

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES AUGUST 17, 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, Assistant Town Manager

**Others:** Emily Curtis, recording secretary; Roy Holland, Chief of Police; Dan Kiley, Harrison Trumbull, Cecilia Aufiero, Scott Gerlach, Ed McLaughlin, Lindsay Smith, Susan Brown, Bob Cusick, Ryan Degnan, Kevin DelMastro, Tim Lenihan, Harrison Trumbull

**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](mailto:raylesworth@enfield.nh.us).*

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

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

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

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

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

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

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

## **ROLL CALL OF ATTENDEES**

### **APPROVAL OF MINUTES – August 3, 2020**

Ms. 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**

**Town Clerk – Absentee Ballot Requests Report (the Town Clerk will provide the number of absentee ballot requests for the Primary vs. the number of registered voters at each meeting until the State Primary. Following the conclusion of the Primary, she will do the same during the lead up to the General Election in the interest of transparency and accuracy)**

Mr. Aylesworth provided updated numbers to members of the BOS regarding requests for absentee ballots requested.

Ms. L. Smith requested an update on the number of absentee ballots that had been requested.

Ms. Stewart noted that as of August 13<sup>th</sup>, a total of 233 Democrat and 58 Republican absentee ballots had been requested, which is roughly twice as many as were reported for July 30<sup>th</sup>.

Mr. Cusick complimented the Town Clerk on her work and efficiency in getting absentee ballots mailed.

Mr. Kluge seconded Mr. Cusick's comments.

## **Notice of Employee Retirement**

Mr. Aylesworth informed the BOS that Mr. Neily, the Town's building, health, and fire inspector, will be retiring on January 22, 2021. He noted that it would be ideal to structure things so that Mr. Neily's final weeks overlapped with the next inspector. Mr. Aylesworth noted it may also be possible to retain Mr. Neily's services on a part-time contractor basis after his retirement to assist in training a new inspector. He noted that Mr. Neily is very knowledgeable in his field and will be hard to replace.

## **BOARD REPORTS**

Ms. Smith noted that the Lakeside Park met on August 11<sup>th</sup> and updates would be brought forth later in the meeting. She added that she would be attending an LCHIP grant meeting with Mr. Aylesworth as a representative of the Heritage Commission.

Mr. Kluge noted he had no new reports.

Ms. Stewart noted that the Budget Committee will be meeting on August 25<sup>th</sup>.

## **TOWN MANAGER'S REPORT**

Mr. Aylesworth addressed Mr. McLaughlin and noted that his information would be presented later in the meeting.

Mr. McLaughlin noted that Ms. Bonnette and Ms. Huntley provided updates to him and he was able to review the information. He stated that he felt satisfied with the recommendations put forward and thanked everyone for their consideration.

Mr. Aylesworth provided updates to the BOS, including the following highlights:

- Over 50 applications were received with regard to DPW positions currently open. Mr. Taylor (DPW Director), Mr. Aylesworth, and Mr. Johnston (Highway Supervisor) started completing in person interviews for the Buildings and Grounds Leader and Buildings and Grounds Maintainer positions, and it is anticipated a hiring decision should be made soon.
- The Chief of Police has reported that they received 150 applications for the Public Safety Administrative Coordinator Position.
- The CP3 boat cleaning unit was installed on August 13th and current indications note that the use of the equipment is easy and going well. Thanks to the NH Lakes Association for making the unit available.
- The Budget Committee has a meeting coming up on August 25<sup>th</sup> with regard to the 2021 budget preparation. Materials are due back from department heads by September 14<sup>th</sup>.
- Ms. Smith and Mr. Aylesworth will be meeting with representatives from NH LCHIP with regard to the grant application totaling \$390,000 for the rehabilitation of Whitney Hall. He noted that it was a standard site visit which is part of the application process to review an applicant's pending funding request.
- The environmental site assessment of the Shedd Street property – which is being financially supported with funds from the U.S. Environmental Protection Agency – continues to move forward. Mr. Aylesworth has received the Level I site assessment, but was unable to forward it to the BOS by email due to the file size. He will look to share it by DropBox or OneDrive using cloud storage.
- MFAC has invited members of the BOS to a meeting on September 14<sup>th</sup> to present their final recommendations regarding municipal building projects. It was indicated that the Committee would forward presentation materials to members of the BOS for review prior to the night of the presentation. The Committee was informed of the BOS' desire to keep the presentation to one hour, with a half hour of discussion if necessary.

