

**Enfield Board of Selectmen
Public Works Facility
Enfield, New Hampshire**

MINUTES of January 19, 2016

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

Administrative Staff: Steven Schneider, Town Manager; Carolee Eisener, Town Clerk; Jim Taylor, Director of Public Works; Richard A. Crate, Jr., Chief of Police; Karol Hammer, Recording Secretary

Others: James Bonner (video); Kurt Gotthardt, Dan Kiley, Phil Cronenwett, Rob Godfrey, Mary Ann Haagen, Linda Jones, Bob Cusick, Lee Carrier, Rick Barrows, Sam Eaton, and others.

BUSINESS MEETING

I. CALL TO ORDER

Mr. Crate called the meeting to order at 6:00 PM.

II. APPROVAL OF MINUTES

Mr. Kluge moved and Mr. Crate seconded the motion to accept the minutes of the January 4, 2016 public and non-public minutes. The motion passed unanimously.

III. COMMUNICATIONS

Federal Energy Regulatory Commission – Grafton Hydro LLC Mascoma Lake Dam:

Mr. Schneider shared with the Board a document from the Connecticut River Watershed Council, entitled, “Motion to Intervene and Statement of Concern of the Connecticut River Watershed Council, Inc., the Mascoma River Local Advisory Committee, and Greater Upper Valley Chapter of Trout Unlimited in the Above Application.” Mr. Schneider summarized that the document shows that three regional groups have interest in the River and Lake and are concerned about the placement of dams downstream of the lake.

Town Clerk’s Report – Year End 2015:

Mr. Schneider shared the Town Clerk’s Report, showing that Town revenues in 2015 were \$60,000 higher than in 2014; it was a strong year.

Tax Collector’s Report – Year End 2015:

The Tax Collector’s Report showed that 94% of Town taxes had been collected by the end of December.

IV. BOARD REPORTS

Planning Commission:

Mr. Kluge reported that the Planning Commission had met the previous week, and received a new presentation on solar power and community net metering. He said the Planning Commission seemed more positive about the new version. Solar on private property for personal use is 'by right.' He said the requirements regarding community net metering were much more reasonable. The Planning Board did ask that an introduction be added to the presentation for Town Meeting, as the current language is highly technical.

Budget Committee:

Mr. Cummings reported that the Budget Committee continues to meet with the CIP; another meeting was scheduled for the next Thursday.

Mr. Kluge asked when the budget might be wrapped up. Mr. Schneider felt they were getting close.

Mr. Cummings said the Committee seemed to be understanding that this may be a year when the budget may have to increase more than the target 2% in order to maintain the Town's customary level of services. He said they were running out of places to cut the budget to get back to that level (to level fund the budget, he said, the Committee would have to find \$275,000 to cut).

V. TOWN MANAGER'S REPORT

Mr. Schneider reminded the Board that the Presidential Primary election will be on February 9. Town officials will need to be present. The Shaker Bridge Theatre production will finish the Sunday before, so the upstairs hall can be set up on Monday for voting.

There is another Selectboard meeting on February 2, so more details can be discussed about the Primaries, if needed.

VI. PUBLIC COMMENTS

Mr. Kluge asked if there were any news on the garage that is slowly falling into the river. Mr. Schneider said that he had spoken with Phil Neily (Building Inspector), and learned that Mr. Neily has been in regular contact with the barn owner. The owner has been transferring items out of the barn. Mr. Schneider is not concerned about the situation deteriorating unmonitored; he said the DES is watching for the river, and DRED for the Rail Trail, plus it's on Mr. Neily's radar. He concluded that he is not sure whether there is a plan to rebuild.

Mr. Schneider also noted that the Mascoma Lake Public Access Task Force had met earlier in the day, and that Executive Councilor Kenney seemed to be making good on his promise to come to town to help with issues. He and Ms. Sheehan were tentatively scheduled to visit on Friday.

Mr. Schneider said that the State is working on plans for Main Street. Once Spring arrives, more cleanup can be done. Signage also is being contemplated to indicate Town plans for the former motel site.

VII. BUSINESS

Restaurant-Beverage/Wine/Liquor License Application:

Mr. Schneider shared the notice from the NH Liquor Commission of an application for liquor license from 56 Main Street Bar & Grill, LLC, which plans to open in the former bakery and Chinese restaurant space in the Copeland Block.

The only issue foreseen by Police Chief Crate is parking, provided the establishment is run well.

Mr. Kluge observed that the community has been waiting quite a while for a new business to occupy that space.

2016 Budget:

It was agreed that the budget discussion had been covered under Board Reports.

