

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

DATE: May 18, 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; Roy Holland, Chief of Police; Cecilia Aufiero; Dan Kiley; Lindsay Smith, Scott Gerlach, Matilda West on behalf of Barbara Jones, Bridget M. Labrie, Angus Durocher, Bob Cusick, Dr. David Beaufait, Peg Howard, Kevin Howard, Deb Shope, Shirley Green

CALL TO ORDER

Ms. Stewart called the meeting to order at 6:01pm.

Virtual Meeting Preamble

TOWN OF ENFIELD BOARD/COMMITTEE COVID-19 ELECTRONIC MEETING CHECKLIST

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.

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 - May 4, 2020

Ms. Stewart requested updates to the following items:

- Page 1 – correction to spelling of resident’s name, should be **Kurt Gotthardt**
- Page 6 – should state ‘Ms. Stewart....and approved **of** the revisions made by Town Counsel.’
- Page 8 – correction, should be **School Board** not Board of Education

Mrs. Smith made a motion to accept the public minutes for April 20, 2020 as corrected. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

COMMUNICATIONS**Tax Collector’s Report – April 2020**

Mr. Aylesworth noted that the report reflects revenue collected through the first of May, even though we are not just over halfway through the month. He noted that collection rates are consistent with previous years. When the year 2019 ended the second issue tax bills had been approximately 95% collected, and 68% of the remaining outstanding funds (5%) have been collected during 2019. This puts the town at roughly 98% collection for the 2019 tax bills. He noted that the 4th quarter water/sewer bills are roughly 98% collected and that the betterment assessments are at or above 90%.

Notice of NHDES Shoreland Permit Application – Ishii & Rogak, Map 50, Lot 28, 84 Lewin Rd

Mr. Aylesworth presented correspondence which indicates an application has been received by NHDES and that further communication regarding the request will follow.

GL Beyond Income Fund Letter to Shareholders, May 12, 2020

Mr. Aylesworth presented correspondence from Ellen Hackeman of the Trustees of Trust Funds regarding a quarterly distribution of just under \$7,000. He noted that the current outstanding balance is \$144,000, which is less than half of the original \$300,000 investment. It is not clear at this point what the prospects are of obtaining additional significant payments to recover the remaining capital.

BOARD REPORTS**Mascoma Lakeside Park Committee**

Mrs. Smith noted the Mascoma Lakeside Park Committee will be meeting this week.

Planning Board

Mr. Kluge noted that the Planning Board met last Wednesday and addressed loosening regulations in response to COVID-19 issues. He stated there was also a lengthy discussion regarding a property access between Doctors Without Borders and Ricker Funeral Home, which will require more research to fully understand the legality of actions that wish to be taken by the property owner.

Budget Committee

Ms. Stewart noted that the Budget Committee will be meeting tomorrow, which will be a joint meeting with the Board of Selectmen (BOS).

TOWN MANAGER’S REPORT

- Mr. Aylesworth noted that he is speaking with Town Counsel about next steps for the communications that were sent to the City of Lebanon regarding the sewer development charges that were to be imposed. A series of follow up questions have been developed to be sent to Lebanon for further conversation.

- Mr. Aylesworth noted that a business owner may be interested in the Raphael's property on Route 4, and identified to the BOS that it may be a candidate for the short-term property tax relief provisions that the Town adopted under 79-E. Once the redevelopment is done, the increased value of the property would not be taxed for five years, and they would continue to pay at the previous lower rate. He noted that the property has not been sold, but he wanted to bring it to the attention of the BOS as it may involve further discussion at a later time.
- Mr. Aylesworth noted that bids for paving projects close on May 20th. He noted that how the Town proceeds will depend upon the circumstances of the operating budget. He added that we can expend funds for paving at or around the same budget as for 2019.

Mr. Kluge stated that he would be in favor of slicing the paving budget.

Mr. Aylesworth added that no decisions will be made until bids are in and a presentation is given to the BOS regarding proposals made by the DPW. He noted that projects planned for 2020 focused on sections of Route 4A, Main Street, and Bog Road. He also noted there would be concerns with how appreciably reducing the paving budget in 2020 would cause a domino effect with respect to deferred road maintenance over the next five to 10 years.