Ms. Aufiero questioned why the Town is presently pursuing an LCHIP grant on Whitney Hall when the Town has not yet voted on moving forward with renovations to the building. She inquired why we are advertising for someone to take on administrative responsibilities for all three public safety departments as opposed to backfilling Ms. Rowe's position as is. Ms. Aufiero said that it sounds like a dispatch center and we currently use Hanover for dispatch. She inquired why they would move forward with the position that way when the Town has not voted or had a say in that either.

Mr. Aylesworth noted that when municipalities apply for LCHIP grants it is a common practice to apply before a Town Meeting vote has taken place. LCHIP program administrators are very aware of this, and strongly encourage towns to apply prior to a Town Meeting vote. The town would find out in the end of 2020 if its pending grant request was awarded, which would then be very useful information to share with residents prior to having residents vote on any future construction projects.

Ms. Aufiero expressed her concerns to pursue grant funding for projects that haven't been voted on by the Town, especially when the Planning Board hasn't yet updated the Town's Master Plan. She noted she knows the MFAC has worked hard, but thinks it is still premature to apply for grant funding for Whitney Hall.

Mr. Aylesworth noted that it was important to provide information on funding to voters, such as available grant funding, to help inform the deliberative process at Town Meeting. He noted it was important to pursue resources which would reduce the financial burden to the Town if such projects were ultimately voted on and approved. He added that the LCHIP grant is a matching grant but noted that being awarded the funds was not the same as accepting the grant. If the Town were awarded the grant and Town Meeting ultimately voted against appropriating matching funds then the project would not move forward. As such, applying for a grant at this time in no way represents a binding commitment that the Town would complete the project.

Ms. Smith noted that if the overall conceptual design package developed with the help of Bread Loaf wasn't supported by the voters, it was still necessary to spend money on Whitney Hall. She noted there were years of deferred maintenance that the money could be used to still benefit the Town. She noted the grant has been discussed in the last few years, and it does not require an entirely new project to be used on Whitney Hall.

Ms. Stewart invited Mr. Aylesworth to speak to the second question regarding the reconstitution of the public safety administrative position currently being advertised with the Town.

Mr. Aylesworth noted that it was a standard practice to re-evaluate the roles and responsibilities associated with a staff position any time there is a vacancy. He indicated this is done to ensure the position is best meeting the needs to the Town. He noted that backfilling the position in its current configuration had certainly been considered, and that he and the public safety chiefs also considered what other needs may exist in the town which might expand the responsibilities held in the position. The position will still be focused on police department administrative support, and bringing in administrative support functions for the Fire and Ambulance departments in no way signals that the Town is developing its own dispatch center. The Town is going to continue to participate in Hanover's regional dispatch. He added that consideration was taken to ensure that citizens will get that much more value from the position, and that the Fire and Ambulance departments were in need of administrative support given that they do not presently have staff to answer incoming calls. The planned adjustments to the new public safety administrative coordinator position would ensure that residents calling with non-emergency fire and ambulance questions would get timely customer service.

Mr. Cusick noted that Ms. Rowe is very knowledgeable about residents in the Town and has been very helpful in the COVID crisis, as well as a tie in with the Chief and the Friends of Mascoma Foundation. He added that she is aware of where the problems lie, and she has been able to bring forward a relationship between the community and the PD, as well as the services needed for health and welfare.

Ms. Stewart requested any further comments with regard to the Town Manager's Report.

Ms. Brown noted that LCHIP money is golden and has done so much in this state to assist with places that need to be preserved, and it is a great resource that should be utilized.

## **PUBLIC COMMENTS**

Ms. Stewart requested comments from the public regarding items not on the agenda.