Draft Warrant:

Mr. Schneider reviewed the draft Town Meeting Warrant, noting that:

- The first four articles can be ordered as the Select Board sees fit. The current order was random.
- The Library warrant is a cut and dry request for support. Specific numbers regarding tax impact can be added once the financing is known.
- The Lakeview association had met in the morning, but still didn't have firm numbers. The general feeling is that \$2.5 million is on the high side. They will have a more accurate number by Town Meeting. That warrant will include language regarding a betterment assessment, under which the cost of the sewer improvements will be recorded as liens against the individual units, and payments will be collected annually directly from the unit owners, as discussed at previous meetings.

Mr. Schneider said that the Association and the Town were coming closer on the issue of language to protect the Town. The Association continues to look for alternative guarantees; a performance bond was prohibitively expensive, they felt.

Mr. Schneider noted that they could create a Lakeview village district, noting that we already have a village district at Eastman. Such a district can acquire its own debt.

Alternatively, the condo association could get a letter of credit (of about \$5,000 in escrow) to account for bad debt in a year, so the association would be on the hook for

that. That effort would require asking the Town Clerk to compile data regarding typical delinquencies within Lakeview, to provide an idea of the likelihood of who would struggle to pay the new debt.

Mr. Schneider said that, with the debt apportioned to the specific units, and as long as Lakeview would somehow guarantee the payments (so the Town never would be on the hook for repayment of any of the debt), he felt good about presenting the effort at Town Meeting.

- Trucks
- Boat Launch – Both the trucks and the boat launch would be presented in the Town Meeting Warrant with their total and their first year costs.

Town Report:

Mr. Schneider encouraged the Board to think about the dedication of the Town Annual Report.

He also asked the Board to think about its report. Mr. Kluge offered to draft the Select Board report, provided he received input from the other members.

Mr. Schneider thought it would be a good idea to include a photograph of the new fire truck in the report.

A good target for preparing drafts would be by or soon after the February 3 budget hearing.

Administrative Item – Property Tax Abatement:

Mr. Schneider asked the Board to vote on whether a tax abatement should be approved for an unoccupied trailer on Orchard Road. He recommended that the Board approve the abatement, then it would be up to the property owner to deal with the trailer. The Town Clerk agreed, noting that the Town would own only the trailer (not the land) if the abatement were not approved and the Town moved into a tax seizure. The abatement would get the lien off the property.

Mr. Cummings moved to approve the abatement. Mr. Kluge seconded. The motion passed unanimously.

PUBLIC HEARING #1
Library

Mr. Cummings read the notice, as follows: The Enfield Board of Selectmen will meet Tuesday, January 19, 2016 at 6:30 p.m. at the Public Works Facility at 74 Lockehaven Road, Enfield to hold four (4) Public Hearings in accordance with RSA 33:8-a, regarding Bonds or Notes over \$100,000, as follows:

Mr. Cummings moved to open Public Hearing #1 at 6:30 PM to discuss the proposed construction of a new library building (approximately \$2,500,000). Mr. Kluge seconded. The motion carried unanimously.

Presentation:

Phil Cronenwett, Chair of the Library Board of Trustees, gave the presentation. He reviewed the history of the efforts to construct a new library for the Town of Enfield. The plan, he said, is to build a new structure that will double the library space for the Town. The planned structure would have about the same size footprint as the existing library space in Whitney Hall, but with a second floor that also would be library space.

The new library will include a meeting area, children's space, improved stack areas, and expanded computer/technology space.

The estimated cost to heat/cool and power the building is \$6,450.

Following 2008 Town Meeting, the Library Trustees began fundraising. They have raised \$945,000 to date in public and private donations and commitments.

The project will go out to bid at the end of January, so firm cost figures will be available by Town Meeting.

Mr. Cronenwett said that he hears people say there is nobody who uses libraries any more. He said well, 2,587 'nobodies' have library cards in Enfield, out of 4,570 residents. Not all residents have Internet or computer access at home. The new facility will triple computer access.

People come to the library to use the Internet for job applications, for downloading and preparing tax forms. Fewer than 30% of employers currently accept paper applications any more. Folks even use library access to pay their bills. Some come just to play games, and why not?

In 2015, 571 million books were printed. The Enfield Library circulated 27,000 items.

The Library is a traffic generator. It brings residents into the downtown area. Durham and Sunapee both saw significant traffic increases following construction of their new libraries.

Libraries are an investment in our children. They have the opportunity to take part in our Library's remarkable programs, meet performers, and get exposure to things many won't at home.

