

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

DATE: Monday, March 2, 2020
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

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

ADMINISTRATIVE STAFF: Ryan Aylesworth, Town Manager; Alisa Bonnette, Asst. Town Manager

OTHERS: Emily Curtis, recording secretary; Jim Bonner, videographer; Jim Taylor, DPW Director; Charlie Clark; Kurt Gotthardt; Justin Skelly, DPC Engineering; James Rivers, DPC Engineering; Keith Dwyer, Ed McLaughlin, Kevin Delmastro, Michael Moore and other residents

CALL TO ORDER

The meeting began at 6:00pm.

APPROVAL OF MINUTES – February 18, 2020

Mrs. Smith made a motion to approve the February 18, 2020 minutes as printed. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Planning Board

Mr. Kluge stated that the Planning Board met Wednesday and discussed expansion plans for Pellegrino's, as well as proposed drawings for apartments to be built on Main Street.

Mascoma Lakeside Park Committee

Mrs. Smith stated that the Mascoma Lakeside Park Committee discussed the plans for the pavilion. She noted that drawings are being finalized and an engineer has been hired for construction.

Heritage Commission

Mrs. Smith stated that a Heritage Commission meeting was held and the list of work necessary for the Town House was discussed.

TOWN MANAGER'S REPORT

Mr. Aylesworth highlighted the following information to the BOS:

- The March issue of the Town Newsletter has been disseminated.
- Chief Holland has been actively participating in conference calls and webinars regarding the spread of the coronavirus. He has followed up with departments within the town to review their role in the Emergency Operation Plan. It was stressed that these are all precautionary measures to make sure that Enfield is in the best position possible in case of the virus hitting our community.

- The annual performance evaluation process for town employees is underway. Self-assessments have been completed and supervisors will be completing their assessments and scheduling in-person review sessions.
- The Police Department is continuing in their process to fill the vacancy for a full-time patrol officer. Of nine participants in a physical fitness test, four candidates qualified to continue to the next phase of the selection process.
- The Fire Chief and Fire Department command staff have been preparing the “Assistance to Firefighters” Grant Program application. The Board of Selectmen (BOS) was requested to approve a letter of support to be submitted with the application, which is due by March 13th.
- The Department of Public Works has posted roads, effective March 2nd. It was noted that the State of New Hampshire would be posting Shaker Hill Road and Main Street.
- The Municipal Facilities Advisory Committee met on February 24th and will be meeting again on March 9th. A subcommittee was formed to initiate a conversation with the Board of Directors of Shaker Bridge Theatre regarding the future of the space currently rented to them in Whitney Hall.

PUBLIC COMMENT

Mr. Kluge opened the floor for public comment. No comments were made.

BUSINESS

Street Lights – Energy Committee

Mr. Charlie Clark of the Energy Committee spoke to his concern for the follow through on the decommissioning of 22 streetlights, which was voted on at the March 16, 2019 Town Meeting. He reviewed options related to the decommissioning of the streetlights, including the option to have residents purchase the light and pay to keep it on, put motion sensors on them, or turning off duplicates. He added that the wires could be crimped and capped in the event there was desire to recommission them in the future, a process which would also cut down on costs to remove them from service.

Mr. Kurt Gotthardt, also of the Energy Committee, noted that there were 22 street lights on the list that were voted in favor of removal; the vote was 40 to 29, in favor of removal. He noted that decommissioning the lights would have helped reduce the town tax burden by \$2,033 each year. He noted that the expense was related to the number and type of lights and the only way to reduce the expense is to reduce the number of lights. He added that the current cost for running the streetlights is \$31,276, which is an increase of \$1,704 from the previous year. He noted that the expense to keep streetlights on consistently increases even though no more lights have been added. He asked the BOS to support the decommissioning of the lights.

Ms. Stewart noted she had reviewed data related to safety and security, had visited lights that were recommended for decommissioning, and reviewed information with Kim Quirk of ReVision Energy. She noted she was in support of the request for decommissioning lights as voted at the 2019 Town Meeting.