- Mr. Aylesworth noted that two new FEMA grants have been submitted. One is to obtain funding for fire department member recruitment and retention efforts, as well as a COVID-19 supplemental grant for firefighters.
- Mr. Aylesworth updated the BOS on several DPW related items including:
 - all seasonal weight restrictions have been lifted
 - the repairs to the culvert on Bog Road are completed
 - the Town has received a donation of 12 outdoor trash and recycling receptacles courtesy of Hypertherm
- Mr. Aylesworth noted that the Cemetery Trustees had their first organizational meeting facilitated by Alisa Bonnette and Jim Taylor. They have been dormant over the last year, but have acquired new members who are getting up to speed.
- The Municipal Facilities Advisory Committee is awaiting a meeting with the School Board to discuss what the Committee has done thus far and what its intentions are going forward with the finalization of their recommendations to the BOS.
- The Town submitted an Intent to Apply regarding an L-Chip grant for historic restoration/rehabilitation of Whitney Hall. Current estimates for restoring historic elements of the building will run around \$700,000, and the Town can apply for funding of up to 50% of the L-Chip eligible expenses. He noted this was only submission for an Intent to Apply, and not the final application.
- The Town received two proposals for the Mascoma Lakeside Park Pavilion. Both contractors provided alternative methods and materials for consideration. Mr. Aylesworth has reached out to Mr. Neily to review the proposals, and the proposals will be discussed at the upcoming Mascoma Lakeside Park Meeting.

Mr. Kiley noted that with the low costs of petroleum it could be a good year to do paving projects.

Mr. Aylesworth noted that paving is important to not get behind schedule on but that perhaps some aspects of the present crop of projects could be reasonably deferred one year without causing problems. He added that it

would be important to consult with the DPW Director for his thoughts and concerns regarding the timeline for completing the proposed paving projects.

Town Meeting

Mr. Aylesworth asked Ms. L. Smith to speak to the BOS regarding Town Meeting.

Ms. L. Smith provided an update to the BOS on developments for Town Meeting. She stated for the record that we are planning for something that we don't know if it is going to happen or not as regulations and precautions continue to develop. She noted that Ryan has worked with Amanda Isabelle, and was able to reserve the auditorium as went out in the public announcement. With the use of the auditorium, there are a lot of soft surfaces and we will be paying to rent the room, use the media, and pay for the cleaning necessary after it is used. She noted that there are logistical issues regarding the flow of people and how they would be seated, as well as challenges to ensure that all people in attendance could be seated with appropriate distance measures based on the seating capacity of the auditorium.

Ms. L. Smith noted that the idea of utilizing the highway garage at DPW had been discussed as it is on town property, it allows us to open the bays for air circulation and has hard surfaces. She added that some elements such as sound equipment would need to be rented and some foot traffic, such as access to restrooms, would need to be carefully orchestrated, but with the space available seemed possible. It was noted that Dave Beaufait and John Carr went and looked at the space to review how Town Meeting could be run in the space, including the possibility for people to stay in their car and having the audio be transmitted via the radio.

Ms. L. Smith noted that July 11 was the current date to move forward with Town Meeting. She noted they do not want to go too much further out than July as there are concerns for the budget.

Mr. Aylesworth noted that a letter was sent to the Governor by the New Hampshire Municipal Association inquiring if a default budget could be an option available to towns facing difficulty with implementing Town Meeting in accordance with the current COVID-19 health advisories.

Ms. L. Smith added that we should keep in mind that there are two national elections coming up, which cannot be moved.

Ms. Stewart thanked Ms. L. Smith for her work and for other contributions made to continue to adapt to the facilitation of Town Meeting in relation to COVID-19 guidelines.

Ms. L. Smith requested feedback from the BOS as to if there was a preference to utilize the DPW or the high school auditorium, or if should she continue to look at both.

All members of the BOS supported pursuing the idea of hosting Town Meeting at the DPW building.

