

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

DATE: June 1, 2020
TIME: 6:00 PM
LOCATION: via Zoom Teleconference

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

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

OTHERS: Emily Curtis, recording secretary; Jim Taylor, Dept of Public Works; Phil Neily, Inspector; Jo-Ellen Courtney, Dan Kiley, Rick Colt, Kim Quirk, Dick Dumay, Jo Shelnuitt Melendy, Dr. David Beaufait, Cornelia Purcell, Bridget Labrie, Angus Durocher, Cecelia Aufiero

CALL TO ORDER

Ms. Stewart called the meeting to order at 6:04pm.

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.

ROLL CALL OF ATTENDEES

APPROVAL OF MINUTES – May 18, 2020

Mr. Kluge made a motion to approve the meeting minutes as published. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Town Clerk's Report – April 2020 and May 2020

Mr. Aylesworth stated that we are almost even with last year's income. There was a larger pullback during the month of April, but the month of May seems on par with previous years' income.

Barton Mayer, Esq., Lebanon-Enfield Request for Information: Lebanon Sewer Charges

Mr. Aylesworth addressed the BOS and public regarding communications with the City of Lebanon via legal counsel. He noted that there were a series of questions that were posed to the Lebanon City Counsel and that what began as a Sewer Development Charge disagreement has been brought into a larger perspective as to how the City of Lebanon is assessing fees to the Town of Enfield and the equity in which the town is billed.

Local Land & Water Conservation Fund Intent to Apply: Mascoma Lakeside Park Public Access Improvements

Mr. Aylesworth noted that the Town submitted an intent to apply for funding relative to "Phase II" of improvements to the Mascoma Lakeside Park site. The project would include redesign of the parking lot and establishing a new crossing over the Northern Rail Trail to make the site ADA-compliant.

NHDES Letter of Compliance for Letter of Deficiency: 81 Algonquin Rd, Map 44, Lot 26

Mr. Aylesworth noted that this is a follow up letter stating that deficiencies previously noted about the property have been resolved and the DES is closing out its enforcement file regarding the property.

Grafton Country Commissioners' Proposed FY 2021 Budget (Summary pages)

Mr. Aylesworth noted that the proposed budget would go up about 4.25%, which is about \$2 million, which would translate to a 3.5% increase in the property tax rate. Mr. Aylesworth wrote a letter in response with concerns on behalf of the Town and the BOS, with questions regarding the budget realities in regard to COVID-19, and the specific request that the letter be read into the record at the Commissioner's next meeting (June 1).

BOARD REPORTS**Planning Board**

Mr. Kluge noted he has no updates to report from the Planning Board.

Mascoma Lakeside Park Committee

Mrs. Smith noted that Mascoma Lakeside Park Committee meets tomorrow to review contractor bids. She noted that a subcommittee has been formed to review contractor bids. She added that Mr. Mirski who has done an incredible job and is doing excellent work for the Committee.

Heritage Commission

Mrs. Smith noted a Heritage Commission meeting was held last week. She noted that they are welcoming Madelyn Johnson to the Heritage Commission.

Municipal Facilities Advisory Committee (MFAC)

Ms. Stewart noted she attended the MFAC meeting, which will be included in Mr. Aylesworth's Town Manager's report.

Enfield Village Association

Mrs. Smith added that an Enfield Village Association Board Meeting was held, and they agreed to put their \$2,000 donation toward the match for the Northern Border Regional Commission grant being used to fund the construction of the Lakeside Park pavilion.

TOWN MANAGER'S REPORT

Mr. Aylesworth updated the BOS on the following:

- The June issue of Town newsletter was issued today.
- He noted that there was a new vacancy in the Department of Public Works. He noted that Mr. Taylor had already received inquiries about the position and that it would not be tenable to backfill the position at this time due to other vacancies that exist in the department.
- Engine 5 will be out for service for pump repair for a couple of weeks. Engine 3 will be brought over to Union Street, and Engine 4 will be housed at Enfield Center. He noted that the Fire Chief was confident that the repairs would be within the maintenance budget of the Fire Department.
- He noted that the Status of Summer Camp being offered is still being assessed. He added that they are currently monitoring what other towns are doing and hoping for more detail by tomorrow. Lebanon has cancelled their camp, Hanover has cancelled theirs, and there is a question of what can be done on site at Huse Park with small group activities and balance the necessary precautions and the needs there are for parents to begin work.

