

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES JULY 20, 2020**

TIME: 6:00 PM
LOCATION: via Zoom Teleconference

PRESENT

Board of Selectmen: Katherine D.P. Stewart, John W. Kluge, Meredith Smith

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

OTHERS: Emily Curtis, recording secretary; Roy Holland, Chief of Police; Cecilia Aufiero, Lee Davis, Jeremy Ford, Bridget Labrie, Dan Kiley, Lindsay Smith, Sandy Romano, Dr. David Beaufait, Sharon Beaufait, Alice Ely, Shirley Green, Bob Cusick

CALL TO ORDER

Ms. Stewart called the Selectboard meeting to order at 6:00pm.

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 - July 6, 2020

Mrs. Smith made a motion to pass the minutes as printed. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Mr. Aylesworth noted that there were no communications for this meeting.

BOARD REPORTS

Mr. Kluge noted he did not have any updates to present.

Mrs. Smith noted she did not have updates and that there would be a Heritage Meeting this week.

Ms. Stewart stated that the Budget Committee attended Town Meeting, which will be reviewed later in the Board of Selectmen (BOS) meeting.

TOWN MANAGER'S REPORT

Mr. Aylesworth noted the following:

- He is finalizing the Request for Proposals (RFP) which was authorized at Town Meeting regarding the Town entering into a power purchase agreement relative to a solar array to be installed on the roof of the Department of Public Works (DPW) salt shed.
- The Summer Camp offered through Enfield Recreation is in its third week of operation. He noted that feedback from Mr. Winters indicates the camp staff and campers are doing a good job with handling appropriate precautions in Huse Park.
- He indicated there are more vacancies in the DPW: Buildings & Grounds Leader, Buildings & Grounds Maintainer, and a Light Equipment Operator (Highway Division). The DPW is short handed and they are working to get positions filled but will likely hold off on filling the Light Equipment Operator at this time due to budgetary concerns surrounding COVID-19.
- The Town is coordinating with the NH Lakes Association to have a CP3 boat cleaning unit the week of August 13th. These units are designed to prevent the spread of aquatic invasive species from one waterbody to another. The NH Lakes Association is loaning its unit to Towns across the state for them to try and see how well it meets their needs. The units are solar powered and do not use water to clean the boat before it goes into the water.
- He is working with Ms. Bonnette on finalizing guidance for 2021 operating requests and requesting feedback from Department Heads during the month of August.
- The Municipal Facilities Advisory Committee (MFAC) met on July 13th and continues to develop their packet of recommendations to present to the BOS. A subgroup of the Committee will be visiting the new fire station in Warner, NH to gather more information regarding the use of insulated concrete forms (ICF) as a building material.

- He provided a copy of the draft letter to Comcast, Consolidated Communications, and Firstlight/WiValley, to gather information regarding their service areas and examine what dead zones may exist. The companies are required to provide the date within two weeks of the request.
- He noted the contract with Upper Valley Building and Remodeling has been executed. The project is anticipated to begin in the later portion of August. The contractor is hopeful to have the work completed by the end of November.
- The Enfield Center Town House project seems to be moving along well.

Mrs. Smith noted that she visited the Enfield Center Town House and a member of the construction company's crew took photos for her. She noted that Mr. Neily, the Town's Building Inspector, has said that once the work is complete the building will be ready to be safely utilized for a variety of purposes.

Mr. Aylesworth noted that the work should be completed within the next two weeks, and possibly no more than one week based on his latest communications with the project supervisor.

Mr. Aylesworth noted that, as part of the MFAC project, Pathways Consulting will be helping to oversee the excavation of test pits as part of the geotechnical investigations with the assistance of town employees and equipment on the SAU property to obtain the field data necessary for analysis. At this time, it is hoped the final report will be available in late-July or early-August.

Ms. Stewart opened the floor for any public comments regarding the Town Managers report.

Ms. Aufiero noted that she understood that the items being explored by the MFAC were not going forward this year and noted her confusion that work is still being done by MFAC. She expressed concern that work was still being completed even though the projects were tabled at the 2020 Town Meeting.

Ms. Stewart noted that the BOS had voted to allow the test pits to be completed as part of the MFAC report to the BOS, and that it had also been determined that the MFAC should finish the work it had contracted with an architecture firm to do, and that the associated recommendations should be presented. She added that after the reports and recommendations are delivered to the BOS, if the BOS approves the building projects to be acted on it would then be brought to Town Meeting for vote.

