

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MINUTES**

DATE: Monday, April 6, 2020
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road & via Zoom

PRESENT: Katherine D.P. Stewart; John W. Kluge; Meredith C. Smith

ADMINISTRATIVE STAFF: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

OTHERS: Emily Curtis, recording secretary; Roy Holland, Chief of Police; Kurt Gotthardt, Angus Durocher, Brian Duggan, Director of Fire Resources, Cecilia Aufiero, Dr. Jerold Theis, Conservation Commission; Bridget Labrie

CALL TO ORDER

The meeting began at 6:00 pm.

Ms. Stewart began by reading information regarding utilizing an electronic meeting platform and the government regulated guidelines associated with online based public meetings. She noted that the meeting would be recorded and requested that each member of the public introduce themselves as present for the meeting, including anyone in the room with them. She requested that all members of the public state their name prior to speaking, and to please wait until public comment was requested for each topic.

APPROVAL OF MINUTES – March 16, 2020

Mr. Kluge made a motion to accept the minutes as published. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Tax Collector's Report – March 2020

Mr. Aylesworth clarified that the total percentage due for the 2019 second issue tax bill was not included; only the percent collected of the amount remaining due as of January 1, 2020 was included. The report will be corrected to include this information.

Town Clerk's Report – March 2020

Mr. Aylesworth noted that revenues for March of 2020, totaling \$275,000, were above those from March of 2019, which came in at \$252,000. He acknowledged that with the current health pandemic there is some uncertainty about future revenue, particularly with a drop in new registrations, etc., and that it would be monitored and reported accordingly.

Expedited Minimum Impact Wetlands Permit Application: 16 Bassy Ln, Tax Map 22, Lot 13 (Weaver)

Mr. Aylesworth presented a notice relative to Wetlands Permit Application to the BOS. The notice stated that the application was incomplete as it was lacking a signature.

Wetlands Permit Application: Installation of Seasonal Dock, Lockhaven Road, Map 47, Lot 41 (Battis)

Mr. Aylesworth presented the BOS with a Wetlands Permit Application with regard to the installation of a season dock.

Dr. Theis noted that he did not believe the information had been presented to the Conservation Commission. Mr. Aylesworth noted that the information would be forwarded to the Conservation Commission for review.

Ms. Aufiero requested a copy of the application. She was advised to reach out to Town Hall to request a copy of the document.

COVID-19 NHDES Wetlands Permitting Public Information Notice

Mr. Aylesworth noted that due to the COVID-19 pandemic, e-mails will be accepted as a form of communication with regard to Wetlands Permits to cut down on the contact with potentially contaminated materials.

Employee Communication – Direct Deposit

Mr. Aylesworth presented a memo sent to all town employees encouraging the use of direct deposit program to reduce the amount of paperwork exchanged within the office.

NH DRA Notice of Equalization Ratio

The Board received notice of the Town's 2019 Equalization Ratio of 95.1%. The State requires equalization ratios to be between 90% and 110%.

Tax Collector's Notice of Final Tax

Mr. Aylesworth presented a document that was filed to confirm the date the Town's final 2019 tax bill was mailed and no supplemental tax warrants were issued as required by statute.

Senator Jeanne Shaheen Letter of Support for Assistance to Firefighters Grant

Mr. Aylesworth presented a letter of support from Senator Jeanne Shaheen that would be submitted with the Assistance to Firefighters Grant program application. A similar letter is expected from Congresswoman Ann Kuster.

BOARD REPORTS**Mascoma Lakeside Park**

Mrs. Smith noted that a Lakeside Park meeting was held via a Zoom videoconference. Mr. Mirski has finished the drawings for the pavilion. Mrs. Smith added that Mr. Mirski has donated thousands of dollars' worth of work toward the work for the Lakeside Park pavilion and noted his work is deeply appreciated. She noted that, with regard to the tree gift from the Eastman Foundation, it was requested that the donated tree be a spruce tree which can be planted at Lakeside Park.

Heritage Commission

Mrs. Smith noted that the Heritage Commission has not met, but she will be following up to see if members would be interested in trying a Zoom meeting.

Planning Board

Mr. Kluge noted that the Planning Board would be meeting and finalizing the selection for the RFPs submitted with regard to the Master Planning process.

Mrs. Smith inquired about the warrant article regarding the funds necessary to secure a contract with a consultant for the Master Plan.