Mrs. Smith inquired about having no lifeguards at the beach.

Mr. Aylesworth confirmed that no lifeguards had been hired and noted that there would be no staff at the beaches for the foreseeable future. He added that all beach activity is at your own risk and that a majority of inland beaches across the state are unstaffed at this time due to the COVID-19 pandemic.

- He noted that there were no updates on Town Meeting and that Ms. L. Smith (Moderator) and other members of her team continue to review logistics and different angles. He added that there was no indication that the Governor will authorize the default budget option as has been hoped. The unofficial word is that towns are going to be expected to hold a Town Meeting and Ms. L. Smith and her team are looking for the safest and most effective way to make that happen.
- An MFAC meeting was held on 5/28 which included a discussion about the School Board meeting which involved further deliberation on whether or not they would allow the site investigations to proceed. The School Board requested MFAC to return to the 6/9 meeting for a final decision on whether site investigations can be conducted.

He added that Bread Loaf continues to refine the conceptual designs and narratives for the Committee to present to the BOS. He expressed that it is understood that the current circumstances of COVID-19 will have significant financial considerations that the BOS will take into account with their decision of if or when to move forward with the Committee's recommendations.

- An ad-hoc advisory committee has been formed with regard to exploring options for improving access to high speed internet in Enfield. He noted that Mr. R. Taylor will be leading the facilitation and input from members of the public is welcome. He added that they will be looking at federal and state legislation that might force the hand of First Light, the utility company that owns the fiber, to make residential hookups more accessible.
- Mr. Aylesworth and Mr. Neily will be meeting with Target New England, a construction company based in Alton, with regard to the Enfield Center Town House structural stabilization and repairs project.

Mrs. Smith suggested providing Target New England with the structure surveys and the hydrologists report, as well as to review the current ventilation issues.

Mr. Aylesworth noted that he had discussed the ventilation issues with Mr. J. Taylor and there were some ideas of how the DPW might be able to assist in mitigating the issues.

Ms. Stewart noted her concern that there was no After School Program as to how it works for children and parents that need to go back to work. She added there was additional concern for a lack of lifeguards and the potential for children to swim without an adult. She noted that children have drowned in the lake in past years and it is town property and liability should be taken into consideration.

Ms. Stewart noted that the accessibility of high-speed internet is an issue for the town, especially realtors trying to sell property and ensuring that there is accessibility for people who tele-commute for their work. She noted she appreciates work that ad hoc group is doing to make the fiber more accessible to the community.

Ms. Shelnutt inquired why there was less lifeguard staffing at the town beach last season.

Mr. Aylesworth stated that there were multiple events that affected the level of staffing across recreation programs last year. He added that the previous Rec Director had given his notice and the Town was trying to fill their position at the same time that lifeguard recruitment normally took place, which made it more challenging to fill these positions. He also noted that the Recreation Director had reached out to other towns and found they were also having a hard time finding lifeguards as well. It can be challenging for communities like Enfield to compete with Lebanon, the CCBA, and Upper Valley Aquatics Center.

Dr. Beaufait stated that Ms. L. Smith is considering all options that limit personal contact for the Town Meeting, which include broadcasting via FM radio as well as virtual streaming. He noted they are trying to be as creative as possible.

Mr. Kiley inquired if the supervisors of checklists have been checked in with in regards to their attendance at the meeting.

Dr. Beaufait believed they had been reached out to, but noted that the suggestion would be passed on to Ms. L. Smith.

Ms. Stewart requested that Mr. Aylesworth and/or Ms. Bonnette send an e-mail from the Board of Selectmen (BOS) to ensure that all parties involved in Town Meeting are on the same page.

PUBLIC COMMENT

Ms. Stewart requested if any members of the public had comments based on items not on the agenda.

David Beaufait – Sailing Club/Mascoma Lake Moorings

Dr. Beaufait noted that the sailing club has set moorings as the BOS indicated would be reasonable and will be beginning to allow boats to moor. He noted that only small dinghy's will be used.

