

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

**DATE:** May 4, 2020  
**TIME:** 6:00 PM  
**LOCATION:** via Zoom Teleconference

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

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

**OTHERS:** Emily Curtis, recording secretary; Cecilia Aufiero; Dan Kiley; William Rayno, Robert West, Shirley Green, Isaac Rayno, Kurt Gotthardt, Tracy Young, Ed McLaughlin, Erik Russell, Roy Holland, Chief of Police; Phil Shipman, Angus Durocher, Noah Lecuyer, Annabelle Danforth, Tallis Diehn, Sam Eaton, Wendall Smith, Lindsay Smith, Dr. Dave Beaufait; Bridget Labrie, 'TA Newberry'

**CALL TO ORDER**

Ms. Stewart called the meeting to order at 6:03pm.

**Virtual Meeting Preamble**

*As Chair of the Selectboard for the Town of Enfield, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.*

*Please note that this is a virtual meeting only, as authorized by the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:*

**a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;**

*We are utilizing the Zoom platform for this electronic meeting. All members of the Board/Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # and using the password provided or by clicking on the following website address: that has been provided in email.*

**b) Providing public notice of the necessary information for accessing the meeting;**

*We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Enfield's website at: <https://enfield.nh.us>.*

**c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;**

*If anybody has a problem, please call 603-309-6379 or email at: [raylesworth@enfield.nh.us](mailto:raylesworth@enfield.nh.us).*

**d) Adjourning the meeting if the public is unable to access the meeting.**

*In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.*

*At this time, I also welcome members of the public accessing this meeting remotely. Although this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.*

*I will follow the agenda items in order unless otherwise explicitly stated and ask the Board and town department and/or committee stakeholders for input first. Then I will specifically ask for public comment. I will ask you to unmute and will call on members of the public. I ask that you endeavor to not speak over one another or interrupt in the interest of fairness to all present in the call and to our minute taker. I acknowledge timing is a challenge and*

*there will be occasional, intentional lags to allow for responses from participants. Please be patient and the meeting will flow along nicely.*

*Please note that all votes that are taken during this meeting shall be done by Roll Call vote.*

*Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.*

### **APPROVAL OF MINUTES - April 20, 2020**

Mrs. Smith made a motion to accept the public minutes for April 20, 2020 as printed. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (2-0). Mr. Kluge abstained.

### **COMMUNICATIONS**

#### **Trustees of Trust Funds – 2020 1<sup>st</sup> Quarter Report**

Mr. Aylesworth stated that the amounts are keeping up with previous quarters with no major changes between quarters. The only change from last quarter to the current quarter are due to nominal amounts earned in interest. He noted that the CIP Fund is just over \$1.2 million, with a total amount of \$2 million in all Capital Reserve Funds, which includes just under \$500,000 in trust funds that are managed by Trustees of Trust Funds.

#### **Town Clerk Vehicle Activity Report – April 2020**

Mr. Aylesworth requested data from the Town Clerks office regarding vehicle registrations for the month of April 2020. He noted that a large portion of the April vehicle activities were due to registration renewals, with the remaining 15-20% of the registrations being for new vehicles.

### **BOARD REPORTS**

#### **Heritage Commission**

Mrs. Smith noted that the Heritage Commission held their first meeting in two months, due to COVID-19, where they discussed estimates regarding repairs at the Enfield Center Town House. They also discussed the potential to be involved with future Mascoma Valley Preservation Projects.

### **TOWN MANAGER'S REPORT**

Mr. Aylesworth offered to table his report due to the community involvement on upcoming agenda items.

The Board of Selectmen (BOS) agreed to table his report until later in the meeting.

### **PUBLIC COMMENTS**

Ms. Stewart opened for public comment for items not on the agenda. No public comments were made.

### **BUSINESS**

#### **Eagle Scout Project Proposals**

Bill Rayno, the Scout Master of Troop 44 in Enfield, introduced two Eagle Scout candidates who are working on projects to benefit the Enfield Community. He noted it was appropriate for each candidate to give a report to the Selectboard regarding their proposed projects.

- Isaac Rayno introduced himself as a Junior at Mascoma High School. He stated that for his project, he would like to make a collection box for retired American flags to be decommissioned. He noted that he has experience with the ceremony of retiring flags, and noted there are no local opportunities to

properly retire flags. He would like to make a wooden box, similar to post office collection boxes, which he proposed to be placed on the Town Hall property.

He noted that the box would be made out of wood, with a shingled roof, and it would be painted to look like an American Flag. The completed project would be around two feet by two feet wide, and four feet tall. He added that funding for the project would be requested from local businesses as donated materials or funding for the purchase of materials.

Mr. W. Smith noted that the Scouts should look into regulations for painting the American Flag on the box.

Mr. Bill Rayno noted he would look into it.

- Noah Lecuyer introduced himself as a Junior at Mascoma High School. He stated that for his project he would like to remake the Shaker Recreation Field sign. His vision includes remaking the sign identical to what it currently looks like, but with the proposal to change where it is located in the median of the driveway as he has heard many people complain of it creating a blind spot when trying to re-enter the Route 4A corridor. He noted that if he does not have approval to move the entire sign, that he intends to refurbish the sign and update the current area with new soil and flowers.

Mr. Aylesworth inquired about the project budget and where the funding would come from.

Mr. Lecuyer noted that he did not have a pricing estimate as of yet as he was still seeking input from members of the Parks and Recreation staff. He noted he will be looking at pricing for soil, flowers, lumber, and roofing shingles.

Mr. Bill Rayno noted that Mr. Lecuyer was also interested in adding solar lighting so that the sign will be lit at all times.

Ms. Stewart encouraged Mr. Lecuyer to reach out to Mr. Aylesworth for more information regarding the appropriate type of lighting for the sign.

