



**Enfield Board of Selectmen  
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire  
Meeting Minutes November 20, 2017**

**Board of Selectmen:** John Kluge, Meredith Smith, Fred Cummings

**Administrative Staff:** Ryan Aylesworth, Town Manager

**Others:** Annabelle Bamforth (minutes); Jim Bonner (video); Town Planner Scott Osgood; Vicky Pellerin; Dan Kiley; Paul Currier

**BUSINESS MEETING**

**I. Call To Order**

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

**II. Non-Public Session**

Mr. Cummings moved to enter non-public session at 6:01 PM, RSA 91-A:3 II (a), Mrs. Smith seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to come out of non-public session at 6:10 PM, Mrs. Smith seconded, vote unanimous in favor of the motion.

**III. Approval of Minutes**

Mr. Kluge moved to approve the minutes of the November 6, 2017 meeting, Mrs. Smith seconded, minutes approved; Mr. Cummings abstained from voting due to absence from the previous meeting.

**IV. Communications**

none

**V. Board Reports**

Mr. Kluge told the Board about recent planning board discussion of details related to the continued process of proposed apartments at 60 Main Street, including parking.

Mr. Aylesworth told the Board that Tim Sidore, a representative of LedgeWorks which is the development company that owns 60 Main Street, is unable to attend tonight's meeting but provided Mr. Aylesworth with talking points to present to the Board.

Mrs. Smith told the Board about recent discussion regarding the Enfield Shaker Scenic Byway and hopes to have the byway in good standing with the NH Department of Transportation and ultimately become included in tourism maps.

## **VI. Town Manager's Report**

### **2018 Budget Development:**

Mr. Aylesworth noted that there are three upcoming Budget Committee meetings that will focus heavily on budget development.

### **CIP Committee Meetings:**

Mr. Aylesworth said that the CIP Committee will be scheduling meetings soon; the Committee is behind schedule due to various circumstances. He added that there have been many capital requests made by town departments, especially from DPW.

### **Water & Sewer Rate Study/Wastewater Treatment Plant Feasibility Study:**

Mr. Aylesworth said that he has talked with a few firms that provide comprehensive technical guidance in establishing successful rate strategies for municipalities, including the development of effective and enduring rate formulas. Mr. Aylesworth added that it would be good to look at the feasibility of establishing a wastewater treatment plant; he has been gathering information from other towns and the companies they've worked with, and said that more information will follow in the future.

### **Hire of New Highway Supervisor Announcement:**

Mr. Aylesworth announced that interviews with finalists were completed and Scott Johnston, the town's current Assistant Highway Supervisor, has been offered this position with a scheduled start date of January 1, 2018. Mr. Aylesworth explained that the town will need to search for an Assistant Highway Supervisor next, and that more information will be available soon.

### **Enfield Center Town House Repairs:**

Mr. Aylesworth said the town is continuing to work on gathering Requests for Proposals, and there has been ongoing discussion about addressing the building's structural issues.

### **Working within a Strategic Governance Framework:**

Mr. Aylesworth shared an article from New Hampshire Town and City, a publication of the New Hampshire Municipal Association, regarding strategic governance and its relation to town planning.

Mr. Aylesworth added that Primex would like to perform an appraisal of town buildings.

## **VII. Public Comment**

Vicky Pellerin asked the Board if there will be a committee set up for the water & sewer rate study or study of a wastewater treatment plant. Mr. Aylesworth responded that this topic is extensive, and the town has not committed to that, but he added that he wants to bring in other perspectives. Mrs. Pellerin said it's apparent that sewer rates will rise substantially in the future.

Mrs. Pellerin shared her concerns about the increases in the rates and the waivers that have been granted. Mr. Cummings said when Lebanon raises its rates the town has to raise theirs as well. Mr. Aylesworth said the topic of rates will be discussed further, and added that the sewer ordinance's old language is proposed to be revised at this meeting which will affect the status of some waiver requests.