Mr. Clark noted that, at the time, it was requested that the information be reviewed and approved by the Chief of Police, Town Manager, and someone from the Energy Committee prior to decommissioning any streetlights. He noted he wasn't sure what further information was necessary to make a decision.

Mr. Kluge suggested that the process be postponed until the BOS and the Town Manager could view a map of all of the requested lights for decommissioning.

Ms. Stewart supported the process and suggested that the topic be revisited during the first BOS meeting in April.

PUBLIC HEARING – Establishment of connection fees to the NH Route 4A sewer between Lakeview Condominiums and Shaker Landing, as well as revisions to the Municipal Water & Sewer Connection Guide

Mr. Kluge read the public hearing notice and requested a motion from the BOS to open the public hearing.

Mrs. Smith made a motion to open the public hearing at 6:30 PM. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented information to the BOS regarding how the sewer connection fees were calculated as well as proposed updates to the town's Municipal Water and Sewer Connection Guide. He noted Pathways Consulting assisted with regard to calculating the number of properties along Route 4A that could potentially connect to the town systems and estimated that roughly 50% of the properties would connect over the next 20 years.

Mr. Aylesworth stated that a stakeholder meeting was held where Lakeview representatives and Route 4A residents were invited to review the sewer connection fee calculation. He noted that there were residents on Route 4A who felt the calculated fee of \$7,000 would be cost prohibitive. He noted that additional conversations were held which led to increasing the estimated connections over the next 20 years, which thereby lowered the connection fees to \$5,500 for a single-family home.

Mr. Aylesworth presented a draft document of a Water and Sewer Connection Guide, which presented the fee as \$5,500 for a single-family home or small business, and multi-unit dwellings or large businesses at \$5,500 for the first three bedrooms and \$1,500 for each additional bedroom.

The BOS discussed details of what qualified as a bedroom.

Keith Dwyer, the Treasurer for Lakeview, noted that Lakeview is making a concession to try to allow more people to connect. Lakeview is the only group of people who will take a loss in this situation.

Ed McLaughlin stated that he disagreed with Mr. Dwyer's point of view, and noted there was no agreement to pay back the fund associated with the installation of the sewer. He added that the payment for Lakeview is over the course of 20 years, whereas the expectation for hook-up fees is an up-front cost, which are two different approaches. He noted that in the post-construction phase of the sewer, there was a stakeholders meeting in July where it was agreed that there would be an additional meeting to include residents on Route 4A, which did not occur and he does not feel that their position has been fully addressed.

Kurt Gotthardt noted that the only people required to connect are Lakeview residents, and residents on Route 4A have the option to connect or maintain their own septic.

Mr. McLaughlin noted that Lakeview could have repaired their own septic system at their own cost, and did not have to develop the sewer system. He noted that the needs of Route 4A residents and the quality of the lake should be higher priorities for consideration.

Dan Kiely noted that other water and sewer connection fees are not based off of a bedroom count and inquired as to why they were being calculated that way.

Ms. Stewart suggested the wording could state 'unit' instead of bedroom, which may help clarify.

Mr. Aylesworth noted that 'bedrooms' was a common term they came across when completing research for the Water and Sewer Connection Guide. He added that instead of having a set fee, the fees would be more equitable when utilizing bedrooms to scale for the differences of size in structures.

Steve Patten noted that the water flow dictates sewer cost, not the number of bedrooms or units.

Mr. Taylor added that other towns have unit and scalable fees based on numbers of bedrooms and types of use. He added that it would not be necessary to make so many tiers for the town, but that there were many ideas for comparison when researching the proposed guide.

Mr. Patten inquired about the potential connection for Wilson Trailer Park, noting that there were 23 units which would cost an estimated \$74,500. He noted many people living there are on fixed incomes, and the landlord was trying to keep rent down in an effort for residents to retain housing.