Mr. Aylesworth informed the BOS that the tentative plan, based on feedback and current guidance from the state, is to install the dock at the launch by the end of the week. He added that signage is intended to be posted that it should only be utilized for loading or unloading boats and not for fishing or congregating.

Other members of the BOS agreed with the measure to install the dock.

Ms. Stewart noted there should be a gentle reminder of parking areas for the beach will also help reduce the congestion near the boat launch.

Dr. Beaufait noted that the Mascoma Lake Association has lake hosts who could be helpful to coordinate education on social distancing.

Mr. Aylesworth noted that Chief Holland had brought up concerns for education on social distancing near the boat launch and that Dr. Beaufait had a good point about including the lake hosts in those communications.

BUSINESS

Dog Park Rules

Mr. Aylesworth noted that a year ago the BOS agreed to a one-year trial of intact dogs being allowed in the big dog park. He noted that no concerns or complaints were reported and that it has been a positive trial.

Ms. Shelnutt noted that there were no reports of issues with unaltered dogs. She added that forms are available online or at the park for park goers to report any issues. She noted that the Dog Park Board is supportive that the Town allows unaltered dogs in any of the three parks.

Mr. Kluge made a motion to make the permanent change. Mrs. Smith seconded. Ms. Shelnutt noted that the Dog Park Board supported the motion. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Shelnutt noted that the Dog Park Board was in discussion of when and how to reopen, which will include well documented rules including groups of no more than 9 people, and a requirement for masks to be worn. She noted that, similar to winter operations, there will be no public collection of dog waste and no public water available.

Energy Committee Request for Support: Net Metering

Ms. Courtney, Chair of the Energy Committee, has drafted a letter of support to increase the net metering limit from 1 megawatt to 5 megawatts. The Committee unanimously agreed to the letter of support and requested the support of the BOS.

Ms. Courtney requested permission for the Energy Committee to sign the letter of support, as well as if the BOS would be willing to sign on as municipal support.

Mr. Kluge made a motion that we support this as a town. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

COVID-19 Response Updates

- **Town Offices Re-Opening Plan**

Mr. Aylesworth presented a draft of the current re-opening plan. He noted that a lot of the inspiration was taken from the Town of New London. He added that Ms. Bonnette ensured that the measures applied to Enfield, and Whitney Hall use in particular. He added that the plan has been circulated to staff and is planned to go into effect on Monday June 15th.

The BOS was in agreement with the measures as drafted.

- **First GOFERR Municipal Relief Fund Submission**

Mr. Aylesworth noted that the first submission for COVID-19 related expenditures, an allotment of up to \$111,000, was submitted. He added that the requested included IT upgrades from March 1 to April 30th, which were all relevant to current needs for remote work by municipal employees. He noted that it is unclear what the process will be like, but documentation was provided and we will see how it rolls out. He added that more submissions for later dates will follow.

2020 Road Paving Bids – Tabulation and Recommendations

Mr. Aylesworth asked Mr. Taylor to speak to his thoughts regarding insights and experience with vendors regarding bids and further information.

Mr. Taylor noted that the Town received input from five vendors, including five vendors that responded to the reclaiming and two that responded to the FOB. He noted that, after reviewing and discussing with vendors, it was his recommendation to work with R&D for the reclaim and binder and to skip any top or asphalt overlay. He noted that there is a significant amount of repair work and crack sealing to be done, which would be completed by DPW and round out the last of the budget for the work to be completed.

Mr. Taylor request for guidance from the BOS on timing and how to move forward with projects.

Mr. Aylesworth and the BOS discussed the differences between the proposed budget for 2020 and what the level funding line for 2019 would be to remain at the default level.

Mr. Aylesworth noted that Mr. Taylor has focused on spending within the 2019 budget level without straining beyond that.

Ms. Stewart inquired as to the rate at which the quotes came in based on previous years and commodity pricing.

Mr. Taylor noted that the asphalt cement cost is lower than it was last year, but according to bidders the overhead to operate is higher, so the bids came in at around the same rates as last year.

Mr. Aylesworth noted that because it is not the lowest bid that came in and would require BOS approval.