Ms. L. Smith noted that in 2019 there were 179 residents in attendance, and in 2018 about 136 residents in attendance at Town Meeting.

Ms. Stewart opened the floor for public comments and input.

Mr. Cusick inquired if the BOS has sent a letter to the Governor that they would be willing to accept a default budget should the Governor agree to it.

Mr. Aylesworth noted it was not a bad idea to send such a letter and to indicate that the BOS is supportive of at least having a default budget as an option.

Mr. Cusick noted that there are many residents that are at high risk and that hosting Town Meeting during the COVID-19 pandemic could potentially impact their attendance and input.

Mr. Aylesworth noted there might be a possibility to have a separate ballot during the State primary elections to be held in September. He noted there were many details that would need to be addressed, but it would be an option to explore as per the communications he received. He noted he would forward the e-mail to Ms. L. Smith for her review and interpretation of the information.

Ms. Stewart noted that she is seeking further discussion with the Budget Committee in the joint meeting before submitting her support for a default budget.

Mr. Kluge noted he was in support of a default budget, but was seeking to have further discussion with the Budget Committee as well. He noted that if the BOS and Budget Committee came to an agreement it would be a powerful message from the town.

Mrs. Smith suggested that a letter is put together as Mr. Cusick recommended, after the joint BOS and Budget Committee meeting.

PUBLIC COMMENTS

Ms. Stewart requested if any members of the public had Public Comment.

David Beaufait - Municipal Facilities Advisory Committee (MFAC)

Dr. Beaufait noted that he sent each of the members of the Selectboard, as well as Mr. Aylesworth, a note he delivered to the MFAC regarding affordability issues with the current plan and requested to compare the work with what Canaan has and to consider what might be adjusted to make the proposals more affordable.

Mr. Aylesworth noted that the Committee had arranged to tour the Canaan facility, but COVID-19 caused interference with that schedule. He noted that as soon as members were comfortable with a visit, it would be completed.

BUSINESS

COVID-19 Response Updates

Chief Holland noted that the Town is in a good position with PPE. He has toured local businesses with Phil Neily regarding updates to the Governor's orders for operations. He added that they are in the process of applying for multiple grants relating to COVID-19, including the FEMA public assistance grant.

Chief Holland received communication that members of the police department and ambulance will be requested to participate in testing for COVID-19 antibodies, as performed by the state, which will assist in their statistics.

Mr. Kluge noted his appreciation with the response of the Chief and Mr. Neily going to local businesses.

Mr. Cusick inquired about the restrictions for hotel reservations or rentals in the state. He noted that the annual influx of people on summer vacation will begin and homes will be opened up to out of state residents. He inquired about how we can keep our town safe and noted that situations like that should be on our radar.

Chief Holland confirmed that the closure of hotels, which extends to bed and breakfasts as well, is still in effect until May 31st. He added that the hard part is that bed and breakfasts need to be registered with the state, but AirBnB's are not regulated by the state and are not held to the same requirements. He noted that the 14-day quarantine is still a requirement, but the enforcement of that is difficult. Each state is a little different, and he has

printed copies that can be delivered to people. He added residents are welcome to call the Enfield Police Department with any concerns.

Ms. Stewart added that the guidelines should be included in the Town Newsletter and posted on the Listserv as well.

Chief Holland stated that Ms. Bonnette has done a great job at creating a page for COVID-19 updates which can be updated regularly and suggested providing the link to the Town website where the information and guidelines are posted.

Mr. Kluge commended the Chief and his department for being very proactive.

Ms. Stewart noted that he has done well with keeping the Superintendent of Schools up to date with guidelines and communications as well.

Mrs. Smith suggested that Chief Holland should also reach out to residents of Crystal Lake regarding the out of state guidelines.

Mr. Aylesworth confirmed that New Hampshire residents that leave the state must also quarantine for 14 days upon their return to their residence.

He added that the Town is in the process of compiling submissions for the Municipal Relief Fund. There is up to \$111,223 in available funds for the Town of Enfield from the State.