Rob Godfrey said he felt we couldn't keep spending. He compared his tax bills and computed a 14.4% increase in his property taxes in the past two years. I don't think this is something we need to consider now. Anybody living here is going to have a computer. I'm all for kids, but somewhere we've got to cut back. There are lots of places for sale in town because the taxes are so high.

Mr. Schneider reminded the audience that there would be no decision at this hearing. It was for information purposes only.

Mr. Godfrey asked if the vote on this issue could not happen at Town Meeting. Only a small percent of voters go. With this type of money, more people will vote if they can vote at the polls.

Mr. Cummings said that Enfield had decided a while ago not to go to SB-2 (voting at the polls). We could make the switch for next year, but not this year. We have the Public Hearing tonight, then the Budget hearing on February 3. Then the Selectboard votes on whether it will endorse/support each bond item. Then we'll have Town Meeting. If people want SB-2, they need to do a Warrant Article.

Mr. Schneider said that the voting on the bonds will be open for one (1) hour at Town Meeting; it won't be a voice vote.

Mr. Cummings said the bonds also require a 2/3 majority of attendees to pass.

Mr. Cusick asked how much of the 14% increase was from the Town? He felt most would have come from the School District. Mr. Godfrey said he hadn't computed that. He was concerned with the bottom line increase in his cost.

Mr. Kluge said that if we, as a Town, focus only on the school, we eventually short the Town.

Mr. Gotthardt asked about the Library's fundraising efforts.

Mr. Cronenwett said the money was coming from foundations, individuals, corporations. The anticipated Timken Foundation contribution did not happen, since Timken wanted to wait and be the one to put the effort over the top (reach its goal). The Trustees will approach Timken again this year.

Mr. Gotthardt asked how much of the anticipated budget had been committed in fundraising.

Mr. Cronenwett said that the current cost estimate for the new Library is \$3.2 million, and the Trustees have \$945,000 in donations and commitments.

Mr. Cummings asked if the Town's commitment was part of the \$945k?

Mr. Cronenwett said it was. The Town has promised \$366,000, plus \$150,000 from the TIF, for a total of \$516,000.

So the Trustees have raised about \$400,000, asked Mr. Cummings.

Taxes are going up about \$62 for a \$200,000 home this year.

Mr. Cummings moved to close the Public Hearing at 6:49 PM. Mr. Kluge seconded. The motion carried unanimously.

PUBLIC HEARING #2
Sewer Extension to Lakeview Condominiums

Mr. Cummings moved to open Public Hearing at 6:50 PM to discuss the proposed Sewer Extension to Lakeview Condominiums (approximately \$2,000,000); said bond or note shall result in no increase in the Town of Enfield tax rate. Mr. Kluge seconded. The motion carried unanimously.

Mr. Schneider offered a summary of the project as follows:

Who: Town and Lakeview unit owners

What: A 1.5 mile force main sewer extension

Where: Lower Shaker Village to Lakeview

When: This year.

Why: In April 2015, Lakeview received Notices of Deficiency from the DES. Four (4) of its septic fields had failed.

Lakeview conducted a study to determine whether it made more sense to build 16 new systems or extend the Town sewer line. The sewer extension was the clear preference.

A betterment assessment on the 131 units at Lakeview will pay the cost of the extension, with each unit paying an equal share of the annual debt service. There will be a Town lien on each unit, to ensure that the Town will get its money.

The Town is involved because Lakeview cannot apply for State or Federal money on its own. The Town is acting as fiscal agent.

The project is already funded by the State, and Federal money looks like it will happen.

Mr. Schneider has been involved all along, and has been talking with Lakeview about protecting the Town and taxpayers from having to repay the loan.

The current idea is to create a Village District for Lakeview.

They looked into performance bonds, but those are prohibitively costly. An annual letter of credit would cover payments for an estimated number of units that have had difficulty keeping

up on tax payments. The Letter of Credit would commit Lakeview to making any defaulted payments, so the Town would have no obligation.

Mr. Schneider said this is a new and different kind of private-public partnership. Towns don't typically sponsor financing for private properties. His main concern is ensuring the Town doesn't end up with the debt, while also ensuring Lakeview's septage won't reach Lake Mascoma.

These are 131 of our neighbors, he continued. I think we should help them, and help maintain their quality of life. The Town will own the line, but Lakeview will be responsible for what's on their property. Each unit will be metered, just as current sewer customers are.

Ms. Haagen asked whether people along the new line could choose to be on the sewer system. Mr. Schneider said yes, at cost.

Ms. Jones asked how we currently stand with our capacity at Lebanon, and what will this project do to that?