Dan Kiley, a MVRSD budget committee member, informed the Board that he was speaking at this meeting to talk about the school district budget. He said that the district's default budget will be higher than their proposed budget.

Mr. Kiley noted that in recent years 250 students have left the district. Mr. Kluge asked Mr. Kiley if there's any particular reason or explanation for the reduction in the student population. Mr. Kiley said it's a statewide issue, and added that Enfield's student population is going down faster than Canaan's.

Paul Currier told the Board that rubber delineators have made travel on Mascoma Lake via snowmobile difficult, and a certain amount of space is needed. Mrs. Smith responded the NH DOT placed the delineators. Mr. Aylesworth said he will follow up with DPW Director Jim Taylor on the issue.

## **VIII. Business**

Mr. Aylesworth told the Board that there were some properties, dependant on the ordinance's revision hearing, that would need action taken following the hearing and decision.

### **Public Hearing: Proposed Sewer Ordinance Amendments**

Mr. Kluge moved to open the public hearing at 6:39, Mrs. Smith seconded, motion passed unanimously.

Mr. Aylesworth said that the ordinance's current language allows for waivers to be granted to properties with septic systems built after 1985; this ordinance was written in the 1990s, and most those systems built after 1985 are very old now. The proposed amendments would change the definition of an approved system from one that was approved "after January 1st, 1985" to one "which is no more than fifteen (15) years of age". An additional amendment would add "any related successor division or bureau established at the result of agency reorganization" to the definition of WSPCD (the Water Supply and Pollution Control Division of New Hampshire DES).

Mr. Cummings said that he would like to change “15 years” to 20 years. Mr. Kluge agreed, and said he couldn’t find any literature that supported Mr. Taylor’s estimated septic system lifespan of 15 years; Mr. Kluge said that everything he read estimated a general 20 year lifespan.

**Public comment:**

Mr. Currier said that he felt even 20 years seemed restrictive, and added that some systems hold up longer than that.

Mr. Kluge said that granting waivers was not common before the Route 4 extension but has become more prevalent since then. Mr. Cummings referenced a property owner along the extension line that had just purchased a new system within a year of the extension, which sparked the increased discussion of waivers.

Mrs. Pellerin said there appeared to be a lot of waivers being granted and they should be looked at closely; Mrs. Smith said the Board took time to review these waiver requests and added that the waivers required extensive documentation.

Mr. Kiley said that defining a specific number of years of a system lets owners know when their time to connect is coming.

Mr. Kiley added that the sewer rate must be correct. Mr. Cummings said that this had also been noted by Budget Committee Chairman Sam Eaton. Mr. Aylesworth said the town will make rate changes in the upcoming quarter, and the town will still have the opportunity for a mid-year change upon results of the sewer rate study.

Mr. Cummings said it was important to avoid returning to an improper rate. He said setting rates has been difficult, especially when combined with Lebanon’s constant rate increases.

Mr. Kluge moved to close the public hearing at 6:55 PM, Mrs. Smith seconded, motion passed unanimously.

Mr. Kluge moved to approve the amendments to the sewer ordinance, changing the originally proposed “fifteen (15) years of age” to “twenty (20) years of age” in Article II Sec. 4 B, Mrs. Smith seconded, amendments passed unanimously.

Mr. Cummings and Mr. Kiley discussed a recent news article reporting on Lebanon’s claim of coming close to reaching their sewer capacity; Mr. Cummings noted that Enfield has its own capacity within Lebanon that it never comes close to reaching.

Mr. Aylesworth said that Lebanon likely wants to free some of its capacity. Mr. Kiley pointed out that the town has an 8% stake in their system. Ryan said a market analysis could be done to explore this more.