Mr. Aylesworth updated the BOS on communications from the NHMA Executive Director regarding the possibility of pairing a vote with the State Primary election day: "under RSA 39.1 and 39.3, towns cannot hold special Town Meetings on the biennial election day; however, there is no similar restriction on the date of a State Primary, therefore we think this would be allowed." He noted he would forward the communications to Ms. L. Smith for her input as well.

Barbara Jones – Request to lease Town property on Johnston Drive (camp formerly owned by Ricker)

Mr. Aylesworth reviewed the letter referencing the lots at the end of Johnston Drive that have cottages on it. The owners were able to enter into a lifetime lease agreement and at the end of their lifetime the property would be turned over to the town. In the case of the Ricker parcel, they did not want to continue to pay the taxes on the property and relinquished their lease.

Ms. Jones wishes the BOS to allow her friend, Matilda West, to lease the property seasonally and is asking the town to consider a lease agreement where the leasee would be responsible for the property upkeep.

Mr. Aylesworth discussed pros and cons of having a lease agreement where the town was serving in a 'landlord' capacity. He added that when a piece of property became available that it was typically a competitive process, whereas if it was negotiated directly with Ms. West it would not be made available to more than one interested party.

The BOS discussed the details of the options as well as the current shape of the property as well as potential use for the Town.

Ms. West addressed the BOS and noted that she is invested in the area and that she is on the deed of the property for 14 Johnston Drive. She expressed the intention to become a resident of Enfield and that Ms. Jones thought it was worth exploring. Ms. West acknowledged that she would be responsible for all necessary upkeep and repairs, and would be willing to pay rent based off of the Town's recommendation. She acknowledged there were many considerations to be made and supported the idea on behalf of Ms. Jones.

Mrs. Smith noted that there was concern for the property with regard to vagrants or kids being there.

Chief Holland noted that from the law enforcement side, if it is not leased or rented, the structure on the property should be torn down. He added that there are many problems with it along the rail trail and there is concern for the town from a liability standpoint if someone got injured on the property.

Mr. Kiley inquired if the lot could be merged with property nearby to increase the value.

Ms. Aufiero noted that the town has always looked at that to be a resource to them once all the life leases were completed. She noted it should be taken into serious consideration before letting it go.

Mr. Cusick stated that he believes the Town has enough property to take care of and even if the building is torn down, it will still invite people to go to the area. He stated he doesn't believe the town should be leasing property and noted if the properties were combined it could be sold and utilized as an income stream for the town, instead of a forward dream. He added that there are many recreational resources already available.

Mr. Kiley added that the third lot has a life lease on it, which would have 300 feet of shoreline if a park was desired in that spot. He added that there wouldn't be enough size for a building lot, but a recreation area could be a possibility.

Mrs. Smith noted that accessibility to the site would be an issue for many people.

Mr. Aylesworth noted that the one contiguous parcel would be just over 700 feet of shoreline. He added that it was important to get more information, which would include a discussion with Town Counsel, as well as a market analysis in what a fair rental price would be. He stated he would get information and present all the factors at the next meeting to make a final decision.

Enfield Center Town House Structural Repairs Proposal Update

Mr. Aylesworth stated that Target New England submitted a bid and came in with a bid higher than the project budget. He gave Target New England more information and worked with the contractor to develop the scope of work which brought it closer to the target goal of \$20,000.

Mr. Aylesworth acknowledged that a contractor had been highly recommended for his structural work, but that it would cost \$30,000 to raise the building before any other work was completed, which would far exceed the current goal for expenditures. He noted that Target New England came back and offered to do the project for the budget of \$20,000, which included wrapping up the work by September 2020.

The BOS was in unanimous agreement to support Mr. Aylesworth in moving forward with Target New England for work on the Enfield Town House.

Review and Approval of Semi-Annual Property Tax Warrant (first issue bills of 2020)

Mr. Aylesworth noted that, due to COVID-19 guidelines, it has been hard to gain access to property and do field work which requires entry into a dwelling to complete the assessment. He noted that the options are to utilize the best available information or to delay billing further until the assessor has all the information he needs to complete his assessments. He added that there is no definitive timeline for the current guidelines to be uplifted.