Ms. Brown would like to inquire why there was rail trail parking being advertised on Depot Street. She noted that there has been a large increase in traffic and people are driving too fast down Depot Street to the parking area. She also inquired about a Dig Safe stake in the ground on Depot Street. She noted that there are many walkers that use Depot Street to get on the rail trail and walk to the beach, but many find it to be too far and turn around and leave. She requested that the town implement a 10 MPH zone on Depot

Street. She additionally noted that the rail trail bridge over the river is deteriorating and causing very unsafe conditions.

Mr. Aylesworth noted that Ms. Brown sent an email in June, which he immediately responded to inform her in detail of the planned new public parking signage on Depot Street. He responded to inform her that the Dig Safe stake was where a public parking sign was going to be posted. Mr. Aylesworth read the full email exchange into the record.

Ms. Brown noted that there has been a large increase in use of the rail trail since March 15<sup>th</sup>.

It was noted that people are utilizing the outdoors more, including the rail trail, due to COVID-19, and that the Town is lucky to have it as a resource.

Ms. Smith noted that the person to contact with regard to the rail trail was Ken Warren with the Rail Trail Alliance, noting he works very hard to keep the trail in shape.

Mr. Aylesworth stated that there were limitations on what speed limits the Town can implement and asked Chief Holland to confirm his understanding that there was not a way to lower the speed limit on Depot Street below 25 MPH unless it was a school zone.

Chief Holland said this is accurate, and noted that state law prohibits a town from lowering the speed limit on a public way below 25 MPH. He offered to move the radar trailer over to Depot Street, which will track speeds as well as how many cars visit the area in a given time.

Ms. Stewart requested any further comments for items not on the agenda.

Mr. Kiley inquired about absentee ballots and if they say to submit by mail or by delivery to the Town Clerk. He requested a note be placed on the Town Hall drop box that states absentee ballots CANNOT be left in the box for the Town Clerk.

Ms. Brown noted that she was in George's and she asked the owner about how the new mask signs were working and the owner noted that it has been much better.

## **BUSINESS**

### **State and Local Response to COVID-19**

Ms. L. Smith updated the BOS on her proposed narrative to prepare Whitney Hall for the upcoming primary election. She noted that she is attending weekly meetings with the Secretary of the State with regard to updates for moderators. She added that, because of the Town Ordinance, all voters who enter will be required to wear masks.

Ms. Smith inquired if they could leave the set up for both the primary and the general election.

Ms. L. Smith noted she believed it could be, but she would need to finalize with Mr. Taylor. She noted there may be more of a line and more things to consider for the November election.

Mr. Kluge inquired about the BOS members being able to be present in the building, but perhaps in the library during the election.

Ms. Bonnette stated that she talked with the Secretary of the State and confirmed that BOS members must be present in the voting space, and if they do not wish to be in the room, they will need to appoint a pro-tem to be present.

Ms. Smith noted that she had identified a pro-tem and will be finalizing the paperwork on Tuesday the 18<sup>th</sup>.

Ms. L. Smith indicated that she would be meeting with the Town Clerk, Ballot Clerks, and the volunteers. She noted that there are some volunteer positions that are available that allow more distance as well.

Mr. Aylesworth moved on to discuss the compliance rate of the mask ordinance. He requested that Chief Holland provide the BOS with updates regarding ordinance compliance.

Chief Holland stated that the PD has received one call to dispatch regarding a mask violation of an employee at a local business. He noted that members of the PD have made a point to visit local businesses and residents and business owners have been very positive and supportive of the ordinance. He noted that 12 warnings have been given, which were all initiated by officers and not by dispatch calls.

Ms. Stewart noted that dispatch can be reached by calling 603-643-2222.

Chief Holland added that the four people he has specifically given warnings to were all from out of town. He stated that he believed compliance was going very well.

Mr. Aylesworth stated that, as has already been widely reported, Jake's Market & Deli recently had an employee test positive for COVID-19. The owner reached out to both the State and Town to receive guidance for the store, the employee, as well as other employees. He noted that the business was in touch with the Department of Health and Human Services (DHHS) regarding how to move forward. The owner closed and sanitized the space at the recommendation of town officials, and expressed desire to get all employees tested through DHHS.