Mr. Aylesworth inquired if the project would be limited to remaking the sign or if the Scout intended to complete some landscaping upgrades in the immediate area.

Mr. Lecuyer indicated that he would like to do some landscaping upgrades, including installing new perennial flowers, if the project budget would allow for it.

- Tallis Diehn noted that for his project he would like to construct two little free libraries, one to be located in Huse Park and one for Lakeside Park. He stated that the libraries would be made out of plywood and plexiglass. His initial estimate for materials is around \$300, and the Evelyn J. Crate Fund is offering to fund the project as they intended to purchase three free libraries to be placed around town. Mr. Diehn is very appreciative of the financial support being offered by the Crate Fund.

Mr. Aylesworth asked who Mr. Diehn would primarily coordinating with on this project.

Mr. Diehn noted he has been in touch with Dolores Struckhoff (Evelyn Crate's daughter), as well as Ms. Hutson.

Mr. Aylesworth expressed the sentiment that this was a great collaborative effort.

Mr. Diehn noted that the post will be two feet high from the ground, with a two-and-a-half-foot tall box on top of it. The library box will be slightly over one and a half feet wide and about one foot deep.

Mr. Diehn noted he will most likely use packing stone around the base of the post.

Ms. Green noted the third library will be purchased by the Evelyn J. Crate Fund and will be placed near Whitney Hall.

Mr. Bill Rayno thanked the BOS and community for listening to their ideas.

The Selectmen expressed support for all three scout projects.

The members of Scout Troop 44 left the meeting at the end of their presentation.

### **COVID-19 Response Updates**

Chief Holland noted that access to personal protective equipment (PPE) is not an issue for town emergency personnel. He noted that, as the Emergency Management Director, he is in the process of beginning the FEMA grant for reimbursement for PPE and other qualifying expenses.

#### **o Status of Governor's Emergency Declaration/Orders**

Mr. Aylesworth noted that \$32 million will go to municipal governments via the recently established Governor's Office for Emergency Relief and Recovery (GOFERR) to assist with added expenses directly related to COVID-19. He noted that Enfield is eligible to apply for reimbursement for up to \$111,223 of eligible expenses. Mr. Aylesworth noted that the funds could be used for a wide range of expenses directly related to the Town's COVID-19 response, including IT upgrades, increased welfare payments, facility upgrades, PPE, and more.

#### **o Memorial Day Parade**

Mr. Aylesworth noted that due to the extension of the Governor's Stay At Home order through the end of May, all plans for a parade are cancelled.

Ms. Stewart suggested the possibility of a virtual event, in lieu of a traditional parade.

Mr. Aylesworth supported the possibility of a virtual event, and noted that another alternative would be to combine the Memorial Day parade with the Old Homes Day parade, if that event still takes place.

### **Police Cruiser Replacement – Capital Improvement Program**

Mr. Aylesworth noted that the CIP Committee recently met and discussed the cruiser replacement program, which included acquiring four cruisers, in light of the COVID-19 situation. The CIP Committee did go on the record that the cruiser that has the most miles and hours of engine use should be replaced and that replacement of any additional cruisers should be deliberated later as the longer-term economic impacts of COVID-19 are better understood.

Chief Holland noted that Ford Motor Company has shut down its plants to focus on making PPE. He noted that right now there are few cruisers available to purchase. He noted that it can take up to a year to get a vehicle right now, which does not include any additional lag time due to the current shut down. He scoured the East Coast and was able to find a hybrid cruiser located in Massachusetts. He noted that MA has a different bidding system, and the base cost of a cruiser is slightly higher than in NH as a result. The previous proposal was for \$35,000; however, in MA the cost is running around \$37,000. He noted that the

cruiser he tracked down in MA has additional features and is about \$2,500 more than the vehicle originally proposed. The added features are built into the vehicle and cannot be removed to acquire any cost savings.

Chief Holland noted that the other option is to continue to run with what they have. He noted the current vehicle they are seeking to replace has 160,000 miles on it, which is high for a police cruiser, and it is regularly in need of repairs. In fact, more than 50% of vehicle maintenance expenditures spanning all five cruisers in 2020 has been attributable to that single cruiser.

Mr. Aylesworth noted that Chief Holland is looking for direction with regard to approval for purchase of the single cruiser. Mr. Aylesworth is supportive of obtaining the cruiser that Chief Holland has identified in MA given that there is no known time table for when Ford will reopen its plants and resume manufacturing new cruisers. He noted that, as of now, the dealership has agreed to hold it, but it is not on indefinite hold.

Mr. Kluge noted it was a pressing issue and supported the purchase of the cruiser from MA.

Mrs. Smith inquired about the battery life of a hybrid cruiser. Chief Holland indicated that the batteries are warranted for a period of five years and 100,000 miles.

Ms. Stewart stated her support and noted that the purchase of the replacement cruiser was in the existing Capital Improvement Plan (CIP). She added that the only notable change in the proposal is the base cost and the timeline to wait for the vehicle.

Mr. Eaton in his capacity as a member of the CIP Committee expressed support to move forward with the purchase, noting the lack of safety and reliability of the current vehicle.

Chief Holland added that the extra money spent on the purchase, beyond the previously approved \$35,000, will hopefully be made up for by having less fuel expense due to it being a hybrid.

Mr. Kiley stated that a 12-month wait newly manufactured model on a could end up extending into an 18-month wait, and that it may be worth having the cruiser now versus waiting a long time for another.

Dr. Beaufait stated his support for the purchase but inquired as to how it fits in with the CIP plan as it is outlined in the warrant article as a planned multi-year purchase arrangement.