Mr. Schneider said our capacity with Lebanon is 300,000 gallons per day. Of that, we have been using 85-90,000. Adding Lakeview would increase our usage by as much as 20,000 gallons, he estimated. We're very comfortable and have plenty of capacity.

Mr. Cusick asked whether the Town would be responsible for 40 years if the financing went that long. Mr. Schneider said it would.

Mr. Cusick feels that would be too long. He's never seen any development with 40-year financing and would advise against it.

Mr. Schneider said he thinks we'll establish an account to cover yearly default. The account would be funded by Lakeview.

Line maintenance is the Town's responsibility, Mr. Cusick said. Who would pay the cost?

User fees, as always. Mr. Schneider explained that part of the water and sewer bill covers maintenance.

Mr. Cusick worries about the curmudgeon who sues and we've already put forth cost.

Mr. Carrier said a Hold Harmless agreement could be executed.

Mr. Barrows expressed concern over whether people on the sewer system would be liable. Mr. Schneider said no, the Town would be liable.

Mr. Cusick asked what would happen to the septic fields' land. Mr. Schneider believed it would be retired, perhaps conserved, as it's in a conservation zone.

Mr. Petryk said he owns the land, and is in conversations with Upper Valley Land Trust. He has 167 acres, 27 of which are an easement for Lakeview.

Mr. Cusick is concerned about somebody building a mini-Lakeview.

Mr. Schneider said Lakeview is an important resource for Enfield and the Upper Valley. Low to moderate income housing is still in short supply.

Mr. Gotthardt asked what the annual cost per unit would be. Mr. Schneider had not done that math yet, but was fairly sure it would be quite a bit less than Lakeview currently spends to have its septage pumped and hauled away.

Mr. Cummings moved to close the Public Hearing at 7:15PM. Mr. Kluge seconded. The motion carried unanimously.

PUBLIC HEARING #3
Equipment Leases (Trucks and Cruisers)

Mr. Cummings moved to open Public Hearing #3 at 7:16 PM to discuss the lease of one (1) fully equipped F-550 Plow Truck, two (2) truck bodies for existing Public Works trucks and two (2) police cruisers (approximately \$225,000). The intent is that principal and interest payments will be made from the CIP Capital Reserve Fund. Mr. Kluge seconded. The motion carried unanimously.

Mr. Schneider read the draft Warrant Article, which asks the Town to decide whether it will approve the commitment of a \$199,000 debt, to be paid over seven (7) years for the proposed equipment.

He informed those present that the schedule of the debt would be:

Years 1-4: All items

Years 5-6: Plow Truck and Truck Bodies

Year 7: Plow Truck

Mr. Carrier observed that the proposed arrangement would see the Town effectively getting \$500,000 of equipment for \$64,227 in payments per year.

Mr. Schneider said the two truck bodies would be going on 2005 and 2006 Sterling trucks. This is a new idea for us – to extend the useful life of expensive equipment by replacing just the bodies.

The finance rate will be a competitive 3.1%. Like Mr. Carrier said, we're leveraging our money and stabilizing the tax rate a little. This effort will not add taxes; the Town has the money in reserves.

Mr. Eaton asked how long the truck bodies would last, and Mr. Taylor told him that they would get the trucks to the end of their useful lives; about 6-8 years.

Mr. Cummings moved to close the Public Hearing at 7:21 PM. Mr. Kluge seconded. The motion carried unanimously.

PUBLIC HEARING #4
Boys Camp Road Bridge and Mascoma Lake Boat Launch

Mr. Cummings moved to open Public Hearing #4 at 7:22 PM to discuss the replacement of the Boys Camp Road Bridge and improvements to the Mascoma Lake Boat Launch (approximately \$225,000). Mr. Kluge seconded. The motion carried unanimously.

Mr. Cummings said that the red-listed Boys Camp Bridge would be replaced for far less than the \$800,000 that the State had estimated for the job. The Town found a different contractor, whose bid to widen the bridge to 16' was just \$150,000.

This will be a big improvement, to replace a bridge that isn't conducive to Fire Department or Town truck passage so affordably.

The second item is to replace the Mascoma Lake boat ramp and improve the parking lot with paving and striping.

The Town can finance \$300,000 through Mascoma Savings Bank at an affordable rate. The new boat ramp will be done in the Spring, and the bridge in late Spring to early Summer.

Mr. Gotthardt asked if the bridge would also be widened. Mr. Taylor said that it would. The existing abutments will be left in place, and new ones will be added to the dry sides. The bridge is currently 26' long. The new bridge will be 36-40' long and 16' wide.

The only permitting needed is to remove the old bridge structure.