Mr. Aylesworth noted that he relayed the information to the BOS as well as the Chief of Police after speaking with the owner. He noted that he had received inquiries if the Town could have or should have had the store shut down and stated that the Town does not have the legal authority to close a business under these circumstances and it would have to be a state order from the NH Department of Health and Human Services (DHHS) for the store to be shut down for any period of time due to COVID-19 concerns.

Chief Holland confirmed that DHHS set the standards for what the business needs to do to reopen. He added that the business did not technically need to close during the sanitation process, but they did so on their own accord and followed other compliance recommendations.

It was requested if all Jake's employees had been tested as of yet.

Mr. Aylesworth noted that he had not been able to confirm with the owner if the testing of other employees had been completed yet or not, but confirmed the owner had previously informed him it was his intention to have all employees tested.

Mr. Cusick noted it was inappropriate for a business to be open when it could have repercussions on public health and safety. He noted that an owner is responsible for the health and well being of their employees as well as the community. He noted that even if employees are tested, there is a lag time for the results to come back which still potentially exposes people. He noted that we should do everything we can to protect our community, especially with the upcoming winter season when airflow will be harder to circulate.

Ms. Stewart inquired if there were any updates to COVID funding.

Mr. Aylesworth noted that the third allotment to apply for is upcoming, and that the most recent disbursement has been approved but has not been received as of yet.

Ms. Stewart requested any updates on VPN access so that employees can rotate schedules and potentially work from home on election day.

Mr. Aylesworth noted that the current plan is to have the VPN access in place by the beginning of September.

Chief Holland noted that another Assistance to Firefighters Supplemental Grant had been applied for, which was specifically geared toward the purchase of Personal Protective Equipment (PPE). He noted that the application for the grant appears to have gone well but he does not have the final approved dollar amount to be awarded as of yet.

Ms. Stewart requested any other comments or questions related to COVID-19 response.

Mr. Kluge noted he has gotten many compliments for setting the mask ordinance in Town.

Ms. Smith noted she has heard similar support for the ordinance.

Mr. Trumbull noted that it was very smart to implement and was a small sacrifice for a large gain. He noted that the signs have been very helpful as a reminder to wear masks when entering buildings

Mr. Lenihan inquired why residents of the Town were not made aware of the situation with an employee of Jake's testing positive as soon as the town became aware.

Mr. Aylesworth stated that the first contact he received from the business owner came after business hours was to inform him of an evolving situation. He stated that because the owner signaled his concurrence that the store would be immediately closed for cleaning, therefore not causing any additional imminent risk to the public, and the business was following DHHS guidelines as outlined by the state, it was appropriate for the business to issue their own statement once more information was available.

Ms. Stewart requested any further comments or questions regarding COVID-19.

#### **Beard Property, NH Route 4A, Map 9 Lot 39**

Ms. Stewart noted that a memo from Town Council regarding the Beard property was included in the meeting packet.

Mr. Aylesworth noted that Ms. William's has expressed interest in the Beard property, but that the Town has reached out to its lawyer for further guidance. He noted that Ms. Bonnette worked with Mr. Mayor to present recommendations with regard to finding heirs and asked Ms. Bonnette to present further information.

Ms. Bonnette noted that the Mr. Mayor recommends the Town try to find out who the heirs are for the property, as well as the heirs of the prior owner at the last known address, and send written notices. Mr. Mayor recommends that the land be sold publicly. She noted that the Town cannot keep excess proceeds even if the Town keeps the property. She noted that, unless the Town wants to hold onto the property for its own use, it is advised to sell the property as soon as possible. She inquired if the BOS wished to proceed to selling the property.

Mr. Kluge requested to review the details of the Beard Property.

Mr. Aylesworth noted that it is a small landlocked piece of land near 4A, and there is an easement from the property to 4A as part of the deed. He stated that there is limited development on the acre, which has a dilapidated old camp on it now that holds little value itself.