Mr. Aylesworth noted that state law would permit the Planning Board to continue to expend funds on master planning at a level consistent with the 2019 level in the absence of an approved budget for 2020. He also clarified that he was not suggesting this is what the Planning Board would elect to do, but it would be permissible under the law since there was \$10,000 in funding approved for master planning in 2019. Mr. Aylesworth indicated that these were the sorts of fundamental questions that the Planning Board needed to wrestle with at its next meeting.

Mr. Kluge added that it may not be ideal to move forward if there were only means to begin a contract with only electronic communications.

Mrs. Smith supported Mr. Kluge's view that it would be difficult to move forward with the plan until community engagement efforts could resume.

Ms. Aufiero questioned the allocation that Mr. Aylesworth noted regarding the current budget, and if it was specifically earmarked for the Master Plan. Mr. Aylesworth explained that there was a special warrant article with funding for master planning that was approved at the 2019 Town Meeting. Mr. Aylesworth also noted that a portion of these funds had not been expended in 2019 and had been encumbered for use in 2020.

TOWN MANAGER'S REPORT

- Mr. Aylesworth noted that COVID-19 is a continued area of focus, with special help from Ms. Bonnette providing a large amount of support ensuring the delivery of information to the general public. Mr. Aylesworth noted that he provided the BOS with a list of new operations and a staff coverage schedule for Whitney Hall for further information. He noted that the DPW is still operating with limitations, but any further steps to reduce exposure would inhibit some work from being completed. He added that the situation continues to be monitored for best practice regarding the wellbeing of staff and continuing to meet the towns needs.
- Mr. Aylesworth noted that the Governor's Emergency Order #25 pertains to the late payment of property taxes.

Mr. Kluge inquired if there were some ambiguities in the order.

Mr. Aylesworth confirmed, and noted it does not require the Town to forgive interest, but authorizes it to do so. He noted there was a moratorium on deeding specifically. He added that there are further questions for which they are seeking clarification.

- Mr. Aylesworth noted that the operating budget is looking good. He added that even though the budget had not been voted on at Town Meeting as of yet, allowances were still made by the State of NH to proceed with expenditures as necessary to keep the town functioning. He added that the general idea was to spend within moderation, and to utilize tools such as previous year's expenditures to help guide the process until Town Meeting can be held.

- Chief Holland noted that he has been attending ongoing updates and meetings regarding COVID-19 and noted that first responders are well prepared with PPE.
- Mr. Aylesworth stated that the Municipal Facilities Advisory Committee (MFAC) will be meeting again on April 13th. He noted that the Committee is moving forward to finalize the current contract with Bread Loaf, however, understands that current circumstances may change the projected timeline for the overall project. He added that Pathways will be providing information to the school district and MFAC regarding the currently proposed property at 547 Route 4.
- Mr. Aylesworth noted that a new RFP was put out for the construction of the Lakeside Park Pavilion. He added that contractors have until May 1st to submit a proposal.

Mr. Kluge noted that COVID-19 will have a longstanding effect on the economy, and that the Board of Selectmen (BOS) should be aware of being cautious with spending.

PUBLIC COMMENTS

Ms. Stewart inquired if anyone had a public comment. No public comments were made.

BUSINESS

Changes in Municipal Operations in Response to COVID-19

Mr. Aylesworth addressed updates to Municipal Operations in his Town Manager's Report.

Municipal Street Lights – Report/Recommendation from Police Chief

At the Town Manager's request, Chief Holland did a full review of the requests for changes to the municipal street lights and prepared a set of written recommendations to the Town Manager. He went to each physical location and made notations to lights that had been replaced and/or updated since the request was filed. He noted that he discussed the matter of municipal street lights with other members of neighboring police departments as well. Chief Holland provided a detailed report to members of the BOS with his formal recommendations.

Mr. Kluge was grateful for Chief Holland's work.

Chief Holland noted that a light on Depot Street, which had been brought up by residents in previous meetings, could be decommissioned as other lights in the area provided sufficient lighting.

A discussion was held with regard to the differences in lights available – including the older sodium lights that appear to have a more orange color than newer LED lights which tend to have a whiter appearance.

Ms. Aufiero, Ms. Stewart, and Chief Holland discussed the differences between the lights, and the differences in cost to run the older lights versus LED.