The BOS discussed how the points of connection worked within the sewer system and how many connections would be appropriate for a location such as Wilson Trailer Park.

Mr. McLaughlin inquired as to why the town needs to make Lakeview even on the fees when the town was responsible for guaranteeing the loan to Lakeview.

Michael Moore stated that residents of Lakeview are Enfield residents, and therefore town support was given just as it would have for any other part of the Enfield community. He added that the infrastructure that was paid for was upsized to allow for residents on route 4A to connect as well. Lakeview is actually paying more than would be required for their own physical needs.

Mr. McLaughlin noted that input from other stakeholders on Route 4A would be fair.

Mr. Dwyer noted that the infrastructure is there because Lakeview created the opportunity for residents to connect.

Kevin Delmastro, the Property Manager at Lakeview, noted that at the time there were 4 leech fields that had been shut down. He noted that 14 systems on the property could have been replaced instead of developing the pump station and gravity sewer on Lakeview property. He added that all cost aspects of replacing or connecting were evaluated, but it was decided that the long-term plan would be the best approach.

Mr. Dwyer noted that Lakeview had discussed extending the sewer system and tried to engage with the Board of Selectmen in 2010/2011, however, the Selectmen at the time completely shut it down.

The equitability of the fee was discussed with regard to Lakeview and Route 4A residents.

Mr. Delmastro noted that he had strong doubt that the estimated 50 connections would actually be completed over the next 20 years, which also implies that Lakeview will still be paying a higher proportion of the infrastructure.

The BOS and residents discussed specifics about how fees were assessed, particularly in relation to 23 houses connecting versus 23 units run by one property owner. It was also clarified that the fee covers a lifetime of use for the owner, and the maintenance of the sewer system is the responsibility of the town.

Ms. Stewart noted a concern for the lack of information regarding Lebanon Connection Fees.

Mr. Aylesworth explained that the fee was still in development and the document would need to be amended once the sewer development charge from Lebanon was finalized. He offered to add language to the document: "Pending the result of ongoing debate with the City of Lebanon, an additional sewer development charge in the amount of \$3,006 per three-bedroom home, as set by the City of Lebanon, may apply."

Other hypothetical situations were discussed to understand how the fee structure would work.

Mr. Gotthardt noted that there is a balancing act with the risks of high fees and fewer connections versus low fees and a lot of connections. He added that Lakeview is the one who wins or loses.

Another resident added that it was disappointing that Route 4A property owners didn't have a meeting with Lakeview owners.

Mr. McLaughlin expressed that he had advocated for the meeting to take place, but it was not finalized.

Mike Moore noted that the Board (Lakeview) had to agree to the fee, and they had decided that \$7,000 was appropriate. He noted that after further discussion with Mr. Aylesworth, the reduced fee was approved.

Ms. Stewart made a motion to close the public hearing at 7:20 PM. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

It was noted that both bulleted points listed in the agenda were interrelated and both topics were covered during the one public hearing.

Ms. Stewart made a motion to set the fees as presented and accept the guide as printed, with an addendum on page 4 regarding the Lebanon connection fees. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

Municipal Sewer System Asset Management Plan – Final Report (DPC Engineering)

Mr. Skelly and Mr. Rivers gave a PowerPoint presentation regarding the existing sewer system, an asset management plan, and an implementation plan. They added that next steps would include identifying sites where potential treatment and disposal alternatives could be developed.

Sharon Nall with NH Department of Environmental Services (DES) asked the BOS if they had any idea that the town owns \$40 million in sewer assets. She noted that the infrastructure is a very valuable asset and the program in which the town is currently participating keeps the value in the forefront. She noted that more funding was available for Enfield including funding related to storm water assets, and a drinking water energy audit which can include wastewater systems analysis.

Mr. Aylesworth expressed to Ms. Nall that the town would be interested in further wastewater system analysis.