Mr. Aylesworth inquired if the BOS would be inclined to proceed with the sale of the property in accordance with the process laid out in the statute. He noted that even though Ms. William's may be the only interested buyer, as she has abutting property, it would still be put for public sale.

Mr. Kluge made a motion to begin the process of selling the piece of property as soon as possible. Ms. Smith seconded.

Mr. Aylesworth inquired if the process should include a sealed bid or public auction.

Mr. Aylesworth, Ms. Bonnette, and members of the BOS discussed details of sealed bidding and public auction.

Mr. Kluge amended his motion to state: to begin the process of selling the property as a sealed bid as soon as possible. Ms. Smith seconded.

Mr. Trumbull inquired if it was necessary to have a licensed auctioneer for the process.

Mr. Kluge made a motion to begin the process of selling the property as soon as possible, with details to be handled and outlined by the Town Manager. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

#### **Town of Enfield – Lakeview Condominium Association Memorandum of Understanding**

Mr. Aylesworth noted that Mr. Moore, President of the Lakeview Condominium Association, approached him with regard to the agreement of betterment assessments being levied and proceeds applied to the debt service of Lakeview sewer extension project. It was requested that the hand-shake agreement be fortified in a formal contract. Mr. Aylesworth noted he has consulted with Town Council in regard to the content of the document and presented an updated document to the BOS.

Mr. Aylesworth noted that Lakeview officers requested a promise that they would be involved in future adjustments in the betterment assessments. He noted that both himself and Town Council disagreed with the request and it was not included in the current document. He requested if members of the Lakeview Condominium Association had read the current document and if they had any further feedback at this time.

Mr. DelMastro noted that the Lakeview Board reviewed the latest MOU and agreed to the document as presented and noted their willingness to sign.

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

Ms. Stewart thanked Mr. DelMastro and Mr. Aylesworth for working through the process of creating the MOU and bringing it forward to the BOS.



**Mascoma Lakeside Park Pavilion Earthwork (Steve Patten)**

Ms. Smith noted that Mr. Patten called her with two issues that must be resolved before he could begin the site work at Lakeside Park. He noted he needed a written statement from the Town that allows him to remove the bypass road for the pavilion site, to excuse him from any potential litigation from removal of the bypass road. He also required written permission from the NH DOT Rails and Transit for permission to move his equipment across the current pathway.

Mr. Aylesworth noted that the current discussion is relevant to phase one of the current plan, which includes the sidewalk extent from the parking lot to and around the pavilion. Phase 2 and Phase 3 include additional improvements to the property including extending the sidewalk or a modified crossing of the rail trail to Main Street.

Mr. Aylesworth noted Mr. Neily in his capacity as fire inspector measured all of the Town's emergency apparatus to ensure everything is able to fit under the underpass for emergency access. He added that the temporary closure of the crossing would not appear to be an issue for emergency response purposes given that members of the fire department were accustomed to taking apparatus under the underpass and no one has reported an instance where the emergency bypass road was used for this purpose since its inception.

Ms. Smith noted that she received a phone call from Mr. Mirski requesting the Town get a surveyor to the site to ensure the site is placed precisely where it has been drawn.

Mr. Aylesworth confirmed the surveyor had been contacted and is in the process of finalizing all of the connections prior to beginning the work.

Mr. Kluge noted that if a new fire engine were purchased, the dimensions should be reviewed in advance to know if it will fit under the underpass.

Mr. Aylesworth noted that it should be considered, and added that Enfield Center as well as mutual aid from Lebanon are also in the mix when it comes to responding to calls on NH Route 4A. He agreed that the dimensions should be studied, but may not be a determining factor based off of the needs and use for the equipment.

Mr. Aylesworth noted that all funds that have been acquired to date are going into phase one and further funds will be pursued for the second phase expenses.

Ms. Smith added that the second phase makes the pavilion ADA compliant, including access from the rail trail.

Mr. Kluge made a motion to authorize Mr. Patten to deconstruct a portion of the bypass in association with the construction of the pavilion. Ms. Smith seconded.