Chief Holland noted that the Town would still pay the same price for the light to run, whether it was the older sodium bulb or a new LED bulb. He added the town would have to pay for the update of the fixture to accept an LED bulb, thereby actually costing more money.

Dr. Theis inquired about when the vote was taken, he asked to what extent the vote had to be passed by, a majority or by 2/3?

Mr. Aylesworth noted that the vote was nonbinding and was not a requirement. He noted that according to RSA 37, the Town Manager is the authority for all municipal lighting. He added that the vote was completed to provide an avenue for public input and recommendations.

Mr. Gotthardt noted he appreciated that Chief Holland went out and reevaluated the lighting situation. He added that if the budget continues to struggle with COVID-19, that the BOS may need to look at decommissioning the lights as a way to save money within the budget. He noted that residents could potentially have the option to pay for the upkeep of streetlights if requested.

Mr. Kluge requested a final recommendation by Chief Holland.

Chief Holland noted he supported to keep the lights on.

Mr. Kluge noted that the money is not a large sum, and he was in favor of the Chief's recommendation.

Mrs. Smith also supported keeping the lights on, and added that there were other energy drains on the budget, such as heat loss from Whitney Hall, which had high costs related to oil usage.

Ms. Stewart agreed and supported Chief Holland's recommendation and noted a deep appreciation for his efforts and assessments in the process.

Mr. Kluge made a motion to support Chief Holland's proposal. Mrs. Smith seconded. A roll call vote was taken. Vote passed unanimous in favor of the motion (3-0).

MRI Fire/EMS Transition Planning Project – Report Summary

Mr. Aylesworth introduced the Municipal Resources Inc. (MRI) consultant, Brian Duggan, who was filling in for the main consultant, Chris Olsen.

Ms. Stewart stated that in the sharing of the information presented in the report, the public session would not have to do with specific personnel, but with a summary regarding departments and the work completed by MRI. She added that any matters relating to personnel would be discussed in non-public session.

Mr. Duggan noted that the process ran over a roughly six-month project period, which included time for collecting data and delivering a formal report. He added that the lead consultant, Mr. Olsen, who was unavailable due to a scheduling conflict, is a well-qualified consultant as he is a former fire chief and paramedic. Mr. Duggan noted that Mr. Olsen had an extensive amount of experience to bring to the table, and his efforts to work with the departments showed to be extremely valuable in the process.

Mr. Duggan stated that MRI provided the BOS with a 65-page report of the current state of affairs. He added that this process was a starting point for public safety staff to take things to the next step and align the departments as they move forward.

Mr. Duggan noted that MRI had discussions with many stakeholders and it was noted that there is turmoil between Fire and EMS which is preventative to fully being able to merge the departments. He added that there were items that could be worked on to better align the two agencies.

Mr. Duggan noted that there were gaps in co-facilitation and how the agencies could work together in emergency situations. He added that even if the departments could not be merged at this time, that each department could continue to develop their use of best practices and strategies to align the departments.

In particular, there is a need to increase communications and information sharing in the chain of command. He noted the departments could focus on their primary reason and directives, which is to serve the community and define the service level for town residents.

Mr. Duggan stated that in review of the departments, it was noted that the facilities are antiquated, inadequate, in poor condition, and could not host a co-facilitation of meetings with both departments nor could the buildings support co-location of emergency services. Mr. Duggan said he is aware the Town is presently studying the need for a public safety facility that would house all emergency services agencies and shared his belief that this would be highly beneficial for the Town to pursue.

Mr. Duggan noted that recruitment is a challenge for departments across the entire nation. He noted that some departments are administering a retention program that includes providing an employer paid portion for health insurance for first responders. He added that a benefits structure could be more realistic for a town's budget than paying for a per diem or full-time force. So, while it would mean more expense than is presently the case, it would have the potential to save considerable money in the longer term. Mr. Duggan indicated that the town-paid portion would be on a sliding scale depending on the member's level of activity in the department. Members who exhibit low levels of response would not receive any employer-paid coverage, and members who respond to a majority of calls would be eligible for up to 40% of their premiums being paid by the Town.

Ms. Stewart noted the report was very thorough, and she thanked all involved in the project, including Mr. Aylesworth as well as the Town's Fire and EMS departments who participated in the process. It would also do well to be coupled with the Strategic Plan that is in process.

It was noted that a redacted copy of the report would be made available to the public.

Mr. Aylesworth noted that items relating to personnel would not be made public, specifically, and added that some redactions may be necessary to implement before the document is released.