PUBLIC COMMENTS

Ms. Stewart requested if any members of the public had a comment for items not on the agenda.

Dan Kiley – Community Building Occupancy Limits & Use

Mr. Kiley inquired if there was a maximum occupancy of the Community Building and if there was a cleaning fee for renters.

Mr. Aylesworth noted that Ms. Bonnette worked with Mr. Neily, the building inspector to develop revised numbers for occupancy purposes.

Ms. Bonnette noted that there was an occupancy limit of 50 people upstairs and 13 people downstairs. She noted a cleaning fee had not been assessed as of yet.

Members of the BOS felt a professional cleaning company should sanitize the space between uses.

Mr. Kluge inquired if there was capability to use the Community Building during the primary election.

Ms. L. Smith noted that is legally not possible to use the Community Building during the Primary election. She added that there is a proposal to the Governor to allow the ability to change polling places, but that the polling location for the Primaries needed to be posted as of June 1, 2020 and absolutely cannot be changed.

Mr. Kiley requested the absentee ballot link be posted on the town website.

Mr. Aylesworth ensured that this would be done once a few additional logistical details are finalized.

BUSINESS

Municipal Facilities Advisory Committee

Mr. Aylesworth responded to Ms. Aufiero's concern for the actions MFAC is completing. Mr. Aylesworth assured her that the work being completed by the MFAC is only that which was within the original scope of the project. He noted that the Committee's charge has not changed with regard to their commitment to provide a full report of recommendations to the BOS. He added that the site work is part of the original scope, which was defined prior to the current pandemic. He noted that the BOS will have their own take on the recommendations as given. If and when it might move forward, there will be a robust public engagement sessions prior to anything being brought forward to a Town Meeting vote.

State and Local Response to COVID-19

GOFERR Municipal Relief Fund – Reimbursement Request #2

Mr. Aylesworth noted that the Town of Enfield's first request for reimbursement was for about \$34,000, and the second request has been submitted for just under \$66,000. The Town's initial allotment is roughly \$111,000 and this means there is approximately \$11,000 of additional funding to be pursued. He added the third submission including costs associated with IT and networking upgrades will likely meet the Town's threshold for the grant dollars available.

Mrs. Smith inquired if the funds would cover additional expenses of Town Meeting.

Mr. Aylesworth noted that there were far more possible expenses eligible than funds that were made available. He noted that it is not likely that the Town could be reimbursed for every COVID related expense, but that they would utilize the eligibility criteria to ensure that the Town's obtains the maximum amount of funding.

Interest on Late-Payments of Property Taxes

Mr. Aylesworth noted that the topic of late payments was prompted by discussions held on the NH Municipal Managers Listserv. He noted that in Lebanon if a resident is late on taxes directly related to COVID-19, the interest rate is lowered from 8% to 1% pursuant to a new policy recently adopted by the City Council. He added that the residents must demonstrate that it is a COVID-19 related hardship and that if the property owner deviates from the agreed payment plan it will automatically go back to the regular interest rate. So, there are means for ensuring accountability.

Mr. Aylesworth noted that the tax collector is interested in understanding where the BOS stands with regard to late payments. He noted that collection rates for the first issue tax bills in 2020 are in keeping with historic averages and any previous issues have been handled on a case by case basis with BOS approval. He noted that there is no indication that there is a current problem, but that does not mean that such hardships will not come up between now and the second issue bills that are mailed in the fall.

Mr. Kluge noted that he was happy that it was not a current problem, but that in 6 months we will see where the economy is and acknowledged it is important to discuss now.

Mr. Aylesworth noted that if a different interest rate would be introduced, it would be effective for the full tax year, not just a portion of the year.

Ms. Stewart requested Mr. Aylesworth put together an outline with regard to how the concept would apply to Enfield for the BOS to review.

Members of the BOS were in support of moving forward with an outline regarding how late tax payments might be laid out.

Mrs. Smith noted that she would support measures on a case by case basis versus a blanket approach.

COVID -19 Updates from Chief Holland

Chief Holland noted that Enfield again has 1-4 active cases and is at an overall total of 7 cases. The Town of Enfield is still doing well for PPE and town-wide employees have been in regular communication to help prevent the spread of COVID. He added that, overall, NH is doing well in limiting the spread which is attributed to following social distancing and mask wearing guidelines.