A public discussion was held with regard to the motion on the table.

Mr. McLaughlin inquired if there would be a temporary sidewalk from Shakoma Beach to the downtown area, without going through the underpass.

Mr. Aylesworth noted that it is in discussion how to allow access to the rail trail while the work is being completed.

Mr. Aylesworth and members of the BOS discussed parking areas, walkways, and development of the sidewalk and pavilion access.

Mr. Aylesworth recommended a meeting of all parties on the site to verify the location of items being discussed.

Mr. Trumbull noted that the parallel parking could be present in the space being discussed, with a curbside built up for the sidewalk.

Mr. Kluge made a motion to authorize Mr. Patten to deconstruct a portion of the bypass in association with the construction of the pavilion. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth noted that Mr. Patten has a preference to move his equipment from Main Street onto the work site, with concerns for the heavy activity of pedestrians and private vehicles in the parking area. Mr. Aylesworth believed that the equipment could be stored at the site until the project was completed, including closing the parking lot for a period of time to allow him access and entry to the site. Mr. Aylesworth spoke with the DOT and it was noted that it was not desired to have heavy equipment cross the rail trail, with concern for damage to the rail bed, as well as concern regarding the buried fiber cable line in that location. While there is no digging in the area, there was concern for the depth of the cable and the potential that AT&T could seek reparations from the Town if it was damaged.

Ms. Smith requested Mr. Aylesworth follow up and finalize a plan with Mr. Patten.

Mr. Aylesworth agreed.

#### **Updates to the Town Employee Personnel Policy**

Mr. Aylesworth noted that the Town Employee Personnel Policy was being edited prior to COVID-19. He stated that the goal was to get the policy finalized by September 1, 2020 in order to receive a discount on the Property and Casualty insurance through Primex. He noted that the BOS could vote as presented this evening, or there could be an individual meeting held prior to September 1<sup>st</sup> to meet the deadline.

Ms. Stewart noted that she would be open to a short meeting if it could be fit in before September 1<sup>st</sup>.

Mr. Kluge inquired what the BOS should focus on reviewing.

Mr. Aylesworth stated that Ms. Bonnette had provided a coversheet of updates to draw attention to what was being reviewed when the process initially started.

Members of the BOS supported an updated coversheet to help drive the focus of the review for their approval.

Mr. Aylesworth proposed a meeting at 6pm on Monday August 31<sup>st</sup> to touch base on the updates and to finalize.

Members of the BOS agreed to meet on August 31<sup>st</sup> to finalize.

#### **Cemetery Trustee Appointment (RSA 289:6 I – Vacancies shall be filled by the selectmen for the remainder of the term)**

Mr. Aylesworth stated that the two active trustees support the endorsement of Ryan Degnan as a trustee to fill the vacancy of Fred Cummings stepping down from the trustees.

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

**Authorization for Town Manager to Negotiate and Execute Loan Documents (Oak Hill Rd. bridge & sidewalks as approved at Town Meeting)**

Mr. Aylesworth noted that the information had been presented to the BOS and the project was approved at Town Meeting. He noted that financing would be secured through Mascoma Bank, and requested authorization from the BOS to negotiate and execute the loan documents.

Mrs. Smith made a motion to authorize the Town Manager to execute the loan documents with regard to the Oak Hill Road bridge and sidewalks project. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**Vote to accept any grant funds awarded through the CARES Act sub-grant relative to 2020 State Primary and General Elections up to the maximum allowable grant of \$10,062.34; and to authorization for Town Manager to execute any and all grant documents.**

Mr. Aylesworth noted that information on the program was included in the BOS packet.

Ms. Bonnette noted that the state has \$3 million through this grant that they are distributing to communities. This grant is an 80/20 split. She noted that Town receives a set amount for each 2020 absentee ballot requested and another set amount for each 2020 absentee ballot cast above those requested and cast in the 2016 Primary and General Election. The rate for reimbursement will be set by the state and will include reimbursement for staff time, supplies & materials and postage. The State will audit 5 towns to determine the average staff time required to process absentee ballots.