Mr. Kluge made a motion to move authorize the Department of Public Works to do projects 1, 2, and 4, with regard to paving. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Taylor added that there will be work done on the far intersection of Livingstone Lodge Road, including raising it up, doing drainage work as well as grading to be prepped for a top coat in 2021.

Mascoma Lakeside Park Pavilion – Review of Submissions

Mr. Aylesworth requested that Mr. Neily speak to the review of submissions.

Mr. Neily noted that of the two bids some revisions have been done with the architect, and some clarifications have been made. He noted there will be a meeting with the Mascoma Lakeside Park Committee tomorrow to discuss all the proposed changes.

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

Mr. Aylesworth noted that this is a continuation from the previous meeting. He noted that he had visited the area with Mr. Neily and Chief Holland and observed a travel trailer, an outbuilding, as well as the primary camp. He spoke with Town Counsel as well as managers in other NH municipalities regarding Town lease of residential property. For a variety of reasons, it appears that the risk of entering into a lease agreement in this instance may outweigh the benefits in terms of local revenue. He noted that Town Counsel would be willing to create a lease document, but that he was advised the Town would ultimately be responsible for ensuring the habitability of the property even if the lease agreement was structured in a way that required that the tenant address any needed repairs. He added that vagrancy is a real concern if the cottage is unoccupied, and the property should be secured properly due to its proximity to the Rail Trail.

Mr. Neily added that the electrical in the building is exposed and the town needs to follow the same rules that any other landlord would. He expressed his agreement with Mr. Aylesworth's assessment.

Mr. Kluge inquired if the Town could sell the property.

Mr. Aylesworth recommended that the BOS hold off on taking any definitive action to sell the property at this time and instead dedicate the time needed to evaluate the matter more holistically given that the Town owns multiple adjoining parcels at the end of Johnston Drive and thinking about them in combination makes good sense. He recommended that the Board wait until there was a final disposition on the Sanborn property, which is still occupied by renters, and then hold a retreat of sorts to review all of the properties and assess all considerations, including the possibility of merging the lots together for a public use such as a park, selling the merged parcel to a private party, or possibly selling each lot individually to a private party.

Mr. Aylesworth noted that he would contact all parties involved and let them know where things stand.

Joe Roberts Water Service Connection Request at #505 US Rte. 4 (Pharmacy Building)

Mr. Aylesworth noted that there may be a tenant lined up for the former Pharmacy Building and they would like to connect to municipal water.

Mr. Taylor noted that there is a curbside hook up available for the location and that they are already hooked to sewer.

Mr. Aylesworth noted that he did not have any reason to deny the request.

Mrs. Smith made a motion to accept Mr. Robert's request for water connection at 505 US Route 4. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Advance Transit Board of Directors – Reappointment of Jim Taylor as Enfield Rep

Mr. Aylesworth recommended that Mr. Taylor be a representative for the Town of Enfield on the Advance Transit Board.

Mr. Kluge made a motion to reappoint Jim Taylor as Enfield Rep. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

CIP Committee Reappointment – Holly West

Mrs. Smith made a motion to reappoint Holly West to the CIP Committee. Mr. Kluge seconded. A roll call vote was taken. Motion carries (2-0). Ms. Stewart abstained due to conflict of interest.

ADMINISTRATIVE ITEMS**Solar Exemptions (Gould, Torres)**

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

Mrs. Smith inquired if people with solar panels had to apply every year, or if it was only necessary for new installations.

Mr. Aylesworth stated he believed it was an annual application.

Land Use Change Tax Warrant (Keyser)

Ms. Stewart noted that the recommendation was not to approve of the request.

Mr. Kluge noted the reasoning was because the property no longer qualified due to its size.

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

Current Use Applications (Stewart, LaMontagne/Nunn, Ames/Newton, Petryk)

Mr. Aylesworth and members of the BOS discussed details of the applications.

Mr. Kluge made a motion to approve the slate of properties for current use. Mrs. Smith seconded. A roll call vote was taken. Motion passes (2-0). Ms. Stewart abstained due to conflict of interest.

Property Tax Abatements (Michael Revoc Trust)

Mr. Aylesworth noted that the property was located at 160 Shaker Boulevard, Map 27, Lot 11.