Mr. Aylesworth stated, if the cruiser is replaced now, the article would – at a minimum – need to be amended to reflect the reduction of one cruiser.

Mrs. Smith made a motion that the Town proceed to purchase the cruiser from CIP capital funds up to \$50,000 as proposed by Chief Holland. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

#### **Memorandum of Understanding – Town of Enfield and Lakeview Condominiums**

Mr. Aylesworth noted that the President of the Lakeview Homeowners' Association sent him a proposed Memorandum of Understanding (MOU) regarding how betterment assessments would be applied to existing debt as additional users are added to the NH Route 4A sewer extension between Shaker Landing and Lakeview Condos. Mr. Aylesworth noted concerns he had with the version of the document developed by the Lakeview HOA, which he forward to Town Counsel for review. Town Counsel provided an alternative MOU which still clearly honors past commitments that the Town has made to Lakeview, but does not require that Lakeview approve and changes in the fee structure. This would have

the effect of transferring certain municipal powers and authorities to a private interest, and this is not something that is generally done.

Mr. Aylesworth noted that supplemental collection fees from NH Route 4A will be used to reduce the Lakeview debt for that project. He requested that members of the BOS connect with him regarding any feedback that they would like relayed to Town Counsel.

Ms. Stewart noted that she reviewed the document and approved of the revisions made by Town Counsel.

### **Kelleher Project – Letter of Support**

Mr. Aylesworth noted that Jim Kelleher purchased property at 71 Main Street from the NH Department of Transportation (DOT) with the intention of building a five-unit apartment building with parking underneath the structure. Mr. Aylesworth explained that after the land transfer was completed, the State of New Hampshire suggested that there is a difference of opinion on the dimensions of the parcel transferred to Mr. Kelleher. He noted that the changes make the project potentially unworkable. It was requested by Mr. Kelleher that the Town and/or BOS write a letter of support to NH DOT on his behalf.

Mr. Aylesworth presented a proposed letter that states the concerns for impeding Mr. Kelleher's ability to redevelop the property.

The BOS and members of the public discussed the parcel of land and the right of way for DOT as part of the Rail Trail, including possible exceptions for the right-of-way such as made with the fire station.

Mr. Kiley noted that Mr. Kelleher has only brought conceptual designs to the Planning Board and has not had a public hearing as of yet.

Mr. Kluge noted that he supported the idea of the town showing support by sending the letter, but questions if it will be what is necessary to resolve the issue.

Ms. Aufiero inquired why the BOS is taking action on something that hasn't received approval from the Planning Board.

Mr. Aylesworth explained that the letter would not be endorsing a particular building design, it would merely be a statement supporting the contention that Mr. Kelleher has the legal right to redevelopment the parcel. The BOS can lend support opinion that Mr. Kelleher owns the full parcel, but this does not waive any requirements for Mr. Kelleher to go before the Planning Board for approval of the site plan.

Ms. Aufiero expressed she did not believe the BOS should have a say in the matter.

Mr. Kluge made a motion to sign the letter to the state. Ms. Stewart seconded. A roll call vote was taken. Vote (2-0). Mrs. Smith abstained.

### **Planning for the Future in the Midst of COVID-19**

#### **2020 Town Meeting – Status, Date, Format**

Mr. Aylesworth noted that the town is still waiting on definitive word from the Governor as to whether towns that have not yet held the business portion of their Town Meeting will have the ability to forgo their 2020 Town Meeting entirely and adopt a default budget. He noted that if authorization was to come to forgo Town Meeting and a default budget would be utilized, and this means that plans would need to be made regarding what was happening with those warrant articles that pertain to borrowing – such as the

municipal water and sewer system improvement projects. Mr. Aylesworth noted that, in line with a default budget situation, current spending year-to-date is being done at a level that is consistent with the 2019 approved budget.

Mr. Kluge noted that, based on the current circumstances, he would be in support of the default budget.

Mr. Aylesworth stated that the articles pertaining to the water and sewer system improvements were of concern due to the grant funding that would be associated with the projects. He noted that if grants were received, the Town would be unable to act on those items because it did not have any authority to borrow for any remaining expenditures.

Mrs. Smith inquired as to when we could anticipate hearing on those grants.

Mr. Aylesworth noted that the deadline to apply, which was April 17, did not move and it is unknown whether the Town will receive any official notification on the funding request prior to Town meeting if that meeting took place within the next couple of months.

Ms. Stewart stated that she was not in favor of a situation that did not allow townspeople their rights to weigh in. She has many questions with regard to changing the format and noted that as a town we are about inclusion and solving problems together. Her preference would be to approach with caution and hopes to confer with the Budget Committee as appropriate to determine the best path forward.

Members of the BOS discussed concerns for the future financial impacts of the current pandemic and how to continue developing a plan.

Ms. Stewart noted she sees value in making a plan, and she would like to go forth as a body with a proposal for the Town and then have a discussion that happens, such as the Town Meeting format. She doesn't see a circumstance where Town Meeting would not be held at all.

Ms. L. Smith noted that May 9<sup>th</sup> was not a workable date as the Stay at Home/State of Emergency Order was extended. She noted that, if Town Meeting was held, it would need to be done in a way that it was accessible for everyone. She noted not everyone has access to the internet or a computer. She added that a robust discussion must be able to be held in real time and inquired about how it could be implemented safely. She noted ideas include potentially using the high school auditorium, which would need to include planning for the cloth seats to be cleaned after it was used. She added that if Town Meeting was held outside, the town would need to purchase two or three tents as well as a microphone and speaker system. She added each scenario would need to have proper protocols for people to engage.