Mr. Kluge inquired if there was a way to pass on the statistics to Selectmen as they become available. Ms. Stewart noted that information was also updated daily at: www.nh.gov/covid19.

Mr. Aylesworth noted that he receives information regarding testing facilities and positive cases and offered to forward the information to the BOS.

Chief Holland noted that there was regionally focused information that he received that he would be happy to forward as well.

Mr. Cusick inquired if we are tracking if emergency responders or town employees are leaving the state.

Mr. Aylesworth noted that there was a Town policy that has been tightened up so employees understand the requirements when traveling out-of-state or to events where large numbers of people will be present. He added that there are state expectations that are reflected in the expectations of employee and there have been no separate standards across the board for employees or first responders.

2020 Town Meeting Re-Cap

Mr. Kluge noted he was very impressed with how well the process went. He noted there were good volunteers, even the weather cooperated, and thanked everyone.

Members of the BOS thanked Ms. L. Smith and her team.

Ms. L. Smith noted that it was better than it was in past years in the gym and she felt safe. She noted there was a great team of people helping in all aspects of executing Town Meeting.

Mr. Cusick congratulated Ms. L. Smith on her work for the Town Meeting.

Ms. L. Smith thanked everyone for their feedback and noted that they were now shifting their focus toward the Primary.

Dr. Beaufait noted that, as a volunteer, there was plenty of PPE and safe spacing for people in the venue.

Ms. Stewart noted that the staging tents worked very well so that people were safely undercover and may be an idea to utilize for Whitney Hall.

Mr. Aylesworth echoed many of the sentiments of the format and the success of Ms. L. Smith and Ms. Bonnette for the execution. He added that the action on various articles went as anticipated. He noted that he did get the opportunity to have some conversations regarding the water and sewer articles; there were residents that were surprised that these two articles did not obtain the 2/3 support it needed to pass.

Ms. Stewart noted that, based on the format of having no visuals available, it was highly possible that residents did not understand the full scope of the articles. She added that, though many opportunities were held for public hearings and discussion, the information did not reach everyone and would be worth re-presenting in a future Town Meeting.

Mr. Aylesworth requested that the BOS review the articles for a future meeting.

Mrs. Smith noted that the pandemic had an effect and the price tag may have scared them.

Ms. Stewart noted that she had discussions with people that felt they didn't have enough information. She noted that people didn't understand the breakdown of information, such as if the system breaks this year that it would still need to be fixed but would come out of pocket for the town instead of being able to use federal funding, as was proposed in the article.

Dr. Beaufait noted that he supported the articles, and that he supported the municipal officials pondering of the price tags of the projects and what the economy may look like going forward. He noted if something like this doesn't pass due to economic concerns than it may send a strong signal as to how any potential future municipal facilities upgrades will be received by the voters.

Ms. Labrie wondered if there was a way to break down the town costs, such as if there was a percentage of public facilities usage in the Library or Town Hall, to compare to that of direct users.

Mr. Aylesworth noted that there was a discussion that was held on how other towns-based utilities on its users, including what is paid by the general fund versus users, and the shift of implementation could be an uphill battle.

Ms. Stewart suggested that a survey be conducted to get data to see if it is worth exploring further.

Planning for the State Primary (September) and General Election (November)

Ms. L. Smith noted that we are waiting on more information from the state, but it is not possible to change locations. Whitney Hall is a challenging location even without a pandemic and it will be difficult.

Mr. Kluge asked if we could change the location of the November election.

Ms. L. Smith confirmed the location for the November election can be changed. She noted the Community Building and Whitney Hall are similar in size, if based off of usable square footage. She noted the only place that has a larger area is the gym in EVS, but there is a question if school will be in session. She noted that each option presents many challenges.

Mrs. Romano noted that she anticipated there to be many people utilizing absentee ballots this year.

Ms. Stewart inquired if it was possible to send a mailing to each resident with a form for absentee ballots.

Ms. Romano and the BOS discussed how best to get absentee ballot information out to voters.

Ms. L. Smith noted that she would support promoting absentee ballots and sharing the information of how to do it. She noted the Governor just signed HP-1266, which expanded who can vote absentee as well as how absentee ballots can be processed.

It was noted that absentee ballots are available for the September Primary. Applications for absentee ballots can be requested at any time for both the September Primary and November General Election.