Kluge Road – Surface Treatment

Mr. Taylor introduced the idea of paving Kluge Road and benefits that it could serve. He noted that Kluge Road and Bog Road have high traffic rates for dirt roads and take a significant amount of maintenance and grading. He added that when traffic counts approach 250-300 per day the town could spend more maintaining the gravel road than paving it, including grading anywhere from three to five times during the summer months. Mr. Taylor noted that he included information on the project in his department's strategic governance plan, including estimated pricing.

Mr. Kluge said he has noticed an increase in pedestrian traffic and inquired if the road could be closed to through trucks.

Mr. Aylesworth confirmed that weight limitations could be permanently posted.

Ms. Stewart noted that people may travel faster on the paved roads versus the dirt roads and noted that more enforcement and policing may need to be involved.

The BOS and Mr. Taylor discussed benefits and drawbacks of having the road or roads paved and discussed details regarding closing roads to through trucks.

Mr. Kluge expressed that it did not appear there was a clear consensus of support for paving the roads; however, there was strong favorability to close the roads to through trucks.

Ms. Stewart made a motion to ask the Town Manager and DPW to look into closing Kluge Road to through trucks. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

2020 Town Meeting

Ms. Bonnette presented information regarding the overview of the 2020 Town Meeting.

Letter of Support for the Assistance to Firefighters Grant Application (Rescue – Pumper)

The BOS signed a letter of support for the Assistance to Firefighters Grant Application.

Discussing the Future of the Enfield Center Town House (Separate Meeting Possibly Needed) – POSTPONED**Acceptance of \$6,000 2018 Homeland Security Grant – EMS Warm Zone Equipment**

Ms. Stewart made a motion to accept the grant as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Donations to Mascoma Lakeside Park Trust Fund: \$650 in aggregate – Vote Required

Ms. Stewart made a motion to accept the funds with thanks as printed. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

Mr. Aylesworth notified the BOS that the pre-mediation meeting with the City of Lebanon regarding sewer development charges was not successful in resolving disagreements regarding the suggested charges. Mr. Aylesworth and Mr. Taylor are working with town council to understand next steps.

Abateements: Sewer & 2019 Property Taxes

Mr. Aylesworth presented information from the tax collector to abate the 2019 sewer utility balances due on Map 18, Lot 21 in the amount of \$.37; as well as an abatement on Map 17, Lot 9 in the amount of \$.02.

Ms. Stewart made a motion to accept and process the abateements as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

2020 Warrant Signature Page (due to typo correction)

The BOS signed the corrected signature page.

COMMUNICATIONS**Town of Enfield Actuarial Valuation Report (2019-2020)**

The Town of Enfield retained the services of an actuarial firm regarding the monetized value that retirees get by being able to continue to participate in the town's health insurance. He noted that the town does not pay any premium and retirees are allowed to be a part of the group plan at their own expense. He noted there was not cause for change or correction to implementation at this time, but the report provided by the firm will assist in the town's audit process.

Mr. Aylesworth informed the BOS that a subcommittee of MFAC will be meeting with the Board of Shaker Bridge Theatre regarding the possible impact of renovations taking place in Whitney Hall.

The Board received the following correspondence:

- NHDOT Interim Inspection Report of Municipally Owned Bridges & Recommended Bridge Postings
- Municipal Facilities Advisory Committee correspondence to Shaker Bridge Theatre
- NHDES Notice of Acceptances of Shoreland Permit Application: 42 Meadow Ln, Map 21, Lot 36
- NHDES Notice of Incomplete Expedited Minimum Impact Application: 16 Bassy Ln, Map 22, Lot 13
- NHDES Wetlands & Non-Site Specific Permit: NH Route 4A, Map 18, Lot 48
- NHDES Shoreland Impact Permit: 1 Starr Dr, Map 49 Lot 7
- NHDES Confirmation of Complete Forestry Statutory Permit by Notification: Colette Foundation, Map 9 Lot 53