Ms. L. Smith noted that it is up to the BOS to choose the location of the Town Meeting, and requested direction for where to go with next steps. She noted that Town Meeting typically has around 150-200 people. She added that people who would not be voting would be discouraged from attending, and it would have to be very coordinated. The auditorium would offer space where family units could be seated together, with others distanced apart. The auditorium could hold up to 600, which should allow for proper distance measures.

Mrs. Smith inquired if we had any idea if we would still be under the social distancing guidelines by mid-July or August.

Ms. L. Smith stated that we can plan for one scenario or another to be able to adapt., but that she doesn't anticipate it being lifted by that point in time. She added that the national elections need attention and doesn't want that information to be mixed in with Town Meeting at this time.

Members of the BOS and Ms. L. Smith discussed postponing Town Meeting until June 13<sup>th</sup> or July 11<sup>th</sup>. It was noted that the location of the event must be disclosed at the time the postponement notice is delivered to residents.

It was noted that the Town of Plainfield has its Town Meeting planned to take place outside on June 13<sup>th</sup>.

Ms. Stewart inquired about offering a hybrid option where residents could watch the presentations for each warrant article, then come in to vote.

Ms. L. Smith noted that a hybrid could work but that it would require a way to broadcast it on a live channel, while also still needing a location for the filming and voting to take place.

Mr. Kiley inquired as to what happens if the budget doesn't pass at Town Meeting.

Mr. Aylesworth noted that the meeting isn't over with until there is some agreed to budget and that items would need to be amended until it is approved.

Ms. L. Smith stated her desire for it to remain as close to the original Town Meeting format as possible.

Ms. Labrie inquired if paperwork was submitted to the School Board to request the use of the auditorium and noted that the July timeline was on everyone's mind. She added that finding a tent right now is very difficult due to extremely high demand.

Mr. Kluge noted concern that people in the area are not wearing masks even though it is advised and places where people congregate is clearly a cause for it to continue to spread.

Ms. L. Smith noted that to participate, townspeople would be required to wear masks, and offer to supply one if people didn't bring one. It would be a long check in process, including organizing seating to be appropriately distanced, in addition to enforcing no socializing or moving around in the room.

Mr. W. Smith noted he has personally been planning to file an absentee ballot. He added he is involved with making the absentee ballots secure.

Ms. L. Smith noted that there are no absentee ballots for Town Meeting. She offered to reach out with more information to Mr. W. Smith directly.

Mrs. Smith appreciates the desire to hold a Town Meeting, but noted we are in unprecedented times and that it may not be appropriate to hold Town Meeting. She noted that there were many challenges and July 11<sup>th</sup> is the soonest it should be considered.

Mr. Kluge seconded what Mrs. Smith said, and her recommendation for July 11<sup>th</sup>. He added that if the Town Meeting hasn't been held by July 11<sup>th</sup> it may be necessary to be run on a default budget.

Ms. L. Smith, Ms. Bonnette, and Mr. Aylesworth agreed that they would work together to get a location certain and finalize the Town Meeting postponement announcement.

### **Proposed 2020 Operating Budget Adjustments**

Mr. Aylesworth noted that it was not necessary to go into his recently developed 2020 operating budget adjustments at this time, but it would be prudent to schedule a joint meeting with the Budget Committee to review in the next couple of weeks.



**Scheduling a Joint Meeting with the Budget Committee**

Mr. Aylesworth proposed a meeting to be held with the BOS and Budget Committee on Tuesday May 19<sup>th</sup> beginning at 7:00 PM

Members of the BOS agreed to the proposed meeting.

Ms. Stewart noted that the budget information is in the packet given out for the evening.

Mr. Aylesworth added that Budget Committee members have sent their questions to him directly and will be discussed in the meeting. He offered for members of the BOS reach out to him with questions to be discussed as well.

**Municipal Facilities Conceptual Design Project**

Mr. Aylesworth informed the BOS that the Municipal Facilities Advisory Committee (MFAC) has chosen to finalize the drawings under the current contract with Bread Loaf.

Mr. Shipman, Chair of MFAC, informed the BOS that, to date the Committee has had 30 meetings. The Committee is comprised of 9 people on the Board and one minute keeper, who have put in over 600 hours of time spent. Additional time invested in the project includes subcommittee projects, reviewing other facilities, as well as having meetings with architects and Town personnel to discuss the project. He estimated that Committee members have invested over 1,000 hours of their personal time into the project.

Mr. Shipman noted that the work is being completed utilizing funding which was approved for hiring an architect prior to COVID-19. He added that the contract is a lump sum contract of just under \$30,000 and that the support and overall work that Bread Loaf has provided under the contract far exceeds what the Town will ultimately pay.

MFAC is an advisory committee which is studying how effectively current facilities are meeting town needs, and as of right now, the main concerns include the safety facilities and Whitney Hall. He noted that the Committee is nearing the completion of the packet of recommendations which would be forwarded on to the Board of Selectmen, who would then be responsible for any further actions taken. He stated that he believed MFAC should continue to finalize the conceptual designs and site review to conclude its charge, and to do so would require more information about the site being considered for a public safety facility. He stated that the recently developed scope of work by Pathways Consulting, which carries a cost of approximately \$5,000, is intended to complete geotechnical work on the SAU land so that the Committee can state whether the parcel is well-suited to serve as the location for a public safety facility. He added the Committee is also pursuing information regarding the purchase price of the property being examined.

Mr. Shipman noted that to stop now would waste all the work that has been put into the proposal. There is no value to pause the current contract with Bread Loaf with the uncertainty of when it would be revisited. He added that not finalizing the work would waste the money already invested in the project to date. He stated that he believes MFAC should continue and finish the project and submit its recommendations to the BOS as agreed when the Committee was formed.