**Mascoma Lakeside Park Fundraising:**

Mr. Aylesworth said the first Mascoma Lakeside Park Fundraising Committee meeting was held last week; this committee is separate from THE regular Mascoma Lakeside Park committee. He

said there are a number of ways to go about private fundraising and in light of a number of considerations, it's been suggested that donations should be made directly to the town.

Mr. Cummings said he did not agree with the town being involved in fundraising using town manpower. Mrs. Smith responded that no town employee is part of the committee. Mr. Cummings said someone in town has to be keeping track of the donations.

Mr. Cummings asked why the Fundraising Committee can't work with EVA. Mrs. Smith said EVA has 5 board members and a small volunteer pool.

Mr. Aylesworth pointed out that if EVA were to be in charge of making the land purchase, they would not get the same treatment from the state as the town would. Mr. Cummings said adding more funding duties to town employees would likely add further complications; he added that residents would likely ask, and the Board should be ready to answer, how the town will be involved in this fundraising. Mr. Kluge and Mrs. Smith said the town wasn't involved; Mr. Cummings said a town employee's time would be needed to monitor donations, which would make the town involved.

Mr. Aylesworth said that the endeavor may not be highly time consuming. He added that there is donated money left over from an Eagle Scouts program that could offset the time spent, which would avoid town money being used to pay for time spent by a town employee.

Mr. Kiley asked if the town has asked residents if they want this land. Mr. Aylesworth and Mrs. Smith said this will be addressed at town meeting. Mr. Aylesworth said additional authority would be needed at town meeting to purchase this land.

It was noted that the tax cards for the parcels showed an appraised value of about \$730K for one parcel and about \$180K for the other. Mrs. Smith said their own appraisals came in at \$118K for both lots, largely due to restrictions on the properties. She added that the state will be doing its own appraisal too, but they will need to justify it. Mrs. Smith said she had been told the state paid about \$600K for the parcels, and the cost for the land remains to be seen.

Mr. Aylesworth said an expendable trust could be created, such as for Enfield Old Home Days. Mr. Aylesworth said it would be made clear that all donations would be returned if the acquisition process was to fall through.

**Transfer Station Days/Hours of Operations:**

The Board discussed transfer station hours and different ways to restructure the hours of operation; Mr. Cummings said the majority of people in town work all week 9-5, and weekends are their only option to get to the station.

Mr. Aylesworth said eliminating Thursdays plus Mr. Taylor's requested two full-time employees would change the budget line from \$88K to \$51K; more hours reduced would lead to more savings. He added that another option is budgeting for 23 hours year-round, with the ability to make changes. Mr. Cummings said he would like to stick with the plan that has the station open Wednesdays, Saturdays, and Sundays, and that he believed weekend traffic would pick up upon

reducing weekday hours.

Mr. Kluge said he could go with keeping Sundays open, but for 4 hours. Mr. Aylesworth said that Mr. Taylor has said those who want to work Sundays want to work a full day, not just 4 hours.

It was noted that less hours open at the transfer station would mean encouraging the use of the pickup program, which charges less per ton at the curb than at the transfer station. Mr. Aylesworth said the town offers far more in its solid waste program than other towns nearby, and that scaling back hours is something that should be feasible.

Mr. Cummings said he would like to see the hours change on January 1, 2018 with 7 hours on Wednesdays and 8 hours on Saturday and Sunday. He said that the hours could be revisited in June.

Mrs. Smith motioned to approve a 6-month trial period of transfer station hours as follows: Wednesdays, 11 AM-6PM; Saturdays, 8AM-4PM; Sundays 8AM-4PM; Mr. Kluge seconded, motion passed unanimously.

#### **538 US Route 4:**

At the November 6 Board of Selectmen meeting, a sewer connection waiver was denied for this property. A letter sent to the town by the owners, reports that the property is unoccupied and in need of significant repairs before connecting to the sewer line would be feasible. The owners have paid the connection fees and are seeking a stay of connection. Mr. Kluge motioned to approve a stay of connection, Mr. Cummings seconded, motion passed.