Mr. Aylesworth made the recommendation to the BOS to move forward with approval of the First Issue Property Tax Warrant as it is, which comes to \$7,455,409.53. He hoped that the BOS was supportive on moving forward with the Warrant so it can be sent off to the printer in the appropriate timeline.

Mr. Kluge indicated that he signed the document this morning.

Ms. Stewart indicated she would be in to sign the paperwork.

Mrs. Smith made a motion to approve the first issue property tax warrant. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Acceptance and Expenditure of CARES Act Assistance pursuant to RSA 21-P:43 of up to \$111,223

Mr. Aylesworth noted that the motion would need to include authorization for the Town Manager to execute any and all paperwork associated with the grant request under these programs.

Mrs. Smith made a motion to accept the Acceptance and Expenditure of CARES Act Assistance pursuant to RSA 21-P:43 of up to \$111,223 with Ryan Aylesworth, the Town Manager, to administer whatever is necessary. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart noted that the motion passed and requested updates from Mr. Aylesworth as they became available.

After the motion, members of the public questioned how the funds could be utilized and how it might affect the budget.

Mr. Aylesworth noted that the state gave an outline of possible uses but that the funds can't be used for something that isn't related to COVID-19. He noted that he had reached out for more information from the Governor or the Department of Revenue with a more specific inquiry in regard to if it can be used in relation to budget shortfalls.

Acceptance of Unanticipated Revenue: \$1,300 disbursement from the Department of Health and Human Services (HHS) for COVID-19 Related Expense

Mr. Aylesworth noted that the funds were received as disbursement related to estimated ambulance revenue loss associated with COVID-19. He added that the sum of the disbursement was based on a calculation made by the State, but it is not clear what they used for the formula.

Mr. Kluge made a motion to accept the unanticipated revenue of \$1,300. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

PUBLIC HEARING: Acceptance of \$10,000 Moose Plate Grant Funds

Ms. Stewart opened the public hearing at 7:52pm.

The BOS will hold a public hearing in accordance with RSA 31:95-b via Zoom video conference to discuss the acceptance of a Moose Plate Grant in the amount of \$10,000 for repair and stabilization of the Enfield Center Townhouse.

Mr. Aylesworth noted that now that the contractor has been selected and approved the paperwork for the Moose Plate Grant can be finalized. He added that acceptance of the funds required a motion because it is in the amount of \$10,000.

Ms. Stewart requested discussion from members of the BOS and the public.

No comments were made.

The Public Hearing was closed at 7:54pm.

Mrs. Smith made a motion to accept the \$10,000 Moose Plate Grant. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Board & Committee Appointments

Ms. Bonnette presented the BOS with a chart of current members of Board and Committees memberships which included information regarding members up for reappointment or vacancies on the Boards or Committees.

Mr. Kluge made a motion to accept reappointments with the word 'Yes' next to their names. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

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

ADMINISTRATIVE ITEMS**Current Use Penalty Contested, Rob Malz, Map 9A, Lot 7 on Bog Road**

Mr. Norm Bernaiche wrote a letter in response to the appeal and listed rationale for why the appeal should be denied. Aerial photos were supplied with regard to the site and Mr. Bernaiche's recommendation to uphold the Current Use Penalty as previously imposed.

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

Ms. Aufiero noted that when she was on the Conservation Commission the habitat and wetlands in that area was well protected. She inquired if the Town stopped the dirt bike activity.

Mr. Aylesworth was not aware of and legal means of prohibiting the activity on the property in the absence of a new ordinance. He encouraged Ms. Aufiero to reach out to the Conservation Commission or the Department of Environmental Services noting that the BOS is only involved with the Current Use Penalties.

Solar Energy Exemption Applications

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

Elderly/Disabled Exemption Application

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

Property Tax Abatement Applications

Mr. Kluge moved to accept the recommendations of the assessor relative to the property tax abatement applications. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS**Use of Public Space by Private Business**

Mr. Aylesworth requested permission to possibly make town owned property available for open seating at local restaurants. He specifically had in mind Kitchen56 which is newly opening on Main Street and the use of the municipal lot across the street. He has not yet discussed this with Kitchen56.