Mr. Gotthardt wanted to know if that meant the granite blocks would be left, and would the bridge then encroach on the trail. Mr. Taylor confirmed that the granite would remain, and explained that there would be at least 20 feet to spare between the bridge and the trail. The guard rail will face down toward the trail, but terminate before encroaching on it.

Mr. Gotthardt then asked how much money would be saved on the boat launch / parking lot project if the paving and striping were omitted. Mr. Schneider said that portion of the budget was \$50,000.

Mr. Cummings said that he felt the whole project should happen, since that's what the Selectboard had promised the Town it would do. He is a fan of completing what we start, and we also promised to improve the area on the other side of the bridge.

People who use the boat ramp pay huge taxes, Mr. Cummings continued. It's a good investment and will draw more business. It also will be important to incorporate whatever we do on the other side of the bridge.

The paving will not just be paving. Drainage will be improved, as well.

Mr. Gotthardt said he'd heard that the reason for paving and striping was because the Police Department couldn't ticket people without striping. But, he said, someone would have to be there to know which cars to ticket.

Chief Crate agreed that enforcement will continue to be an issue, since it isn't always obvious which cars came with boats. Kayaks and canoes don't come on trailers. But with striping, the lot will be more organized. Right now, two or three trailers can block the whole lot.

Even when we do know who to ticket, Chief Crate said, real enforcement is hard. There have been cases where we've even had photos of a car in front of a handicapped sign, and the judge found them not guilty.

Mr. Cummings agreed that doing the striping to layout and organize the parking makes sense. There have been times when the Fire Department couldn't get into the lot to launch its boat because trailers were blocking the lot. He doesn't really care about the ticketing; he sees the mission as to lay out the parking better.

Mr. Eaton asked where overflow parking would be. Mr. Cummings said in the upper lot, across Route 4A.

Mr. Eaton asked whether there would be better signage, and Mr. Cummings said there would be.

Mr. Kluge said there eventually would be car top boat launching on the other side of the bridge, as well as additional parking.

Mr. Schneider agreed, saying the other side of the bridge will be for non-motorized boat launching.

Mr. Cummings moved to close the Public Hearing at 7:35 PM. Mr. Kluge seconded. The motion carried unanimously.

The Chair called the Selectboard meeting back to order at 7:47 PM.

Salary Schedule:

Mr. Schneider shared a report from Chief Crate with the Board, and summarized it as a comparison of police salaries among area towns and a proposal for adjusted salary levels for Enfield's Police Department.

The proposed rates would show a \$15,000 increase over the next 1.5 years for two (2) officers. Chief Crate said that Hanover is currently paying a \$10,000 sign on bonus, and Canaan had implemented an \$8,000 increase. It's hard to attract and keep good officers when we're so far behind.

Mr. Schneider said we did look at salaries last year, when we were down a little bit, but it wasn't concerning then. Since that time, Hanover had four (4) vacancies and increased their sign on bonus.

Chief Crate said that years ago we were a training ground for other departments. We'd make all the investment, send them for training, and then they'd leave. We need to protect our investment.

With Sergeant May retiring, we have some wiggle room. We want to increase the starting pay for new officers, plus bring current salaries in line.

The bottom line proposal would mean an increase of \$32,000 in salaries and about \$5,200 in benefits (retirement and health).

The Department could forego \$5,000 that is in its current budget for interns, plus could cut back \$4,600 that's in the budget for control. An additional \$9,700 was saved in January because there are three (3) positions that haven't been replaced yet. If those aren't replaced in February, another \$21,000 will be saved.

The increase for this year then would be \$13,691 if the proposed new salary structure becomes effective February 7.

Mr. Cummings said that typically part timers have been offered first chance at full time openings. He'd like to see that happen in this case.

Chief Crate said he'd like to see the three (3) current full time officers get increases beginning February 7, and promote Corporal Frye to Sergeant. Those three (3) would not receive another 3.5% increase this year because they'd receive the one-time salary adjustment.

Mr. Kluge observed that it seemed making the change will have minimal impact.

Mr. Cummings agreed, and didn't think the Selectboard needed to vote. It could be a Town Manager decision.

Mr. Schneider said that was correct, but that he had wanted to know what the Board thought.

Mr. Cummings said that he felt the Police Department budget should reflect one (1) year at the new rates for Town Meeting.

Other Business:

None.

Mr. Kluge made and Mr. Cummings seconded the motion to adjourn at 8:07 PM. The motion passed unanimously.

Next Meeting: Tuesday, February 2, 2016, Whitney Hall Conference Room

Donald J. Crate, Sr., Chairman

John W. Kluge

B. Fred Cummings
Enfield Board of Selectmen