Ms. Stewart requested that the town offices come up with ideas for a post card and an information campaign regarding how to file absentee ballots to send to residents. She also requested updates regarding the number of people who have requested absentee ballots.

Mr. Cusick noted that there is a difference between an absentee ballot and a mail in ballot, and that there may be some confusion between those terms.

Ms. Bonnette noted that, regarding the post cards, the Town could mail to the zip codes 03748 and 03749. It would be difficult to reach residents in Eastman who have Grantham mailing addresses. She noted that sending a blanket mailing to Grantham would cost more and reach individuals that are not Enfield voters.

Ms. L. Smith noted that there were some concerns for having a tent in the Whitney Hall parking lot and there would be logistics to work out, including parking and ensuring handicapped spaces are available. She asked Dr. Beaufait whether the voting booths needed to be within view of registration tables.

Members of the BOS and public discussed ideas for how to safely execute voting in Whitney Hall.

Dr. Beaufait recommended having an Assistant Moderator available to help with the flow of people, such as if the Moderator is located upstairs and the Assistant Moderator located downstairs.

Ms. Stewart inquired if Ms. L. Smith would have another working group as she did for Town Meeting.

Ms. L. Smith confirmed she would develop a working Committee.

Approval of Revised Budget Appropriations

Mr. Aylesworth stated that the Town Meeting approved a bottom-line budget. He shared a report reflecting where line item adjustments to the budget are being proposed to equal approved appropriations.

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

Face Mask Ordinance

Mr. Aylesworth noted that many towns are moving forward with mask ordinances. He presented a draft of a Town ordinance to the BOS to discuss, which he indicated was developed following discussions he had with each Board member which made it clear that this was a priority action item for them. He noted a public notice and public hearing, as well as any final actions, would take place at the next BOS meeting.

Ms. Ely noted that, from a public health standpoint, it is very clear that masks are an effective strategy in helping prevent the spread of COVID-19. She noted that if the Town chooses to move forward with a mask ordinance that the Public Health Council can share that with towns in the region.

Ms. Stewart noted that local business owners were supporting a mask ordinance.

Mr. Kluge was in favor of an ordinance, but noted he had concerns for enforcement. He added that some parts of the ordinance are unclear.

Members of the BOS and public discussed the details of the ordinance as proposed.

Mr. Kluge asked Chief Holland how he felt about the enforcement piece of the ordinance.

Chief Holland stated that the department has gone as far as they can with enforcement based on current guidelines from the Attorney General's office. He noted that he has reviewed the current guidelines with business owners and employees, but the department still receives about a dozen calls per week regarding people not wearing masks. He added that if the ordinance was in place, they could issue citations.

Chief Holland offered feedback with regard to the proposed wording for the ordinance.

Ms. Aufiero asked what would be done with regard to visitors coming from out of state who are not paying attention to the orders.

Chief Holland noted that the first step is always a warning and education, and contacts regarding any warnings or citations are tracked closely.

Mr. Cusick noted that having someone care enough to make mention of a mask would be important and offering businesses a printed notice of the ordinance to hang on their doors to help eliminate issues.

Mr. Kluge agreed that measure would be appropriate.

Mr. Kiley added that even going from 60 up to 80 percent compliance would be an improvement.

Ms. Stewart agreed that a sign is a kind reminder and she inquired if the Upper Valley Business Alliance (UVBA) was still assisting with providing masks.

Chief Holland noted that masks were no longer available through the UVBA.

Mr. Cusick noted that if there was an ordinance it would affect the school district as well.

It was noted that the School Board would be holding a Zoom meeting regarding what the next steps are for the district and that related documents are publicly posted on the school website.

Mr. Kluge made a motion to move forward with a proposed ordinance as corrected. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

It was noted it would be posted as a Public Hearing at 6:30 pm during the next BOS meeting.

Fire Department Portable Radio Upgrades – Proposed Withdrawal from CIP-CRF

Mr. Aylesworth stated that the Capital Improvement Program (CIP) Committee included funding for up to \$20,000 for radio replacement and that it is not a new item in the 2020 plan.

Chief Cummings estimated during the CIP process that radios would be about \$4,000 each. He stated that the units ended up coming in a little above that; however, there is a current offer for reduced pricing for Grafton County through December 23rd of this year. He noted the total purchase order came to a total of \$18,994.60 which would replace the first five radios. He planned to present to the CIP Committee to purchase five this year, as well as units to be replaced over the next three years. Chief Cummings added that if they were all purchased all at one time it could be a savings of \$6,000.