Ms. Labrie noted that she wished to invite Emergency Services Personnel to attend a college and career fair, and echoed the difficulty in recruiting volunteers for school district needs as well.

Ms. Stewart noted that with Mr. Duggan's report completed that any further discussion relevant to the MRI report would be in non-public session.

Municipal fees and payment plan in response to COVID-19 2020 Liening & Deeding Process

Mr. Aylesworth requested direction regarding the state of play on taxes in user fees, penalties and interest with late payments, and the lien/deeding process. There are current statutory processes in place and it was noted that the tax collector would like feedback on following current timelines or creating an extension, based on current circumstances.

Ms. Bonnette noted that there were concerns holding off on liens from taxes for previous years.

It was noted that the Governor's emergency order takes deeding off the table.

Members of the BOS discussed the implications for delaying the lien process and if the process applies to everyone or a case by case basis.

Ms. Stewart noted that the expenses and interest do not go away and are transferred to other members of the community.

Members of the BOS agreed not to extend the tax lien deadline and encouraged residents to speak directly with Town Hall if they had concerns relative to the current state of affairs.

Transfer Station Fees – Check Payments (Revisited/Status Update)

Mr. Aylesworth noted that Mr. Taylor has recommended to continue to accept punch cards and checks. He added that as of now, the cards are being marked instead of punched.

Ms. Stewart requested that the Town look into apps as a possibility for payment methods.

Enfield Center Town House – Discussion of Structural Repair Bid

Mr. Aylesworth noted the deadline for proposals was March 25th, Target New England Historical Restorations was the only group to submit a proposal. They completed a tour of the facility with Mr. Neily, Building Inspector.

Mr. Aylesworth noted that the current request was a pared down scope of work from the previous RFP, and the proposal came in far above what the goal cost was for the work to be covered by moose plate grants. Mr. Aylesworth noted he was interested in having another conversation with the company to see if there was more information available to understand their assessment and cost break down.

Mrs. Smith noted she encouraged more outreach to local businesses that could complete the work.

Mr. Aylesworth had reached out to local contractors, including previous bidders, and expressed he wanted to have further conversation with Target New England to better understand their cost estimates.

Mr. Aylesworth believes the funds acquired need to be utilized by October 1, 2021. Mr. Aylesworth noted he would follow up with Amy from Historical Resources, and follow up with Mr. Taylor regarding further conversation with Target New England.

Donations to Mascoma Lakeside Park Trust Fund: \$75 – Vote Required

Mr. Kluge made a motion to accept the donation. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Donations to Regional Recreation Ski & Ride Program Transportation Fees: \$710 – Vote Required

Ms. Stewart noted this was a reimbursement to the MVPOR ski and ride program for helping to coordinate the transportation.

Mr. Kluge made a motion to accept the funds. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

Mr. Aylesworth noted that due to the current circumstances of COVID-19 and not having an electronic signature process, the administrative documents will need to be left in a specified location to be signed by members of BOS. After discussing necessary precautions, it was determined the BOS would communicate to coordinate the availability and location of materials in Town Hall.

Ms. Bonnette noted that the tax documents can be left in the conference room to be signed, including exemptions from past years which were approved, but not signed, due to the lack of a signature line on the old State forms. She added that all of the exemptions have been approved, but need to be signed for the record.

The Board also approved a Gravel Tax Levy (Conkey Enterprises)\$420.20 and Veterans Tax Credits (Tremblay), (Rollman) .

OTHER BUSINESS

Non-Public Session: RSA 91-A:3 II (a)

Mrs. Smith moved to enter non-public session at 8:00 PM, RSA 91-A:3 II (a), Ms. Stewart seconded.

Roll call vote: Mrs. Smith – aye, Ms. Stewart – aye. Vote unanimous in favor of the motion (2-0).

Mr. Kluge moved to come out of non-public session at 8:36 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to seal the minutes of the non-public session the Board just left, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mr. Kluge moved to adjourn at 8:37 PM, Mrs. Smith seconded. vote unanimous in favor of the motion (30).