Mr. West stated that, as an individual serving on MFAC, he was very impressed with the dedication the group has had, as well as contributions from the department heads, the architects, and the public. He noted that it was close to being complete and he would like to submit the recommendations to the BOS as a full package, as was the goal.

Mr. Kluge inquired as to how much it would cost to get that part of the package done.

Mr. Aylesworth noted that Bread Loaf has been paid \$27,000 thus far on a roughly \$29,000 contracted project. When Bread Loaf was retained for conceptual design and cost estimation services it was understood at that point that there would likely come a time during the process where a civil and environmental engineering firm would need to be retained to complete certain site-specific assessments.

The BOS discussed how the site studies are completed, who would complete the work, and the costs associated with the work.

Ms. Green agreed it should be finished and presented to the BOS and that not fully completing the project would be a huge loss given the amount of time and financial investment made to date. She added that, if there was going to be a pause, that the pause should come after the BOS receives the recommendations, with the hope it can be supported in the future.

Mr. Young noted that the conceptual designs provided by Bread Loaf have been excellent in their precision and depth. The information we have obtained about the SAU site has been promising, but additional investigations are needed in order to be sure.

Dr. Beaufait noted that he is impressed with the hard work and diligence of the Committee and what they and Bread Loaf have developed so far. He agrees that the work should be finished with Bread Loaf and that they are doing excellent work.

Mr. Shipman stated that the final pieces of work will include: getting a price for the property, getting site information from Pathways, finalizing the conceptual designs, reviewing updated cost estimates, and ultimately wrapping up the information into a package that is presented to the BOS.

Mr. Aylesworth stated that the School Board next meets on May 12<sup>th</sup> and that the Committee has asked to meet with the School Board to get better information on what the terms of a land sale might look like.

Mr. West noted that there will be a large range of costs that would be unknown if the borings and site tests were not completed right now.

Mr. Young added that it is a standard procedure to do the site work prior to entering a purchasing agreement and that information regarding the potential purchase of the land would be included in the package presented to the BOS.

Mr. Russel added that the site work was also important to understand the value of the property.

Mr. Kluge made a motion to authorize up to \$5,000 from the CIP Capital Reserve Fund. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mrs. Smith noted she hopes it will be the final amount expended for this portion of the project.

Mr. Kluge thanked Mr. Shipman for his presentation and the Committee members for their hard work put into the project.

### **Enfield Center Town House Structural Repairs Proposal**

Mr. Aylesworth discussed the revised proposal submitted by Target New England. The revised proposal represented a more narrowly defined scope of work from the firm's original proposal, with a fee of \$24,340. Mr. Aylesworth would like to see the budget set at \$20,000 as that is what the combined value of the two Moose Plate grants currently covers and he would be contacting the firm to see if they are

willing to complete the same scope of work for this reduced amount. He has also spoken with another contractor, Mike Howard, and will continue to review the proposals as he gets more information. It was noted that Mr. Howard did not previously respond to the RFP, which is why Mr. Aylesworth is continuing discussions with Target New England while also exploring all options.

Mrs. Smith noted she has worked with Mr. Howard on multiple projects and stated he is highly recommended. She noted that if he could do the raising of the building without cutting into the floor it may cost more, but would be preferable.

Other members of the public recommended Mr. Howard and his work.

## **TOWN MANAGER'S REPORT**

Mr. Aylesworth noted that

- The May issue of the Town Newsletter went out on Friday.
- The Town is moving forward with installing programmable key locks for the Community Building. The project was in the CIP plan, and since no one has been in there it has been a good time to work on the project.
- RFP's for paving are open, with details on the Town website. Mr. Aylesworth noted that the projects are conditioned on funding by the operating budget and that contractors will be made aware of such.
- There was a structure fire at 1387 Rte. 4A on Saturday. The garage was a total loss and there was significant fire/smoke damage to the mobile home. He noted the response was well-coordinated with mutual aid.

## **ADMINISTRATIVE ITEMS**

### **Abatements & Refunds**

- Abatement for Conkey Enterprise, Map 1-5-17 Bog Road: The assessor recommended a reduction from \$71,127 to \$48,027, which is an abatement in the amount of \$578.66

Mr. Kluge made a motion to approve the abatement as recommended by the assessor. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- 40 Caleb Dyer Lane, property owned by Ben Gardener: The assessor recommends a reduction from \$209,600 to \$184,200; which is an abatement of \$636.27

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

- 21 Nancy's Way: The assessor recommends a reduction from \$1,161,000 to \$1,033,700; which would result in a tax refund of \$3,188.87.

Mrs. Smith made a motion to approve the assessor's recommendation. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- 40 Goodwin Road: The assessor recommends to reduce the assessment from \$417,400 to \$354,200.

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

- The assessor noted there was an abatement request for the adjacent land, and in his opinion the assessment is fair and proportionate and therefore he recommends the abatement request be denied.

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

- NH Route 4A, Map 95-41-1: The assessor recommends the assessment be reduced from \$42,900 to \$24,100.

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

- 11 Ranier Road, MAP 28 LOT 3: The assessor recommends a reduction from \$813,200 to \$758,300.

Mrs. Smith made a motion to support the changes recommended by the assessor. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- 9 Sunset Walk: The assessor recommends the assessment be reduced from \$438,300 to \$427,700.

Mr. Kluge made a motion to support the changes as recommended by the assessor. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- Susan Smith Trustee, Algonquin Road, Map 44 Lot 23-A: The assessor recommends the assessment be reduced from \$47,100 to \$41,100

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

- Susan Smith Trustee, 76 Algonquin Road, Map 8 Lot 36: The assessor recommends the assessment be reduced from \$200,441, to \$197,348.

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

- Upper Valley Supportive Housing located at 309 US Route 4, Map 37 Lot 1: The assessor recommends reducing the assessment from \$371,400 to \$345,500.