Mr. Kluge made a motion to authorize a withdrawal up to \$19,000 from the Capital Improvement Program Capital Reserve Fund for the purchase of the Motorola radios. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Impending Tax Deedings

Mr. Aylesworth noted that the moratorium regarding tax deedings, which was done by executive order, has expired. He inquired if the BOS would support his proposed letter which would be sent to landowners notifying them that the town would hold off on the tax deeding process in 2020.

Mr. Kluge supported the letter.

Mr. Aylesworth and members of the BOS discussed the details of the letter and clarification that interest would still continue to accrue and that payments should still be made.

Mr. Aylesworth noted that the 2017 taxes need to be caught up, as well as 2018 taxes by spring 2021 in order to prevent deeding. He added that it was a relatively small number of individuals and properties that would otherwise be subject to tax deeding at this time.

Mr. Kluge made a motion to accept the Town Manager's proposed letter regarding tax deeding. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

It was noted that there were no administrative items to review.

OTHER BUSINESS

Mr. Aylesworth noted that a \$1,000 donation to the Enfield Center Town House was received today and will be on the agenda to accept at the next meeting.

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 7:58 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:58pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – JULY 20, 2020

General Information and Updates from Departments

- With the July 11 Town Meeting now complete, the Town Clerk, Moderator, and Supervisors of the Checklist had begun to shift gears and focus on preparations for the September state primary and November general election. Planning for these two elections will be a topic of discussion during the Board of Selectmen's business meeting on July 20. At this time, it appears that it may be legally permissible to hold an election outside in the Whitney Hall parking lot should Town officials deem this to be a preferred alternative to using the second-floor auditorium. However, careful consideration needs to be given to the role that weather could play if this outdoor format were used as well as how voters would arrive at the polling place given that most/all of the on-site parking would be eliminated.
- Following the approval of the operating budget at the 2020 Town Meeting on July 11, Town Administration and Department Heads completed a final review of the budget and made a number of adjustments at the object code level (line items within a given department's budget) to ensure funding was where it needs to be while ensuring that the bottom line remained at the approved level (\$6,727,966). These totals have been uploaded into the Town's funding accounting system and will be presented to the Board of Selectmen for final review and approval when the MS-232 ("Report of Appropriations Actually Voted") is submitted to the NH Department of Revenue Administration in late-July.
- Following passage of Article 22 at the 2020 Town Meeting on July 11, the Town Manager began preparing a detailed request for proposals relative the development of a solar array on the DPW salt shed and an associated power purchase agreement that the Board of Selectmen would enter into with a qualified company. At this time it is anticipated that the RFP will be published by July 24 with proposals due by August 21.
- On July 15, the Town submitted its second application for reimbursement via the GOFERR Municipal Relief Fund (CARES Act). The Town received approximately \$34,000 from its first reimbursement request, and the second request for approximately \$66,000. This leaves roughly \$11,000 of the Town's \$111,000 allocation. A final reimbursement request will be submitted in September. As a reminder, the guidance from that state indicates that the funds allotted to municipalities cannot be used to offset revenue shortfalls associated with COVID-19, the funds can only be used to offset certain eligible expenses. Items in the most recent reimbursement request included eligible payroll cost recovery, eligible paid sick leave, and certain IT hardware/software expenses. The special one-time stipends paid to first responders (police, fire and ambulance) with CARES Act funds for the period May 4 through June 30 were administered during the July 6 payroll.
- Over the past two weeks the Town's migration to an Office365 computing environment and other comprehensive IT network upgrades have continued forward. All employees and officials with a Town of Enfield email account are now receiving email via Office365. Configuration of the new server should be fully complete by August. We believe that all of these costs will ultimately be covered by grants from the GOFERR Municipal Relief Fund given that the Town's improved IT

environment will make it far more efficient for employees to work remotely and limit exposure to COVID-19 (or other virus during a pandemic).