It was noted that the maximum reimbursement is \$10,062.34, if a total of \$12,074.81 is expended. If less is expended the Town would receive 80% of the total expenses. The grant funds would go into general fund to offset expenses.

Mr. Kluge made a motion to accept the grant funds up to the maximum allowable grant of \$10,062.34 and to authorize the Town Manager to execute any and all associated grant documents. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**ADMINISTRATIVE ITEMS**

**Abatement Application (McLaughlin – pending property owner review)**

Mr. Aylesworth stated that the landowner has done his due diligence and is in support of the assessor's recommendations.

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

**Refund for Overpayment (DesMeules Olmstead & Ostler)**

Mr. Aylesworth noted that the overpayment was in the amount of \$4,247.91.

Ms. Bonnette noted that the amount to be paid was due to a real estate transaction in which taxes were prepaid.

Ms. Smith made a motion. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**OTHER BUSINESS**

Ms. Stewart requested any other business items to be addressed.

No other business was brought forward.

**ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 8:10 PM. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting adjourned at 8:10 pm.

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Katherine D. P. Stewart, Chair

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Meredith C. Smith

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John W. Kluge  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – AUGUST 17, 2020

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### *General Information and Updates from Departments*

- The September issue of the Town newsletter will be published on September 1.
- As was reported to the Board last week, an employee of Jake's Market & Deli at the Enfield store location tested positive for COVID-19. Jake's ownership notified the Town immediately after being informed by the employee of the positive test, and the business subsequently followed the guidance it was provided by town and state officials. The store was cleaned that same evening by SERVEPRO, which has considerable experience doing deep cleans in spaces where there are COVID-19 concerns. It is also the Town's understanding that Jake's made arrangements with the state to have all employees tested.
- A postcard detailing the procedure for obtaining and returning an absentee ballot for the September primary and November general was mailed to residents the week of August 3. The Town Clerk and Town Manager's Office continue to field a wide range of inquiries about absentee voting procedures and all signs continue to point to levels of absentee voting being an order of magnitude higher due to COVID-19 and concerns about in-person voting.
- An update prepared by the Moderator regarding planning/preparations that have been carried out and/or are in the process of being carried out relative to the state primary (September) is separately enclosed.
- The Budget Committee is holding its first meeting of the 2021 budget season on August 25.
- The DPW Highway Division has begun mowing roadsides and easement areas. This helps keep drainage areas open for flowing water and allows for snow storage. It also improves sight distances making roads safer. Residents are being asked to use caution when approaching and passing the mower tractors as debris sometimes flies out from the mower heads and operator focus is on the ditch lines being mowed. Residents are also being encouraged to mark shrubs that they do not want cut.
- Unfortunately, in the course of completing routine water testing, we had a second coliform hit at the police station in a calendar year. The second positive result triggered a level II assessment. Additional sampling has shown that the Town's source water is free from coliform, and the water and sewer system operators are flushing the system to turn over the water (including the water in the Town's water tank on US Route 4).
- DPW crews are presently working to improve drainage on roads that are currently being reclaimed in advance of paving.
- As was previously reported, the Town recently advertised for two vacant positions within the DPW: Buildings and Grounds Leader and Buildings and Grounds Maintainer. The applicant pool was pretty robust for both positions and we are now in the final phases of the selection process following an initial screening of applicants (completed by the DPW Director), a round of Zoom interviews (completed by DPW Director and Highway Supervisor), and a round of in-person interviews (completed by Town Manager, DPW Director, and Highway Supervisor). There are

two more candidates to interview and we anticipate making final hiring decisions for both positions within the week. As a reminder, due to budgetary constraints associated with COVID-19, a third DPW vacancy (Light Equipment Operator) will remain open until the fall of 2020.