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

### **Exemptions & Tax Credits**

Mr. Aylesworth presented an Elderly Exemption on behalf of the Life Estate of Wallace Chesley. The notes provided by the Assessing Administrator state that the application is a formality.

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

Mr. Aylesworth presented an application for a Veterans Tax Credit on behalf of the Doran Family Revocable Trust. The notes indicate that it qualifies for the Vietnam Veteran exemption.

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

Mr. Aylesworth presented an application for Veterans Tax credit for the Paul Kloor Revocable Trust. The notes state that it qualifies for the Vietnam Veteran exemption.

Mrs. Smith moved to approve the Veterans Tax Credit. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

### **Yield Tax Warrant**

Mr. Aylesworth presented a yield tax levy in the amount of \$4,760.80, property of the Collette Foundation, James Caddy Trustee. He noted that this item will be a document to be signed at Town Hall, not voted on. The Selectmen indicated their intent to sign the document.

### **OTHER BUSINESS**

Ms. Stewart inquired if there was any other business to attend to. No members of the public or BOS presented other business items.

### **ADJOURNMENT**

Mr. Kluge made a motion to adjourn the meeting at 9:03. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

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Katherine D. P. Stewart, Chair

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Meredith C. Smith

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John W. Kluge  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – MAY 4, 2020

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### *General Information and Updates from Departments*

- The May issue of the Town newsletter was published on May 1 and can be viewed here: [https://www.enfield.nh.us/sites/enfieldnh/files/uploads/town\\_newsletter\\_-\\_may\\_2020.pdf](https://www.enfield.nh.us/sites/enfieldnh/files/uploads/town_newsletter_-_may_2020.pdf)
- 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 section of the Town website that was developed specifically for COVID-19 updates: <https://www.enfield.nh.us/covid-19-your-town-government>
- On May 1, Governor Sununu announced he is implementing a new, modified Stay-at-Home Order. "Stay at Home 2.0" is in effect until May 31, 2020. The Governor emphasized that the intent is to "reopen the economy in a smart, phased approach that is supported by facts, science and data." The decisions and guidance documents issued today have been reviewed by the State Epidemiologist and other senior officials at the NH Public Health Department.

Universal Guidance is being issued for any business that is currently open, or will soon be opening, under these next steps. This universal guidance will serve as the bare minimum standards which businesses must meet to maintain or begin operations.

Additional details can be found here: <https://www.governor.nh.gov/news-media/press-2020/20200501-stay-at-home.htm>

Municipal officials will obviously need to carefully review the new order and associated guidance to determine appropriate next steps at the local level.

New COVID-19 testing locations are up and running across the state. Anyone who has symptoms should contact their healthcare provider to request a test. The healthcare provider will submit an order to the NH Department of Health and Human Services (NHDHHS), and residents will receive a call by the COVID-19 Coordinating Office to schedule a test at a time and location most convenient to them. Residents who do not have a healthcare provider and/or are uninsured should call 2-1-1 for assistance in scheduling a test. Also, arrangements will be made for those residents with barriers to accessing a fixed or mobile testing site.

- The Town Manager participated in statewide conference call on May 1 with Reps. Kuster and Pappas relative to the financial impacts associated with COVID-19 and their efforts to ensure passage of a fourth economic relief package specifically focusing on local governments in communities with populations <500,000. A bill called Coronavirus Community Relief Act (HR 6467) that would provide \$250 billion in funds to such governments was introduced in early-April but has not yet advanced in the legislative process. During this call the Town Manager specifically inquired about possible new sources of federal funding for "shovel ready" projects (such as the Town of Enfield's planned municipal water and sewer system improvement projects) as well as legislation that would help facilitate the build out of "last mile" fiber optic

internet. Reps. Kuster and Pappas have asked municipalities from across NH to sign on in support of an associated letter to congressional leaders in the House of Representatives. This letter has been enclosed separately for the BOS' review.

- As a reminder, installation of a programmable keypad system for the Enfield Community Building has been included in the Town's Capital Improvement Plan for the last couple of years. I am happy to report that the total project cost came in at nearly 50% less than had been previously estimated. The new keypad lock at Enfield Community Building was installed on the rear entrance on May 1. Using the Community Building WiFi, we are able to remotely program the lock using either a computer or cell phone. Once we are able to again rent the space, codes will be issued at the time of rental – no need for the renter to remember to come back and pick up a key. We'll have the ability to set the code for a specific date and time period. Once the time period set is over the code will expire. The program will also keep a log of who has accessed the building and when. In the case of employees who need ongoing access, such as our Buildings & Grounds Crew and Police Officers, individual codes have already been programmed by the vendor, 603 Lock & Key of Enfield, NH. The program will be installed on a Town laptop and program training will be provided on May 7<sup>th</sup>. The front door will be rekeyed and copies will not be distributed. The front door can always be used as an emergency exit and can be set to remain unlocked during a renter's event if desired.

For the time being, two codes have been set up for the Lions Club, one for current officers and another for members; membership is unknown to the Town at this time. In the near future, we will have discussions with the Lions Club on their needs. In this discussion we can determine the best way to maintain security at the building, whether that is a code to officers that expires annually and a code for members that expires every 6 months, individual codes for each member, or individual codes to select members as determined by the Lions Club. If individual codes are used, the Lions Club will need to verify current membership on a regular basis in order to maintain the necessary security.