- The Enfield Parks and Recreation summer camp opened with modified operations for the 2020 season (no field trips) on July 6. During the first two weeks of camp operation, we had 21 and 18 campers, respectively. The Town previously announced that we MUST have a minimum of 16 full day campers to operate camp each week to ensure an acceptable cost-benefit ratio, and, thus far, we have achieved that goal. The camp will run three more weeks, concluding on August 7. Camp is open to those who in the Fall of 2020 will be entering grades K-6. The camp runs from 7:30am – 5:00pm. Weekly camp cost per camper is \$130 for Enfield residents and \$145 for non-residents.
- The Town of Enfield began reclaiming the following roads this month: Warren and Bud Mill Roads and a section of Shaker Blvd at the NH Route 4A end and a section of Livingstone Lodge Road near Wescott Road. First, a machine ground up the existing pavement and put new base material in place. Aggregate was then added and the new roadbed was graded and treated with calcium chloride to firm the base and prevent dust. The new road base will be paved next month after a period of roughly six weeks of settling and compacting. A two-inch base of pavement will be placed, followed by a one inch wearing course. The one-inch wearing course will not be added to Livingstone Lodge Road until summer 2021.
- The DPW Highway Division has been busy this month grading gravel roads and performing ditching as needed throughout Town. This past week, grading was completed on Choate Road and Grafton Pond Road, among others. The Town has received very positive feedback from residents regarding the current condition and maintenance of our gravel roads.
- Earlier this month, a member of the DPW Buildings and Grounds Division, gave notice that she had accepted a full-time position with a local business. This created a second vacancy in the Buildings and Grounds Division (the Buildings and Grounds Leader position has been vacant for approximately two months due to a temporary hiring freeze brought on by COVID-19). With two vacant positions in this division it is essential that the Town backfill at least one of the positions in order to ensure that essential mowing, facility maintenance, and other core functions are being completed on a regular basis. The Town is presently advertising for both the Buildings and Grounds Leader and Buildings and Grounds Maintainer positions and there are now over a dozen candidates for both positions as of the writing of this report. Candidate interviews will be scheduled within the next week. As was previously reported, the DPW Highway Division also has a vacant light equipment operator position, and this position will likely now remain vacant until 2021 for budgetary reasons.
- The DPW Water & Sewer Division performed meter reading during the last week of July and bills were issued last week with a due date in mid-August.
- The Town of Enfield and Mascoma Lake Association are coordinating with the NH Lakes Association to have a CP3 boat washing unit installed at the Mascoma Lake boat launch (the Enfield launch) from August 13-20. CD3 portable trailers are self-service units that enable boaters to clean their boats of any aquatic weeds or other potentially invasive species prior to launching and/or upon reloading their boat. If this demo period proves successful, the Town

may wish to consider purchasing a unit to make available to boaters on a permanent basis. The units are solar powered and do not require a water source. Additional information on CD3 products can be found here: <https://www.cd3systems.com/>

- In his capacity as the Vice Chair of the Upper Valley Lake Sunapee Regional Planning Commission (member of the Executive Committee), the Town Manager has been actively participating in the search process for the vacant Executive Director position. Approximately six candidates are being invited to interview in the next stage of the process, with the expectation that approximately half of these semi-finalists will be identified as finalists and invited to interview in-person within the next month. The organization will continue to be led by an interim Executive Director until a permanent replacement is selected.

Project Updates

- The Town Manager is in the process of finalizing guidance documents and worksheets that department heads will use when developing their 2021 operating budget requests, 6-year capital improvement program requests (2021-2026) and annual updates to their 5-year strategic governance plans. These materials will be distributed to department heads in early-August.
- With the 2021 Town Meeting now less than eight months away, now is a good time to reflect on the two bond articles (water and sewer system improvements) that failed to obtain the 2/3 majority necessary for passage. In doing so, I would offer a few different observations. First, I believe these projects are of paramount importance for the Town to pursue and should absolutely be revisited in March 2021. Second, attendance at the 2020 Town Meeting was quite suppressed due to COVID-19. Despite all the careful planning that went into the outdoor/event tent format, the ongoing pandemic and the poor weather contributed to a turnout that was approximately 50-60% of a more typical year. No one can declare with certainty what the outcomes of these particular votes would have been had attendance been closer to 150-175 voters (the 2019 Town Meeting had approximately 175 voters), but, it is quite possible that these articles would have achieved the supermajorities needed for passage. Third, it is important to remember that the Town will likely be formally notified as to the outcome of its two USDA Rural Development funding applications by late fall 2020. As such, future debate on these articles at the 2021 Town Meeting will be benefited by the fact that the funding package is a known quantity (eliminating the concerns some voters expressed as to how much of the project cost would be grant funded and/or what the interest rate would be). Finally, it appeared that some voters may have started to second guess the projects based on public comments made by a voter regarding the way in which the projects were “structured.” This same voter said he believes the projects are necessary and seemed to believe that the project costs even seemed reasonable. However, he raised doubts about the finance “structure.” These comments were meant to suggest that the costs should be partially covered by the taxpayers (a majority of which are not part of the systems) and not be entirely borne by the users of the municipal water and sewer systems. I believe this argument should have been more directly at the July 11 Town Meeting as the voters are highly unlikely to ever support this. As such, there is little rationale for further delaying the projects until such time as the public supports offsetting a portion of the cost through taxation.