Ms. Bonnette clarified that the two abatements up for approval were two separate properties owned by the same owner.

Mr. Aylesworth read notes as submitted by the assessor who recommended that the assessment be reduced from \$383,400 to \$362,000.

Mrs. Smith made a motion to accept the recommendation of the tax assessor on the property tax abatement for the Michael Revocable Trust. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented another request for the second parcel located at Map 27, Lot 26. He read notes submitted by the assessor who recommended that the request for abatement be denied.

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

Property Tax Exemptions

Mr. Aylesworth stated that there were situations where the assessor recommended denials where the BOS had voted to grant the exemption in previous years. He noted that one such organization was the Upper Valley Snow Sports Foundation.

Ms. Stewart noted that Ms. Purcell, a board member of the Upper Valley Snow Sports Foundation, was present to speak to the recommendation.

Ms. Purcell addressed the BOS with the request to grant the Upper Valley Snow Sports Foundation an exemption for another year. She noted that many school age children in Enfield and the Upper Valley Community, including 60 children that received scholarships for participation. She noted that the foundation has a strong desire to continue to deliver outdoor recreation programs for the community.

- Upper Valley Snow Sports Foundation
Mrs. Smith made a motion to grant the Upper Valley Snow Sports Foundation a tax exemption as the Town has in previous years. Mr. Kluge second. A roll call vote was taken. Vote in favor of the motion (3-0).

- Dartmouth College – Sailing Club
Mr. Aylesworth noted that historically the exemption has been for 75% of the value, leaving 25% to be taxed, and the assessor is recommending a continuation of the split.

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

- Enfield Community Lutheran Church
- Enfield Historical Society
- Enfield United Methodist Church
- St. Helena's Catholic Church
- Union Church of Enfield Center
- Living Waters Bible Church
- New England Forestry Foundation
- Enfield Village Association

The BOS discussed details of the assessor's recommendations, including the approval for the tax exemption for Living Waters Bible Church with no exemptions for the backland.

Mr. Kluge made a motion to support the assessor's recommendation for the non-profits. Ms. Stewart read the list of nonprofits for the record: Enfield Community Church, Enfield Historical Society, Enfield United Methodist Church, St. Helena's Catholic Church, Union Church of Enfield Center, Living Waters Bible Church, New England Forestry Foundation, and the Enfield Village Association. Mrs. Smith seconded.

Ms. Aufiero inquired about why the New England Forestry Foundation was and why it was not receiving an exemption.

Mr. Aylesworth noted that the issue was that the New England Forestry Foundation did not occupy the land in which it was requesting an exemption.

It was noted that the assessor had recommended that the full exemption request should not be supplied to the Enfield Village Association, with regard to the rental property.

Mr. Kluge amended his motion to say: the Enfield Village Association should be given its full exemption as requested. Ms. Stewart clarified that assessors' recommendations would be accepted for the Enfield Community Church, Enfield Historical Society, Enfield United Methodist Church, St. Helena's Catholic Church, Union Church of Enfield Center, Living Waters Bible Church, and New England Forestry Foundation, and that the Enfield Village Association will be granted a full exemption. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS

Richard Colt – "Avalon Property"

Mr. Colt introduced himself as an interested in purchasing the Avalon property located on Route 4 and expressed interest in discussing holding the taxes at a lower level for a period of time if he were to develop the property.

Ms. Stewart noted that it would be a conversation that should be initiated with the Community and Economic Development Administrator.

Mr. Aylesworth noted it can be included in a future agenda with a written proposal to be presented prior to the meeting for the BOS.

Cecilia Aufiero – Bog Road Property

Ms. Aufiero noted in the last meeting she attended that she had mentioned that the Bog Road property should be listed as a Prime Wetland, which requires more attention when people get permits and is a safety net for the town's natural resources.

Ms. Aufiero inquired as to the roads that are scheduled to be paved. She noted that if Bog Road was slated for paving that it was underlaid with logs and overlaid with dirt.

Mr. Aylesworth noted that Bog Road was not slated to be paved and that careful consideration was being taken for the project due to full depth reclamation.

Ms. Aufiero noted that DES would need to be involved when it happened.