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 8:17pm. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0). The meeting was adjourned at 8:17pm.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – MARCH 2, 2020

General Information and Updates from Departments

- The March issue of the monthly newsletter will be published on March 2.
- In recent days the Town's independent auditor has provided updated estimates with respect to the Town's financial condition. The General Fund is reporting a budgetary basis unassigned fund balance of \$1,172,049, which is an increase of \$505,516 from the prior year. This is within a few thousand dollars of the addition to "surplus" that our own internal estimates suggested (and was reported to both the Board of Selectmen and Budget Committee in recent weeks). Additionally, the Sewer Fund (which had a deficit of over \$700,000 just two years ago), saw an increase in fund balance of \$170,313, reducing its deficit fund balance to \$347,628. This means the deficit reduction surcharge which went into effect in 2018 continues to have the Town on track to eliminate the deficit by the end of 2022 (approximately five years from the date the charge was established), which was the intent.
- Local officials are doing what is needed to prepare for the possibility of coronavirus spread. We are actually ahead of the curve with preparation. The Police Chief has met with the Ambulance Chief to review protocol and to inspect the Town's inventory of virus treatment/containment gear to ensure it is ready if needed. We have a small stock of PPE (personal protective equipment) and an agreement in place with a medical supply company if the need arises for a large amount. The Police Chief has reached out the departments of the town to ensure they understand their role in the Emergency Operation Plan. The Upper Valley Public Health Network has been activated to preplan and the Police Chief is in routine contact with FEMA/DHHS for updates and meetings. We should stress that this is all precautionary to make sure that Enfield is in the best position possible in case of the virus hitting our community.
- The annual performance evaluation process for employees is underway. The self-assessment phase is largely completed and supervisors will be completing their evaluations of staff members they supervise and arranging for in-person review sessions. The overarching goal of this process is to promote the continued professional growth, improvement, and fulfillment of our municipal employees.
- On February 28, the Town Manager and Land Use & Community Development Administrator met with the Upper Valley Land Trust (UVLT) Executive Director and staff to discuss ways in which the Town could partner with UVLT to jointly promote open space conservation and nature-based tourism in Enfield. It was a productive meeting with many promising possibilities that the parties agreed will be further explored.
- The 2019 annual report has been published and hard copies were delivered to Town Hall on February 28. Hard copies will be available at Town Meeting and residents are of course welcome to stop by Town Hall and pick up a copy. The report is also available in its entirety online: <https://www.enfield.nh.us/board-selectmen/pages/annual-reports>
- As was previously reported, with the recent passing of Leroy Neily, the Town is in search of a new water/sewer system operator. The position was formally advertised the week of February

10 and thus far the Department has received five applications from qualified candidates. Interested candidates are encouraged to apply by March 16 for full consideration. A complete job announcement can be found here:

https://www.enfield.nh.us/sites/enfieldnh/files/uploads/water-sewer_system_operator-secondary.pdf