#### **Robert Grace- Request to Discontinue Water & Sewer Service:**

The Board reviewed a letter from a property owner on Mill St. seeking to cancel the previous owner's plans to connect to water and sewer; according to the letter, the previous owner of the property had planned to convert a garage into apartments, but there has since been a change of ownership and the new owner does not have these plans. Mr. Kluge moved to approve the request to abandon water and sewer service, Mrs. Smith seconded, motion passed.

#### **Route 4A Sewer Extension / Shaker Landing Sewer Update:**

Route 4A paving is completed but more substantial repairs will be made in the spring. Work on Shaker Landing's sewer project is set to begin November 27th.

#### **Tim Sidore: Blacksmith Alley (Lot 31-027):**

Mr. Aylesworth shared an email from Tim Sidore of Ledgeworks regarding development on Main Street and a piece of land owned by the town. Mr. Sidore wrote that keeping up with trash collection and parking spaces are ongoing concerns in this area. There is a wedge of land owned by the town, and Mr. Sidore has proposed purchasing this piece of land to use for purposes such as parking, snow storage. After discussion between the Board and Mr. Aylesworth, it was agreed that selling the land would not be in the best interest of the town.

**497 US Route 4 Water & Sewer Connection Application:**

The Board was informed that the state doesn't want to transfer the existing food service license to the new owners of Petro Mart without a connection to the town sewer line. Mr. Aylesworth said the state wants documentation of a move to approve this connection application. Mr. Kluge motioned to approve the water & sewer connection application for 497 US Route 4, Mrs. Smith seconded, motion passed.

**US Route 4 Sewer Connection Waiver Requests:**

The Board noted the tabled waiver requests shown on the sewer connection status document these properties have records showing systems built after 1985.

- 451 US Route 4: information on file shows system is from 1988 and was never given operational approval from the state.
- 7 Lovejoy Brook Rd: mobile home, no record from the state on this property's system.
- 488 US Route 4: information on file shows system is from 2001, and there is an operational approval on file with the state. Mr. Kluge moved to grant a waiver for 488 US Route 4, Mrs. Smith seconded, waiver passed.
- 479 US Route 4: no documentation was submitted to the town; other information on file shows system is from 1996, there was an approval from the state to construct, but no records showing approval to operate.
- 505 US Route 4: no information on file that shows a system installed less than 20 years ago.
- 521 US Route 4: no information on file that shows a system installed less than 20 years ago.
- 17 Granite Pl: no previous action had been taken by the owner for a waiver. Records show a state-approved 2007 system. Mrs. Smith moved to grant a waiver for 17 Granite Pl, Mr. Kluge seconded, waiver passed.
- Mrs. Smith moved to deny waivers on the following 5 properties: 451 US Route 4, 7 Lovejoy Brook Rd., 479 US Route 4, 505 US Route 4, 521 US Route 4; Mr. Kluge seconded, denial of waivers passed.

Mr. Aylesworth pointed to a section of the document that shows previously granted waivers; in light of the ordinance amendment, some of these waivers are no longer eligible.

- Mr. Kluge motioned to uphold waivers for the following properties: 448 US Route 4, 495 US Route 4, 572 US Route 4, 3 Rardy Rd.; and to rescind waivers for the following properties: 455 US Route 4, 460 US Route 4, 503 US Route 4; Mrs. Smith seconded, motion passed 2-1.

**Administrative Items:****2017 Property Tax Refund**

The Board acknowledged a request for tax refund; this request was signed by the Board.

**IX. Next Meeting**

Monday, December 4, 2017, 6:00 PM, Public Works Facility

## **X. Adjournment**

Mr. Kluge moved to adjourn the meeting, Mrs. Smith seconded, meeting adjourned at 8:01 PM.

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B. Fred Cummings, Chairman

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Meredith C. Smith

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John W. Kluge  
Enfield Board of Selectmen