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – APRIL 6, 2020

General Information and Updates from Departments

- The local and regional response to COVID-19 continues to be the primary area of focus and concern right now. A detailed accounting of local, regional, and statewide actions taken to-date – including explanations for how municipal operations have been modified in the interest of reducing possible exposure of our employees and the public – can be found on a new section of the Town website that was developed specifically for COVID-19 updates: <https://www.enfield.nh.us/covid-19-your-town-government>
- On April 3, the Governor released Emergency Order #25 (<https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-25.pdf>), which pertains to the late-payment of property taxes. The Emergency Order is somewhat ambiguous and fails to address a number of key questions, such as:
 - Does this order require municipalities to grant abatements of interest on late payments or merely enable municipalities to do so at their sole discretion?
 - Does this order only apply to upcoming taxes that were not billed and/or past due prior to COVID 19?
 - What about water and sewer bills?
 - If the order applies to all taxes, what is the effective date that interest stopped?
 - Are Towns expected to proceed with the liening process, which statutorily must be completed by September 1 each year?

The NH Municipal Association is working on behalf of municipalities to answer these and other important questions.

- The Town Manager met with town office staff on March 27 and a plan was developed for an alternative schedule/coverage that went into effect on March 30 and will continue on through the end of April. Under this scheme there will always be someone in the office to answer the phone during normal business hours. We will continue to evaluate on an ongoing basis to ensure that the public is receiving the necessary services. This past week appeared to be a success. The expectation is that employees will still continue to work their normal work schedules even if not in the office, they will just be doing so remotely to limit interpersonal exposures. I also want to clarify that no additional staffing/coverage changes are planned for PD, DPW or other departments at this time.
- Due to the Friends of Mascoma food pantries being closed, the Police Department will continue to do the Tuesday food box pick up at the police station. The Department is also continuing the “Good Morning Enfield” program, which is a way for members of our Department to periodically check in on the more vulnerable members of our community who may be struggling and lack a solid support system.
- The Police Department continues to search for the right individual to fill the vacant full-time patrol officer position. Additional candidates will be screened as appropriate until a final hiring decision is made.

- The Town's application for funding under the "Assistance to Firefighters" Grant Program (administered by the Federal Emergency Management Agency) was submitted this past month. The Town has the potential to receive funding to offset up to 95% of the cost of purchasing a \$600,000 fire rescue-pumper to replace Engine 4 (an approximately 30 year old apparatus, which is housed in the Union Street Fire Station and serves as a secondary/backup apparatus to Engines 3 & 5).
- After approximately three weeks of implementing social distances practices and operating with a heightened degree of public safety, the Department of Public Works has made additional adjustments to its operations that are going into effect April 6. We are calling this "Advanced Social Distancing and Hygiene (Level 2)," and what this entails has been spelled out in a supplemental document provided to the Board in advance of the April 6 business meeting.
- The deadline for applying for the vacant water/sewer system operator position was March 16. Five qualified candidates were invited to take part in an initial interview with the DPW Director and Lead Water/Sewer Operator. Follow-up practical interviews with a subset of these candidates are now being scheduled.
- Enfield water and sewer bills will be mailed in early April and will be due May 15.
- The Enfield Brush and Yard Waste Recycling Facility is scheduled to reopen on May 2, 2020 but due to recent events with the pandemic this date may be delayed.

Project Updates

- Things have been rather hectic over the past month as a result of the COVID-19 pandemic. Hopefully everyone is finding the periodic updates we are circulating and posting to the website (<https://www.enfield.nh.us/covid-19-your-town-government>) to be helpful. All employees within our municipal operation are working very hard to continue delivering the services people need while simultaneously taking all reasonable precautions to limit exposure to our employees. Suffice it to say there have been myriad internal memos disseminated to employees about new/updated operating policies and procedures as they pertain to COVID-19 since the middle of March.

This is a very fluid situation and there is new (and sometimes contradictory) guidance and emergency orders flowing down to the municipalities from the Governor's office and other state agencies on a daily basis. The recently enacted federal economic relief package (of which there may be another one coming shortly) adds yet another layer of complexity given that it changed/created a number of practices and processes related to unemployment benefits/eligibility, paid sick leave, etc. All of this has implications for how we manage a variety of aspects involving Town employees moving forward. New information requires a fresh examination and potential course corrections on an ongoing basis.

Along these lines, we want to provide a quick synopsis of where we are at with respect to 2020 revenues and expenses.

It is obviously highly unusual that we find ourselves in April and don't yet have an approved operating budget. On top of that, given what the current COVID-19 projections are showing, there is reason to suspect that we will have to further postpone our Town Meeting (which has been rescheduled for May 9). As such, it's not outside the realm of possibility that we could find ourselves in June and still waiting on a budget to be approved.

