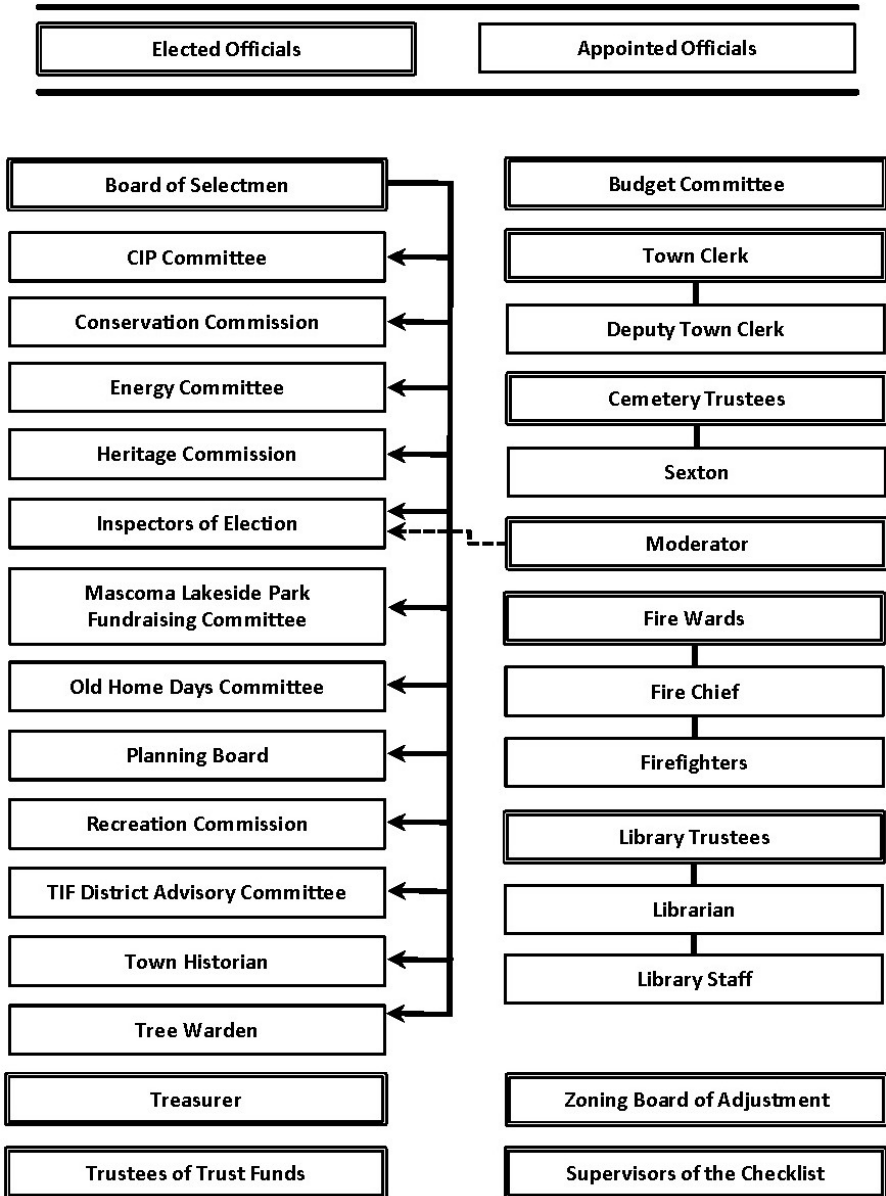


Town of Enfield

Organizational Chart

as of January 1, 2018







Curbside Rubbish & Zero-Sort Recycling Collection Schedule

2018

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 2018 – February 2019

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

Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Holiday	November 22 & 23
Christmas Holiday	December 24 & 25
New Year's Day	January 1
Civil Right/MLK Jr. Day	January 21
President's Day	February 18



For more important dates, including meeting dates for municipal boards and committees, as well as the curbside rubbish & recycling collection schedule, see our **2018 Enfield Municipal Calendar**. Available at the Town Offices while supplies last. Or download a copy from our website at

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