- As was previously reported, legal counsel for the City of Lebanon recently served the Town of Enfield with an official mediation demand letter pursuant to the intermunicipal agreement governing Lebanon's collection and treatment of Enfield's wastewater and Enfield's town counsel subsequently responded to further articulate our position and propose next steps. We have not heard back from the city as of yet.
- On May 1, the Town of Enfield published a request for proposals (RFP) relative to road paving (all of which is of course contingent on an approved 2020 operating budget that contains an appropriation for annual road paving). The work includes the following
  - Reclaiming approximately 7,000' of pavement on four Enfield streets (Livingstone Lodge Road, Shaker Boulevard, Warren Road, and Bud Mill Road)
  - Applying 2" base binder to approximately 7,000' on four Enfield streets (Livingstone Lodge Road, Shaker Boulevard, Warren Road, and Bud Mill Road)
  - Machine shimming and placing 1.25" of one half inch top coat asphalt mix to overlay to one Enfield street (Livingstone Stone Lodge Road) totaling approximately 3,600' in length.
  - Providing up to 800 tons of top coat asphalt mix for the Town of Enfield to haul for grader shim and hand paving.

The full solicitation can be found here: <https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps>

- Enfield water and sewer bills were mailed in early April and are due May 15.
- As was previously reported, the vacant water/sewer system operator vacancy is being filled by Jason Darling, who had spent the last year serving as the Town's Grounds Crew Leader and previously served as water/sewer operator. In recent weeks, in consideration of the projected local revenue reductions and other budgetary considerations stemming from COVID-19, it was decided that the Town will defer backfilling the Grounds Crew Leader position during the remainder of 2020. A plan is in place to assign one of the existing fulltime equipment operators in the DPW Highway Division to the Buildings and Grounds Division on a part-time basis (approximately 20 hours per week). This employee will join to other part-time employees (Kim Withrow and Mike Sousa) who staff the Buildings and Grounds Division roughly 30 hours per week. This arrangement will result slightly reduced "person hours" for both DPW divisions, but we believe that the core functions of both divisions will be completed in a timely manner in lieu of backfilling the Grounds Crew Leader for approximately six months.
- The Enfield Brush and Yard Waste Facility reopened on May 2 and will be open during the business hours of the Transfer Station on Wednesday and Saturday. Due to COVID-19 concerns, deliveries on Monday, Tuesday, Thursday or Friday will be by appointment. The facility can take clean brush and limbs up to 8" and leaves and yard waste. The Town cannot take any invasive plant species, stumps or dimensional lumber. Residents wishing to use the facility must have all loads checked by Town staff.
- The annual "Green Up" clean up WILL be happening this year, but with some necessary tweaks. Instead of a single morning, EVA volunteers are using two weekends to accomplish the same tasks. This alternative approach is being used to adhere to social distancing guidelines. The clean up will be completed over the following four days:
  - May 9 (Saturday)
  - May 10 (Sunday; Mother's Day)
  - May 16 (Saturday)
  - May 17 (Sunday).

EVA will provide the blue bags for the trash. The Town will provide pick up on the Mondays following. There will be assigned routes to complete for downtown streets and Lakeside Park.

- As the Board is aware, postponement of Town Meeting has resulted in delays of planned replacement of two older police cruisers. One of the Police Department's cruisers (160,000 miles and the equivalent of nearly double that mileage when engine hours are factored in) is in particular need of replacement. The Capital Improvement Program (CIP) Committee has formally recommended that the Board of Selectmen proceed with replacing this lone police cruiser via a cash withdrawal from the CIP Capital Reserve Fund in this interim period prior to Town Meeting. This proposal will be discussed with the Board of Selectmen at the May 4 business meeting.
- The Enfield Fire Department responded to a structure fire at 1387 NH Route 4A the morning of May 2 (4:00 AM) that resulted in the total loss of a garage and significant fire and smoke



damage to the dwelling (mobile home). Multiple mutual aid agencies assisted. Property is no longer habitable for living. Fortunately, no one was hurt. Unfortunately, the owner had multiple cats and the animals perished in the fire. At the time of this writing, the Fire Chief is preparing a more detailed release.

- The Mascoma Youth Sports League Board, which receives staff support from the Mascoma Valley Regional Recreation Coordinator, made the difficult decision to cancel the 2020 Spring Sports season due to the COVID-19 pandemic. The decision to cancel is based on guidance from the NHIAA, CDC and the State of NH, and it is consistent with what other area recreation departments have decided.

Along these same lines, due to COVID-19, the status of the Enfield Summer Camp (which commences in early-July) and many other town-administered summer programs are still somewhat uncertain. The status of the Governor's "Stay At Home" order and associated state-level guidance on summer/outdoor recreational programs will inform and guide the Town's decision-making. We anticipate that a final decision will be reached for many of these programs during the first two weeks of May and an announcement will be made at that time.

In lieu of conducting much of its traditional programming, and in the interest of helping residents stay physically active, the Enfield Recreation Department and Mascoma Valley Parks and Recreation are making a variety of virtual options available, including daily yoga programs.

### ***Project Updates***

- The second session of Town Meeting (business meeting), which was previously postponed from March 14 to May 9 due to the COVID-19 pandemic, is ultimately going to be postponed again. Given that the ongoing presence of COVID-19 in our state and region, and the recent extension of the Governor's "Stay At Home" order, it would be imprudent to convene a meeting at this time that involves a gathering of more than 100 people in a space the size of the EVS gymnasium.

There is a discussion planned for the May 4 Board of Selectmen with the Town Moderator related to rescheduling Town Meeting. Right now it appears that June 13 will be the target date and the Mascoma Valley Regional High School Auditorium (rather than the EVS gymnasium) is the likely venue), but outdoor venues may also be considered if we can make the proper provisions regarding sound and weather protection. A final decision regarding rescheduling the meeting will be reached on May 4. Although state officials are considering a variety of proposals relative to the timing and format of how a Town Meeting can be conducted (including virtual meetings and/or mail-in voting options), the Town Moderator has expressed concern about how these alternative formats impede the ability of many voters to participate in a deliberative process. If we assume that the Governor ultimately gives towns the latitude to choose among a variety of format options, then careful thought will need to be given to each one to determine what makes the most sense for Enfield.