Mr. Kluge was in favor of reaching out to Kitchen 56 to see if they would be interested in doing something.

The BOS discussed details of parking and accessibility.

Ms. Bonnette noted that Primex has recommendations and checklists for permitting, which include verifying liability insurance and liquor licenses.

Mr. Kluge made a motion to begin discussions to open the space to Kitchen56 on a temporary basis throughout the summer. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mr. Kluge made a motion to adjourn the meeting at 8:14PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – MAY 18, 2020

General Information and Updates from Departments

- The local and regional response to COVID-19 continues to be the primary area of focus and concern right now. A detailed accounting of local, regional, and statewide actions taken to-date – including explanations for how municipal operations have been modified in the interest of reducing possible exposure of our employees and the public – can be found on a section of the Town website that was developed specifically for COVID-19 updates:
<https://www.enfield.nh.us/covid-19-your-town-government>

Now that the Governing is permitting restaurants to operate with appropriately configured outdoor seating/dining (effective May 18), many NH municipalities are offering town-owned property (where possible) to dining establishments. Although the Town of Enfield has limited land of potential utility for this purpose, the Board of Selectmen may wish to consider enabling Kitchen 56 (the newly opened restaurant located at 56 Main Street) to set up outdoor dining in the municipal parking lot across the street. At this time it is not clear whether Kitchen 56 would wish to take advantage of such an opportunity.

- At a press conference on May 4, Governor Sununu announced that \$40 million of the State of NH's \$1.25 billion allotment via the CARES Act is being reserved for payments to municipalities (\$32 million) and counties (\$8 million). This is being referred to as the Municipal Relief Fund and is being administered by the Governor's Office for Economic Relief and Recovery (GOFERR) (<https://www.goferr.nh.gov/covid-expenditures/municipal-county-payments>). Enfield specifically is eligible to receive up to \$111,223 in these funds. The Governor was clear in his remarks that the amount of funding allocated on a per community basis (a) will be handled on a reimbursement basis and (b) cannot be used to offset revenue shortfalls associated with COVID-19. So, if Enfield ended up incurring \$80,000 in additional COVID-19 related expense we would receive \$80,000 of our \$111,223 allotment. Likewise, if Enfield ended up incurring \$150,000 in COVID-19 related expense we would receive our full \$111,223 (but no more as that number serves as a ceiling). In essence, these funds are intended to help offset additional COSTS that local governments are incurring as a result of COVID-19. FEMA via the Stafford Act was already going to be reimbursing communities for about 75% of these added direct costs, and these funds will help offset other areas of necessary COVID-19 related expenditures.

Qualifying expenditures under this program include:

- Costs related to local government actions taken to respond to the public health emergency
 - Increased Welfare costs – food, shelter, utilities
 - Interest on Tax Anticipation Notes (TANs) or other short-term borrowing
 - New Telework costs for remote municipal operations – computers, software, networking
 - Increased Election costs (if not covered by other federal funding)
 - Wages and benefits required by the Families First Coronavirus Response Act for non-first responders
 - Childcare costs for first responders/essential employees due to school closures
 - Legal fees related to new federal requirements and state emergency orders

- Municipal building modifications, cleaning/disinfecting need for social distancing and public safety
- Facility signage (park/beach closure)
- Credit card fees (waiving fees paid by cardholders due to disallowing in person payment by other means)
- Expenditures that respond to second order effects of the public health emergency;
 - economic support for employment related losses.
 - economic support for losses due to business interruptions.

Municipalities are required to submit any and all eligible expenses incurred between March 1 and April 30, 2020 to the GOFERR by June 1. Eligible expenses incurred after April 30 have later submission deadlines. All departments are in the process of compiling a list of their eligible expenses and associated backup documentation for administrative review and concurrence.