So, you might be wondering what this means for municipal operations and our ability (or inability) to spend money in the meantime.

RSA 32:13, II says that a town using a calendar fiscal year (which is our case) may make expenditures between January 1 and the date a budget is adopted which are "which are reasonable in light of prior year's appropriations and expenditures for the same purposes during the same time period."

The appropriated line items in our 2019 operating budget should be used as the measure of what is a "reasonable" for "expenditure for the same purposes" until a 2020 operating budget is adopted. For instance, if the line item in last year's approved budget for Highways and Streets, Account Code 4312, was \$600,000, expenditures made from January 1 until the 2020 operating budget is adopted for Highways and Streets should be commensurate for the corresponding period of time from 2019. The law doesn't spell out a detailed numerical specification of what amounts to "reasonable." That said, if we are plus or minus a couple percentage points of where we were at last year, the NH DRA is not going to have any issue with that. At present most of our operating departments are showing unexpended budgets of about 75% of the budgeted level, so, we are looking pretty good on that front all things considered. We are on the sort of trajectory we would hope to be 25% of the way through the budget year.

Turning to separate and special warrant articles the same principles apply pursuant to RSA 32:13. Each separate warrant article that directly raised funds through taxation may be spent for similar purposes in 2020 as were appropriated and expended in 2019 in a fashion that is commensurate for the period of time from January 1, 2020 to the current date of that expenditure. So, for instance, my interpretation is that this means the Planning Board could continue to make progress on the master plan (for which additional funding was requested in 2020) because Town Meeting provided funding (\$10,000) via a special warrant article for the same purpose in 2019. Any separate or special warrant article requiring town meeting approval, such as bonds and notes, capital reserve funds or special revenue funds, must receive a new town meeting authorization before they may be spent for similar purposes in 2020. So, this means we won't be moving forward with any capital improvement projects or vehicle replacements that involve the borrowing of funds until such time as we can convene a Town Meeting and obtain the requisite approval.

On another front, the COVID-19 pandemic certainly promises to influence both the amount and timeliness of revenue the Town receives from various sources. Starting with the largest source of income – property taxes – I think we can safely assume that our rates of collection on the first issue bills (which go out in May) will be lower than the 97% level that we see in a more typical year. Likewise, although we have not seen a drop off yet (these things often have a lag effect), it stands to reason that as things progress we could/will see a pullback in revenues from motor vehicle registrations and a wide range of other forms of local revenue. It's hard to predict with any degree of accuracy just how significant the revenue downturns might be, but, logic would

dictate that we will begin experiencing this eventually. Additionally, significant sources of revenue from the state (i.e., highway block grant funding in excess of \$146,000 and unrestricted municipal aid in the amount of about \$53,000 could all possibly be impacted). Meals/rooms tax revenues from the state in the amount of roughly \$240,000 are almost assuredly going to be down given that restaurants and lodgings are not generating anywhere near the same sort of revenue/occupancy statewide right now.

- The Town is in the process of working with Horizons Engineering to submit funding applications (combination of grants and loans) for improvements to the municipal water and sewer system. These are the improvements that have been detailed as part of the 2020 Town Meeting warrant. The applications are due April 17 and must include a preliminary engineering report (PER), environmental review (ER) and the funding applications themselves. The delay of the 2020 Town Meeting may negatively impact our competitiveness for USDA funding given that we will not be able to indicate that Town Meeting granted the authority to borrow the funds, but it would be a mistake to delay our application for an additional year given the pressing nature of the issues facing both the water distribution and sewer collection systems.
- The CIP Committee and Town Manager will meet again on April 14 to revisit the current 6-year CIP Plan (2020-2025) in light of COVID-19 and associated impacts it may have on the Town's financial condition and economy more broadly. The Town Manager has held meetings with department heads to review their capital requests and identify equipment purchases and projects that can be reasonably deferred and/or reduced in cost to reduce some potential strain on the Town's finances resulting from this previously unanticipated public health crisis.
- The Municipal Facilities Advisory Committee (MFAC) last met on March 26 and will be meeting again on April 13. During this meeting the MFAC discussed how it wished to modify its approach in light of the escalating COVID-19 pandemic. Consensus was reached that, despite the fiscal uncertainty and economic downturn that continue as a result of COVID-19, it is essential for the MFAC to finish its work and present recommendations to the Board of Selectmen. The Board of Selectmen will then in turn decide how to proceed. The project lead architect from Bread Loaf provided the MFAC a detailed overview of the latest revised conceptual designs/layouts for both a renovated and expanded Whitney Hall and new public safety facility. Members of the MFAC commended Bread Loaf for the significant progress that has been made in improving and refining these designs.