- The Police Department invited another batch of candidates for the vacant full-time patrol officer position to complete the physical fitness test this weekend. The physical fitness tests are based on the Cooper Aerobics Institute standards. Entrants to the Full-time Police Officer Academy in NH must pass at least the 35th percentile, and the Town of Enfield adheres to this standard for all its officers. In total, nine candidates accepted the invitation. The test includes pushups, sit-ups, and a 1.5-mile run. Qualifying marks are based on an individual's age. Ultimately, four candidates qualified and will be invited to take part in the next phase of the selection process, which will include a criminal background check, and more conventional candidate interviews. Additional candidates will be screened as appropriate until a final hiring decision is made.
- As was previously reported, the latest round of the "Assistance to Firefighters" Grant Program (administered by the federal Department of Homeland Security) opened in early-February and the Town has the potential to receive funding that would 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). The Fire Chief and appropriate Fire Department command staff have been preparing the grant application (which is very data-intensive) over the last couple of weeks and will be transmitting an initial draft to the Town Manager to review and provide feedback on by March 2. The Board of Selectmen will be asked to approve a letter of support (and commitment to provide the 5% matching funds) to accompany the application. Applications are due by March 13.
- On February 23, members of the Enfield Police Department and volunteers from the Fire and Ambulance departments were at Whaleback Mountain Ski Area for a touch a truck/recruiting event. Public participation was very strong and we received lots of positive feedback from the parents and young children who took part. Members of the Police Department also used a radar gun to clock speeds achieved by skiers at the run out of "Whale's Tail." Incidentally, the Town Manager recorded the top speed of 50 mph. Would have been faster, but he lost some speed coming around the bend. He's not going to quit his day job, however.
- The Police Department will be hosting "Coffee with a Cop" again in March for local residents to visit with members of the department and ask any questions they may have about policing in our community.
- The Water/Sewer Department will be reading meters beginning March 23 for first quarter 2020 billing. This is the first billing that is subject to the new rates that were approved at the December 16, 2019 BOS meeting.
- The DPW has posted roads effective March 2, 2020. The State of New Hampshire will be posting Shaker Hill Road and Main Street. Limited permission for access will be available on a case by case basis with factors such as weather, truck size, time of day, etc., being taken into consideration.

- The Town Manager, DPW Director and Town Counsel joined officials from the City of Lebanon in a follow-up “pre-mediation” meeting on February 25 to review a breakdown of capital expenses that the City of Lebanon suggests the Town of Enfield will begin incurring if Enfield rejects the recently adopted Sewer Development Charge. At its simplest level, it is the City’s position that the current proposal is fair/equitable and more fiscally palatable to Enfield than an alternative approach would be assessing capital costs. This is somewhat a matter of interpretation, however, given that there are a larger number of variables and assumptions at play. Additional analysis of the financial data and cost projections provided by the City of Lebanon (which will include additional review and feedback from Town Counsel) is warranted in order to determine the best path forward.

Project Updates

- Copies of the final Town Meeting warrant, warrant article narratives/explanations, proposed 2020 budget, and other materials were posted to the Town’s website approximately three weeks ago so that residents can begin becoming more familiar with the information in advance of the March Town Meeting.
- The CIP Committee and Town Manager met on February 25 to continue finalizing the current 6-year CIP Plan (2020-2025). The intent is to have the plan completed by Town meeting, and the Committee is on track to achieve that objective.
- The Municipal Facilities Advisory Committee (MFAC) last met on February 24 and will be meeting again on March 9. During its February 24 meeting, Bread Loaf’s architect provided the MFAC with a summary of recent meetings he had taken part in with key stakeholders (i.e., Library Trustees and personnel, public safety officials, town administration, etc.). The substance of these meetings was then used to update conceptual designs for both a renovated/expanded Whitney Hall and a potential new public safety facility. Additionally, the characteristics of a particular site of interest for the public safety facility were also explored in some detail. Additionally, the MFAC discussed next steps for preparing for the upcoming Town Meeting (where the MFAC will provide voters a brief update on the status of the project) and the finalization of recommendations that will be developed and presented to the Board of Selectmen later in the spring.

On March 2, Bread Loaf’s project manager – Paul Wyncoop – who is also a certified historic preservationist – will be completing additional fieldwork needed to prepare the “historic building condition assessment” that is required for an LCHIP grant application. While he is in Town completing the next phase of this mini-project, Mr. Wyncoop is attempting to arrange a meeting with members of the Heritage Commission and Enfield Historic Society to obtain additional insights and guidance relative to Whitney Hall’s past use and historically significant components that need to be preserved and incorporated into any redesign scheme.

Additionally, it should be noted that a “sub-committee” of sorts was established to initiate and explore further dialog with the Board of Director for Shaker Bridge Theatre. A copy of the letter articulating the intent of this upcoming meeting (which is being arranged for March 6) was

separately provided to the Board of Selectmen as part of its information packet for the March 2 business meeting.