- The Municipal Facilities Advisory Committee (MFAC) last met on July 13 and will be meeting again on July 27. At this point, with the conceptual designs/layouts for a renovated and expanded Whitney Hall and new public safety facility effectively complete, the focus of the discussion has been on developing the presentation and recommendations that will soon be provided to the Board of Selectmen. Also, this past week, additional progress was made with the geotechnical investigation being conducted by a subcontractor hired by Pathways Consulting (civil and environmental engineering firm) on a site being evaluated for the possible future site of a public safety facility. More specifically, after delineating any wetlands on the subject parcel, a number of test pits were extracted from previously identified locations. The Town is still waiting on the formal analysis/report to be transmitted, but, it does not appear that the site poses any problems from a wetlands or ledge stone standpoint. Finally, a subset of the MFAC as well as the Police Chief and Building Inspector will be traveling to Warner, NH, on July 24 to tour the Town's new fire station that was constructed using insulated concrete forms (ICF). ICF is emerging a building material of interest due to energy efficient qualities, the fact that it would make the entire building effectively bullet proof, and the relative speed in which a structure made of this material can be constructed.

It is the MFAC's goal to present its final recommendations to the Board of Selectmen later this summer. 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 in late-June the Town of Enfield submitted an application for \$390,000 in funding via the LCHIP grant program for the specific purpose of rehabilitating Whitney Hall. The Town will be notified in December as to the final determination of its application.

- The Internet Access Working Group met again on July 8. As a reminder, this group 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 (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). The Land Use & Community Development Administrator is serving as the staff lead on this effort. During the July 8 meeting the group finalized a draft letter formally requesting information on existing broadband service areas that will be mailed to officials with each of the three high-speed internet providers in Enfield (Comcast, WiValley/FirstLight, and Consolidated Communications). A copy of this draft letter has been separately enclosed in the BOS information packet for the July 20 business meeting.
- The contract with Upper Valley Building and Remodeling for the construction of the open-air pavilion at Mascoma Lakeside Park has been executed by the Town and the contractor. Last month the Town also received authorization from the NH Department of Environmental Services following the agency's review of the Shoreland Protection permit application. At this time, it appears that the project will not commence in earnest until late-August due to the scheduling availability of the subcontractor (Steve Patten) completing the site work prior to construction. As was previously reported, it was necessary to give additional consideration to the timeline in

which construction is completed given that staff from the NH Department of Natural and Cultural Resources have indicated that funds that have already been raised for construction of the pavilion (including a \$135,000 matching grant from the Northern Border Regional Commission) can be used as match for a Land & Water Conservation Fund (LWCF) grant that would be used to complete much needed upgrades to the parking lot and trails. However, these funds can only be used to match a LWCF grant so long as the match has not been expended prior to the LWCF grant being awarded (anticipated in February 2021). This means that construct of the pavilion would have to wait until spring 2021. This matter was further discussed and deliberated at the Mascoma Lakeside Park Committee meeting on July 7, at which time the Committee voted to move forward with construction of the pavilion during the summer of 2020 and pursue private fundraising to generate the match needed for a LWCF project.

- After executing a contract with Target New England for the Enfield Center Town House structural stabilization/repairs project being funded with two \$10,000 Moose Plate grants (\$20,000 total project budget), the project commenced on July 6. A brief update on the project based on regular updates furnished by the Building Inspector (owner's representative for the project) is as follows:
 1. All of the concrete foundation forms for posts have been installed under the structure (and several more were poured)
 2. Floor has been successfully brought back up to "level" by means of jacking
 3. Support timbers and posts are on site and will be installed in the coming week now that jacking and concrete is in place.