- The Town of Enfield's second quarter water and Sewer bills were due August 14.
- Phil Neily, the Town's Building Inspector, previously informed the Town Manager of his intention to retire in early-2021, and this past week he submitted a formal notice of retirement effective January 22. Over the course of the next two months the job description will be reviewed to evaluate whether the position should be restructured prior to commencing with a recruitment process for Phil's successor.
- As was previously reported, with Paula Rowe's retirement as the Police Department Administrative Assistant on the horizon, the Town Manager, Police Chief, Fire Chief, and Ambulance Chief reviewed existing staff needs and reached the conclusion that it would be beneficial to restructure this position to that of a "Public Safety Administrative Coordinator" that supported all three public safety departments. The application deadline is August 18<sup>th</sup>. The goal is to have a new hire in place by mid-September to allow for some overlap with Paula before she retires later that month.
- At this time, although we have not received official notification, it does not appear that the Town's Assistance to Firefighters grant application (approximately \$600,000) for a new rescue pumper (to replace the 30+ year old Engine 4) is going to be successful. That said, we anticipate that a new ground round will be opening again within the next month and the Town will reapply. We are in the process of seeking insights into what hampered our previous application so that steps can be taken to increase the likelihood of a more favorable result.
- The Town of Enfield and Mascoma Lake Association coordinated with the NH Lakes Association to have a CP3 boat washing unit installed at the Mascoma Lake boat launch (the Enfield launch) from August 13-27 (two-week period). The unit was successfully installed at the ramp with help from the NH Lakes Association last week and we have received positive (albeit limited) response from residents in the early going. 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. Six candidates were recently interviewed by Zoom and the two finalists were subsequently named. The two finalists were invited to a second round of interviews on August 14 and the Executive Committee is now deliberating on how it wishes to proceed with a hiring recommendation to the full commission. The organization will continue to be led by an interim Executive Director until a permanent replacement is in place.

## ***Project Updates***

- The Town Manager transmitted 2021 budget and strategic planning guidance documents and worksheets to department heads the week of August 3. Departments have been asked to return the corresponding document no later than September 14.
- On August 18, representatives for the NH LCHIP program will be completing a site visit to Whitney Hall as part of the organization's review of the Town's recently submitted \$390,000 grant request to perform needed building rehabilitation. The Town Manager will be joined by Ms. Smith in her capacity as the Chair of the Heritage Commission during this visit.
- As a reminder, in late-2019 the Town of Enfield retained the services of a professional environmental science and engineering firm (Credere Associates, based in Westbrook, ME) to conduct a Level I and Level II Environmental Site Assessment (ESA) on the Shedd Street property (former DPW garage) using grant funding administered by the U.S. EPA. Progress on the evaluations was slowed for a period of months due to COVID-19, but, Credere submitted a copy of the completed Level I ESA to the Town for review. Likewise, it also submitted its proposed work plan for the Level II ESA and the EPA has completed its review and proposed various changes. Once field work resumes, groundwater and soil samples will be taken and analyzed. At this time, we are anticipating that a final report will be available by November at the latest. This is relevant given that a residential developer in the region has approached the Town to express interest in possibly purchasing the property to develop additional housing pending the outcome of the Level I and Level II ESAs. Even if the final report is not fully complete until November, Credere has indicated that the most relevant information from the analysis of the field samples will likely be available by late-September.
- The Municipal Facilities Advisory Committee (MFAC) last met on August 10 and will be meeting again on August 24. With the conceptual designs/layouts for a renovated and expanded Whitney Hall and new public safety facility now complete, and a civil and environmental engineering firm having finalized its geotechnical evaluation for a property that is being evaluated for the possible future site of a public safety facility, the focus of the August 10 meeting was on preparing recommendations and presentation content to be delivered to the Board of Selectmen on September 14 (a regularly scheduled MFAC meeting night).
- The Mascoma Lakeside Park pavilion construction project is expected to commence later this month with initial site work performed by Steve Patten. Mr. Patten has asked the Board of Selectmen to provide formal authorization to sever the connection between Main Street and the existing emergency bypass road. This connection would be restored during "Phase II" of the project, should it ultimately be approved by NH DOT. The Town's Fire Inspector previously measured all of the Fire Department apparatus to confirm that all items can safely navigate under the underpass on Main Street without needing to use the emergency bypass road.