- The Town Manager (in close consultation with Department Heads has been actively re-examining the Town's proposed 2020 operating budget and 6-year Capital Improvement Plan to determine appropriate adjustments as a result of the financial and economic impacts stemming from COVID-19. This was detailed in a two-page memo containing funding recommendations

and accompanying budget worksheets that were disseminated to the Board of Selectmen and Budget Committee this past week. Some of the more significant concerns pertain to projected losses in revenue, particularly from state sources (i.e., Meals & Rooms Tax revenue sharing). To this end, in late-April the Town Manager transmitted a detailed analysis of the present financial forecast and proposed numerous adjustments spanning all departments that could be made to the 2020 operating budget with the goal of identifying areas of expenditure reduction, stabilizing the Town portion of the property tax rate (\$7.33/\$1,000 in assessed value as of 2019), and simultaneously maintaining high-quality municipal services.

It would be appropriate for the Board of Selectmen and Budget Committee (as well as potentially the Library Trustees and CIP Committee) to convene a joint meeting during the month of February to discuss the 2020 budget in light of the COVID-19 pandemic and review and act on associated recommendations recently presented by the Town Manager. At this time, possible dates for such a meeting include May 18 or May 19.

In a memo to all department heads on April 29, the Town Manager emphasized fiscal prudence and careful/conservative spending across all municipal functions, saying:

*“...it is essential that all departments exercise restraint to the fullest extent responsible. We obviously want to avoid eroding the quality of the services being provided, so in many cases it’s about making sure that we’re doing everything as efficiently and cost-effectively as possible. It’s also important to remember that the Town does not have an approved budget at this point, so, we must not spend more in a given area than was approved in the 2019 budget. I know you are all responsible stewards of taxpayer dollars, but, it’s never been more important than right now.”*

- The Municipal Facilities Advisory Committee (MFAC) last met on April 27 and will be meeting again on May 11. The project lead architect from Bread Loaf provided the MFAC a detailed overview of the latest revised conceptual designs/layouts for a renovated and expanded Whitney Hall. The MFAC discussed how the COVID-19 pandemic has significantly impacted the manner in which Town employees, local officials, and the public is able to use Whitney Hall over the past nearly two months. It was agreed that this experience would help inform the envisioned renovation and expansion of the building so as to maximize the usability and functionality of the facility during a pandemic and other emergency situations. The MFAC also visited with the Vice President of Pathways Consulting (civil and environmental engineering firm) to discuss a recently revised set of proposals the firm had developed relative to geotechnical analysis and other relevant site investigations that the Town should consider having performed prior to proceeding to ensure the viability of the Whitney Hall property and the parcel on US Route 4 (a subdivision of the School Administrative Union property) of interest for the public safety facility.

A brief status update and discussion regarding the MFAC’s conceptual design and facility review effort will be provided at the Board of Selectmen meeting on May 4. Members of the committee continue to be very mindful of the projected financial impacts of COVID-19, and fully recognize that the condition of the local, regional and national economy will have implications for when (and if) the Board of Selectmen determines the time is appropriate to move forward on the committee’s final recommendations (which we anticipate will be forthcoming within the next month).

- At the request of the Town Manager, the Land Use and Community Development Administrator has established a working group of citizens focused on developing strategies for improving residential access to fiber optic internet throughout all of Enfield. This working group had its first meeting via Zoom this past week.
- As was previously reported, the Town of Enfield received a lone bid (from a firm called Target New England) in response to the re-issued RFP related to structural repairs of the Enfield Center Town House. Although this bid came in substantially higher than the project budget the Town has available (which is being funded using two Moose Plate grants), the vendor has provided a modified proposal (separately enclosed) for the Town's consideration. The original bid was for approximately \$67,000 and the revised bid is for approximately \$24,000. The Town Manager has asked the Town's Building Inspector to review the proposed scope of work and provide feedback. Feedback from additional stakeholders with a vested interest in the project will also be sought before next steps are taken.
- In response to feedback from contractors interested in bidding on the RFP pertaining to the construction of a new pavilion at Mascoma Lakeside Park, the deadline for submitting proposals has been extended to May 15 (original deadline was May 1). The Mascoma Lakeside Park Committee is scheduled to meet on May 5 to discuss certain concerns raised by contractors regarding some of the technical specifications included in the bid package. Copies of the re-issued RFP and associated plans can be found here: <https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps>

### ***Recent/Upcoming Meetings***

- The Planning Board will be meeting again on May 13 to discuss and re-evaluate next steps for the master planning process in light of COVID-19 (it was determined in late-March to hit the "pause" button on the effort, but there was consensus that the matter would be revisited in May once more was known about the ability to convene in-person meetings and the trajectory of the pandemic more broadly).
- The MFAC last met on April 27, and will next meet on May 11. Members of the MFAC are tentatively scheduled to meet with the MVRSD School Board on May 12 to discuss the concept of siting a public safety facility on land presently owned by the school district.
- On May 1, the Town Manager joined local officials from across the state on a conference call with Reps. Kuster and Pappas to discuss the economic implications of COVID-19 and associated federal funding relief for local governments with populations <500,000.
- The Board of Selectmen and Budget Committee (as well as potentially the Library Trustees and CIP Committee) may soon convene a joint meeting during the month of February to discuss the 2020 budget in light of the COVID-19 pandemic and review and act on recommendations recently presented by the Town Manager. Possible dates include May 18 or May 19.