- Earlier this month, the Governor announced the establishment of the First Responder COVID-19 Stipend Program (https://prd.blogs.nh.gov/dos/hsem/?page_id=8466). The program, which is being funded from the \$1.25 billion in CARES Act funding that the State of NH received from the federal government, allocates stipends to first responders in the following way:
 - FT Police Officer - \$300/week
 - FT Firefighter - \$300/week
 - FT EMS Technician - \$300/week
 - PT/Call Police Officer - \$150/week
 - PT/Call EMS Technician - \$150/week
 - PT Firefighter/EMS Technician (cross-trained) - \$150/week
 - PT/Call Firefighter - \$50/week

The eligibility period for this program is May 4 to June 30, 2020 (8 weeks and 2 days). In order to be eligible for the stipend, a member of the Police, Fire, or Ambulance departments must be in good standing and “active” (where active is defined as ready and willing to respond to calls involving interactions with the public). A roster of eligible personnel spanning all three departments has been transmitted to the NH Department of Safety for processing. The Town of Enfield is electing to receive its allocation as a lump sum and will pay its first responders in a lump sum (rather than on a biweekly basis) at the end of the eligibility period.

- As was previously reported, 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 bid submission deadline is May 20, 2020. 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>

- The annual "Green Up" clean up organized by the Enfield Village Association (EVA) was completed over the past two weekends (May 9, 10, 16 & 17). EVA provided the blue bags for the trash and the Town provided pick up on the Mondays following. By all accounts, this years modified format was a success.
- Following authorization from the Board of Selectmen at the last business meeting (May 4), the Town executed a purchase agreement with a Massachusetts-based vendor to acquire a new Ford Interceptor police cruiser (hybrid SUV) to replace an existing cruiser with 160,000 miles and the equivalent of nearly double that mileage when engine hours are factored in). Once the Town takes delivery of the cruiser, it will go to another vender for additional outfitting/painting and Shaker Valley Autobody will perform the lettering. We anticipate the cruiser will be placed into service within approximately one month (mid-June).
- The Town submitted two additional grant requests via FEMA relative to the Fire Department. The first grant program is called the Staffing for Adequate Fire & Emergency Response (SAFER). The Town of Enfield requested a total of \$120,000 (\$30,000 per year for four years) to help facilitate improved recruitment and retention efforts, which would include the creation of a part-time coordinator position that would be financially supported by the grant. The second grant program was a supplemental COVID-19 funding application (approximately \$25,000) specific to reimbursing the Town for expenses related to past or future acquisition of PPE.
- The Enfield Fire Department had arranged for a vender to perform bi-annual hose and ladder testing this past week. Unfortunately, this important equipment inspection had to be rescheduled for July.
- General DPW updates:
 - Culvert replacement completed on Bog Road
 - All seasonal road postings have been officially lifted
 - The Town is remediating issues with the grass lawn reestablishment at Lakeview Condos (the lawn never reestablished after Kingsbury completed their work on the NH Route 4A sewer extension project because the disturbed areas were backfilled with subsoils incapable of supporting healthy grass growth)
 - Hydrant flushing will begin soon
 - Highway crews are currently grading gravel roads across Town
 - The Department recently received 12 very nice outdoor trash/recycling receptacles from Hypertherm (the Town will prepare a formal letter of thanks)
 - The DPW facility is evaluated as an alternative venue for the 2020 annual Town Meeting (if the meeting is ultimately convened)
 - A contracted worker completed minor repairs and painted some sections of the Community Building
 - The DPW Director and Assistant Town Manager helped convene a meeting of the Cemetery Trustees (who had not met in quite some time) to review administrative items and start to get up-to-speed on a variety of issues the Trustees need to consider. The Trustees also met with Bridget Labrie, who has offered to serve as the new Cemetery Sexton (a position that has been vacant since Will Shoemaker departed in 2019).