Consensus emerged that it was time to begin investigating the suitability of a portion of the Mascoma Valley Regional School District SAU building property as a possible site for a public safety facility. Plans had previously been in place for this property to be home to a new high school, and it is the MFAC's understanding that a wide range of valuable site investigations were completed as part of that project. The Town Manager was subsequently in contact with Pathways Consulting (civil and environmental engineering firm) who was associated with the project. Pathways is able to provide copies of reports that were previously prepared and this information will help guide the MFAC's next steps.

- Municipal Resources, Inc. (MRI) has transmitted its final report on the Fire-EMS transition planning process to the Town Manager and Board of Selectmen. Brian Duggan, Director of MRI's Fire Service Group, will meet with the Board of Selectmen on April 6 to present some of the key findings of the report.

- As was previously reported, the Town recently reissued an RFP relative to the master planning process. The deadline for submissions was March 9. The Town received proposals from three qualified firms. These firms are Resilience Planning & Design (based in Plymouth, NH), Place Sense (based in Windsor, VT), and the Upper Valley Lake Sunapee Regional Planning Commission (based in Lebanon, NH). The proposals were initially reviewed by the Town Manager, Planning Board Chair, and Land Use & Community Development Administrator. Each proposal came in at or under the anticipated \$35,000 budget for the master planning project. The proposals were then shared with the Planning Board as a whole and principals from each of the three firms were invited to the March 11 Planning Board meeting to make a presentation. These presentations were very helpful in terms of enabling the Planning Board to differentiate between the three organizations. The Planning Board will meet again on April 8 to make a final determination of which firm they would like to engage on the project.
- This past week the Town reissued the request for proposals (RFP) and detailed/finalized plans, construction drawings, and bid specifications for the Mascoma Lakeside Park pavilion. Contractors have until May 1 to submit their proposals. On a related note, Lou Barker (Railroad Planner, NH DOT) and his colleague Charles Corliss (Railroad Operations Engineer, NH DOT) completed a visit to the Lakeside Park property Friday to get a better handle on what we are looking to do with the pavilion and ultimately determined whether or not DOT will provide the authorization the Town has sought to reroute the emergency bypass road/sidewalk in order to construct the pavilion in the most advantageous location. The deed restrictions on the property necessitate that the Town obtain authorization from NH DOT for any work we do on the property that will result in a significant alternation to the existing emergency bypass road. After walking the site and reviewing Mr. Mirski's (architect) latest set of site plans, both Mr. Barker and Mr. Corliss seem to be satisfied with the current plans and are content that it won't impact the adjacent rail bed (Rail Trail). We anticipate DOT will prepare a formal memo indicating that they have no objections with the Town siting/constructing the pavilion in the desired location.
- As was previously reported, an updated/streamlined scope of work for the structural repairs to the Enfield Center Town House was finalized and the project was officially rebid. The deadline for interested firms to submit their proposals was March 25, 2020. The intent is to stabilize the building for at least a 5-year period to enable the Board of Selectmen and other local officials to deliberate on desired future uses of the building. Structural repair work will be funded by two Moose Plant grant awards. Unfortunately, the loan proposal that the Town received came with a price that is significantly higher than the available budget. However, the contractor that submitted a bid does have considerable experience with historic building renovation projects across the state. Town officials are arranging a follow up meeting with this contractor to evaluate the possibility of a reduced scope of work that could be completed using available grant funds.

Recent/Upcoming Meetings

- The Town Manager, DPW Director and Land Use & Community Development Administrator participated in a virtual stakeholder meeting organized by the UVLSRPC relative to the NH Route 4A Corridor Transportation Plan on March 20. The purpose of the meeting was to discuss the

plan, data collection, public outreach, and deliverable goals. It was a very productive meeting and UVLSRPC staff have already prepared a meeting summary and are planning next steps.

- The Planning Board will be meeting again on April 8 to discuss contractor selection for the master plan.
- The MFAC last met on March 26, and will next meet on April 13.
- The CIP Committee will meet again on April 14.