Finally, members of the MFAC and Library Trustees are in the process of arranging a meeting with the Board of Selectmen on March 9 that will focus more comprehensively on the overarching objectives with respect to the renovation and expansion of Whitney Hall. The goal is to achieve solidarity between the Library Trustees and Board of Selectmen when it comes to the future of the building.

- Chris Olsen of Municipal Resources, Inc. (MRI) will be organizing and facilitating both a meeting of the Fire Department command staff (all officers) and the final planned meeting of the Fire-EMS Working Group on March 1. The Town Manager will also participate in these meetings. As was previously reported, it had been Chris' intent to meet with the Board of Selectmen on February 18 to present the preliminary findings of the report he has prepared as part of the fire/EMS transition planning process, however, the need to reschedule the aforementioned meetings has delayed the completion of his report. A meeting will be arranged in the coming weeks at a time when the Town Manager and all members of the Board of Selectmen are available to meet with Chris and receive his detailed report. As a reminder, oversight and control of the Fire Department will formally shift from the firewards to the Town Manager upon the conclusion of the Town elections on March 10. At that point, the firewards will have been officially dissolved.
- As was previously reported, the Town recently issued an RFP relative to the master planning process. The deadline for submissions was February 18. The Town received proposals from four qualified firms. Each proposal was reviewed by a sub-committee that consisted of the Planning Board Chair, a Planning Board member (John Kluge; also Chair of the BOS), Town Manager, and Land Use & Community Development Administrator. Unfortunately, only one proposal was deemed acceptable from a budgetary standpoint. Rather than accept the submission with a proposed fee that fell within previously established budgetary parameters, a decision was made to post a slightly revised RFP and give each of the four firms (as well as any additional firms that did not initially submit a proposal) an opportunity to revise their proposals with the benefit of an explicitly stated "not to exceed" budget. This stated budget is \$35,000 – the amount that is being presented to the voters at Town Meeting on March 14.
- As was previously reported, with pro bono assistance from Architect Paul Mirski, the Town has prepared final plans for the Mascoma Lakeside Park pavilion and reissued a corresponding invitation to qualified contractors to transmit a letter of interest by March 6. A subcommittee will then review the letters of interest and identify 3-4 contractors to invite to prepare a proposal in response to a more detailed request for proposals that includes all the relevant technical specifications. A copy of the current solicitation can be found here: https://www.enfield.nh.us/sites/enfieldnh/files/uploads/mascoma_lakeside_park_pavilion_-_inviting_letters_of_interest-final.pdf
- After a series of informative meetings between local officials and area contractors, a streamlined scope of work for the structural repairs to the Enfield Center Town House was finalized and the project has been officially rebid. 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. A complete/detailed copy of this RFP, including relevant pictures of the building and surrounding property, has been posted on the Town's official website:
https://www.enfield.nh.us/sites/enfieldnh/files/uploads/enfield_center_town_house-final6.pdf

Recent/Upcoming Meetings

- The Town Manager participated in the monthly meeting of the UVLSRPC Executive Committee on February 26. The Town Manager will take part in the next monthly meeting of the UVLSRPC Executive Committee on March 25.
- A subcommittee of the MFAC will be meeting with the Board of Directors for Shaker Bridge Theatre on March 6.
- The Board of Selectmen and Library Trustees will be meeting on March 9 to discuss the current state of play with respect to the envisioned renovation/expansion of Whitney Hall, and the vision for the building more broadly.
- The Municipal Facilities Advisory Committee last met on February 24, and will next meet on March 9.
- The CIP Committee last met on February 25 and will be meeting again on March 27.
- The Town Manager, DPW Director and Town Counsel joined officials from the City of Lebanon in a follow-up “pre-mediation” meeting on February 25 with respect to the recently enacted Sewer Development Charge. An additional meeting will likely be arranged in the coming week.