Project Updates

- The Town of Enfield has secured the Mascoma Valley Regional High School Auditorium for the rescheduled Town Meeting (now July 11). The Town Moderator has also recently organized a Town Meeting “logistics team” that is exploring various steps that can be taken to reduce risks to public health and safety should a Town Meeting ultimately take place. Along these lines, there has recently been discussion about the merits of convening the Town Meeting in the DPW Facility highway garage bay to allow for improved air circulation while avoiding issues that can arise from residents having to sit in fixed rows (which impede freedom of movement without violating social distancing guidelines). In the meantime, the Town of Enfield will join other towns across the state that are patiently waiting for the Governor to issue a decision relative to the request made by the NH Municipal Association to permit municipalities to adopt a “default” operating budget (maintaining a bottom line equivalent to the 2019 budget) and organize a special Town Meeting in the fall to act on warrant articles pertaining to loans/borrowing.
- As was previously reported, the Town Manager (in close consultation with Department Heads) completed a thorough re-examination of 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 in recent weeks. These materials will be used to help guide the discussion at a joint meeting of the Board of Selectmen and Budget Committee on May 19. 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.
- The Municipal Facilities Advisory Committee (MFAC) last met on May 11 and will be meeting again on May 26. The project lead architect from Bread Loaf provided the MFAC a detailed overview of what are nearly complete/finalized conceptual designs/layouts for a renovated and expanded Whitney Hall and new public safety facility. A portion of the discussions centered around adjustments that could be made to the conceptual designs to enhance the usability of the facility in the event of a future pandemic. The MFAC also discussed a recent setback that was experienced relative to their plans to have a civil/environmental engineering firm complete a series of soils and geotechnical evaluations on a portion of property owned by the Mascoma Valley Regional School District. More specifically, due to the unfortunate actions of a local resident who made inaccurate representations to a member of the School Board regarding the MFAC’s actions, previous authorization granted by the school district to the Town to complete these site investigations was temporarily rescinded until the MFAC is able to meet with the School Board and discuss the matter further. The MFAC has requested to be added to the soonest possible School Board agenda so that the Town’s intent can be clarified.

It is the MFAC’s goal to wrap up this stage of the project with Bread Loaf over the course of the next month and arrange for a meeting to present recommendations shortly thereafter.

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.

It should also be noted that the Town of Enfield has submitted an "Intent to Apply" form (separately enclosed in the Board of Selectmen meeting packet) relative to an LCHIP grant for rehabilitating Whitney Hall. The Town will be pursuing a grant in the amount of \$390,000. A full application will be prepared with assistance from Bread Loaf and submitted in late-June.

- As was previously reported, the Town of Enfield received a modified proposal from a building company called Target New England to complete structural repairs of the Enfield Center Town House for a fee of approximately \$24,000. The Town Manager subsequently asked the owner of Target New England if the company would be willing to perform the same scope of work for an even \$20,000 to ensure that the total project cost did not ultimately exceed the combined value of two \$10,000 Moose Plate grants the Town had received for this purpose. Target New England agreed to these terms. Concurrent with these negotiations, it was suggested that another local contractor with expertise in raising buildings to perform structural repairs be approached about the project. The Town Manager and Building Inspector have been in communication with this contractor, but, at this time, it does not appear that the contractor is in a position to complete a similarly comprehensive scope of work (with the exception of raising the building so that the floor system could be accessed without the need to cut into the finish floor) for a similar fee. At this time, it appears that moving forward with Target New England is the most prudent option.
- As previously reported, the deadline for interested contractors to submit proposals for the construction of an open-air pavilion on the Mascoma Lakeside Park property was May 15. The Town received responses from three contractors. One contractor submitted a letter saying that he didn't feel his company was equipped to bid on the project based on the specs. He suggested a commercial building company. He estimated the project would be between \$400K and \$500K as proposed, and offered to meet with us to discuss alternative designs if we were interested. A second contractor bid approximately \$400,000 on the project as specified in the RFP and also provided a detailed alternative proposal with a total cost of approximately \$260,000. A third contractor also bid approximately \$260,000 on the project and provided a number of alternative approaches to materials and methods for the Town to consider. Naturally, these two contractors formatted/categorized their proposals differently (both of which have been separately enclosed in the BOS meeting packet), so the Town will need to go through these submissions closely in the interest of arriving at an "apples to apples" comparison. These proposals will also be shared with the Mascoma Lakeside Park Committee and discussed at the Committee's meeting later this week.