Mr. Aylesworth agreed and noted the DES was already aware of current issues with culverts and beavers in the area.

ADJOURNMENT

Mr. Kluge made a motion to adjourn the meeting at 7:55pm. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:55pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – JUNE 1, 2020

General Information and Updates from Departments

- The June issue of the Town newsletter will be published on June 1.
- 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>
- As was previously reported, last month the Governor Sununu announced that \$40 million of the State of NH's \$1.25 billion allotment via the CARES Act was 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. Each municipality is permitted to submit requests for reimbursement on three different occasions: June 1, July 15, and September 1. The Town of Enfield's first reimbursement request, which corresponds to the March 1 through April 30 time frame and is being submitted on June 1, was for a combined roughly \$50,000. The requested funds spanned several categories of eligible expenses, including: employee wages for work time specifically dedicated to COVID-19 related tasks, paid sick/family leave associated with COVID-19, upgrades to IT infrastructure to better enable employees to work from home, modifications to municipal buildings, and supplies to sterilize the work environment. A detailed breakdown of these expenses is enclosed separately in the Board of Selectmen's June 1 meeting packet.
- The Town Manager transmitted a letter to the Grafton County Commissioners (a copy of which has been enclosed separately in the Board's June 1 meeting packet) on behalf of the Enfield Board of Selectmen on May 29, 2020, expressing concerns about the County's proposed 2021 budget. This budget represents a more than 4% increase from the 2020 budget and would result in an estimated 3.24% increase in the county portion of the property tax rate.
- As was previously reported, in early-May, 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 was 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 Town received bids from four different vendors and is in the process of making a selection. Based on the available paving budget and the per unit prices quoted by the paving vendors, it is likely that the Town will elect to defer application of the 1.25" top coat on Livingstone Lodge Road until the summer of 2021. Putting the Livingstone Lodge overlay on hold for one year will also enable the DPW to direct funds toward asphalt repairs, crack sealing and grader shim for several streets that were recently resurfaced (these preventative maintenance actions significantly help extend the useful life of a paving project).

- Steve King of the DPW Highway Division (who has been with the Town just over two years) recently informed us that he has accepted a position in the private sector. Steve holds a CDL Class A and was a productive member of our team. As a result of his pending departure, the Town of Enfield is currently accepting applications for the full-time position of Light Equipment Operator. The LE Operator works under the general supervision of the Highway Supervisor and is responsible for the skilled and safe operation of and routine preventative maintenance of assigned light duty trucks, light construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. Strong preference for applicants already possessing a NH CDL Class B, but candidates willing to commit to obtaining their CDL Class B upon hire will be considered. Interested parties are being encouraged to apply by June 12. A detailed job announcement and application guidance can be found here: <https://www.enfield.nh.us/administration-town-manager/pages/employment-information>

Because the DPW is already down a full-time Grounds Crew Leader and we have subsequently assigned one of the other Light Equipment Operators to help cover buildings/grounds on a 50% basis, DPW will not be able to function effectively if we were to defer backfilling the LE Operator position (that would put us down two full-time employees). We will continue to leave the Grounds Crew Leader position vacant to reduce expenditures this budget year.

- The DPW Water & Sewer Division will be reading meters beginning June 22 and bills will be issued the first week in July.
- In consultation with the Town Manager and DPW Director, Enfield's Town Counsel prepared an email memorandum to the City of Lebanon's attorney to lay out a series of questions that the Town insists need to be answered in order for Enfield to evaluate the equity of the City's present approach to calculating wastewater collection and treatment fees.
- The main fire engine (Engine 5) garaged at the Union Street fire station will be going out of service for pump repair during the first couple weeks of June. During this time the Fire Department has elected to move Engine 3 (the newest engine, which is normally garaged at the Enfield Center station) to the Union Street station and Engine 4 (the 30+ year old auxiliary engine typically housed at Union Street) to the Enfield Center station.

The Department has also made arrangements to have all of its hoses tested in July (this was originally scheduled for May, but had to be postponed due to COVID-19).

- The Enfield Parks & Recreation Department has made a very difficult decision to DELAY all of our summer camp and swim lessons programming until Monday, July 6th at the earliest. Our unique summer camp settings do not allow for us to effectively adhere to the current social distancing guidelines with a gathering of nine people or fewer at this time, and we of course do not that to put the participants (staff, campers or anyone else involved) at risk.

Many factors were considered when making this decision. The issue that we faced in every scenario was how can we offer these programs safely. We felt it was in everyone's best interest to DELAY rather than cancel so we can explore options going forward after the State of NH issues new guidance with respect to parks and day camps. If we reach a point where a delayed start is not feasible and cancellation is warranted, we will of course announce that as soon as possible.

In lieu of June Summer Camp we are planning to have a physical activity or mental challenge each day for youth, Monday through Friday, and will be posting them on our Parks & Recreation Facebook page (<https://www.facebook.com/EnfieldNHRecreation>).

The Town of Enfield anticipates that it will make a final determination regarding the 2020 summer camp within the next week. Clearly, ensuring the safety of our camp staff and campers is our utmost priority. In addition to the benefits that summer camp experiences bestow to our youth, we fully recognize the value that summer camp provides parents who may otherwise find it logistically very challenging to reenter the workforce in the absence of a summer camp. Should the Town elect to operate its summer camp this season, we will be doing so in accordance with the guidelines established by the state:

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-day-camps.pdf>

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.
- The Municipal Facilities Advisory Committee (MFAC) last met on May 28 and will be meeting again on June 11. Several members of the MFAC also attended the May 26 School Board

meeting of the Mascoma Valley Regional School District to further discuss the Town's desire to complete additional site investigations (with assistance from Pathways Consulting) to evaluate the suitability of a portion of the School Administrative Unit property for the siting of a public safety facility. It was a productive discussion, and the MFAC presently anticipates that the School Board will issue a final decision regarding the site investigations at its June 9 meeting. Conceptual designs/layouts for a renovated and expanded Whitney Hall and new public safety facility are very nearly complete, and the Committee and Bread Loaf (architecture firm) have engaged in many discussions centered around adjustments that could be made to the conceptual designs to manage costs without sacrificing value, and enhance the usability of the facility in the event of future pandemics.

It is the MFAC's goal to wrap up this stage of the project with Bread Loaf during the month of June 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 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.

- In recent weeks, the Town Manager formed an ad hoc committee called the Internet Access Working Group, which is comprised of six local residents with expertise in the telecommunications industry and is responsible for helping to identify and advance ways in which access to high-speed internet can be improved in the Town of Enfield. The Town Manager has asked the Land Use & Community Development Administrator to serve as the staff lead on this effort. As has been previously discussed, although the NH FastRoads initiative resulted in a major buildout of "middle mile" fiberoptic cable throughout a majority of public roads in Enfield, the current owner of this infrastructure (FirstLight) has signaled a lack of interest or willingness to connect new residential customers.
- As previously reported, the deadline for contractors to submit proposals related to the construction of the open-air pavilion at Mascoma Lakeside Park was May 15. A subcommittee comprised the Town's Building Inspector (who will serve as the Owner's Rep on the project), Architect Paul Mirski and two members of the Mascoma Lakeside Park Committee, has been assembled as it presently carefully reviewing the proposals and arranging for follow up meetings with the contractors to help determine which direction the Town will go from here. Initial meetings with contractors were all very positive and productive. The goal is to have the pavilion fully constructed and the project finalized by November 2020.

The Town of Enfield has also recently submitted an "Intent to Apply Form" (separately enclosed in the Board of Selectmen's June 1 meeting packet) for grant funding under the Land & Water Conservation Fund (LWCF). LWCF grants require a 1-1 match, which mean that private donations, other grants, or local funds would need to be obtained in order to secure the LWCF funds. The focus of an LWCF grant would be "Phase 2" of the Mascoma Lakeside Park site

development work. More specifically, funds would be used to complete parking lot improvements and modify the existing Rail Trail crossing once the pavilion is constructed.

- The Town continues to move toward finalizing a contract with Target New England for the Enfield Center Town House structural stabilization/repairs project. The Town Manager and Building Inspector are arranging for site visit with the contractor later this week so that a few lingering questions regarding work methods can be resolved prior to executing the contract and having work commence during the month of June.