

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES AUGUST 3, 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; Phil Neily, Inspector; Roy Holland, Chief of Police; Melissa Hutson, Town Librarian; Bob Cusick, Shirley Green, Maynard Southard, Charles Clark, Dan Kiley, Dr. David Beaufait, Jean Patten, Sharon Beaufait, James Buffington, Shara Buffington, Lindsay Smith, Nancy Smith, Bridget Labrie, Cecilia Aufiero, Lee Davis, Angus Durocher, Rae Lucas, Alice Kennedy, Aimee Margaret Britteinger, Madeleine Johnson, Lynne Martel, Jim Martel, Susan Brown, Michael O'Connor, Gail McPeck, Mark McPeck, Aram Donigian, Sandy Noordsy, Tim Camerato (Valley News), Jack Cronenwett, Debbie Cronenwett, Roger Dontonville, Anne Dontonville, Mark Tarantelli, Leila Tarantelli, Holly West, Gerard DeCosta, Jakob Ragnisen, Erik Russell, Scott Gerlach, Bryan Bibeault, Rachel Bibeault, John Parsons, Jean Macken of WMUR, Mike McGonis, Tracy McGonis, Jo-Ellen Courtney, Tim Lenihan, Chris Turgeon, Lee Mott, Sarah Valakis, Christine Simms, Norma Alley, Scott Alley, Thom Morrell, Kat Bell, Keith Thomas, Peg Crate, Ed McLaughlin, Matt Labombard, Kristen Donigian

**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 - July 20, 2020**

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

## **COMMUNICATIONS**

### **FY 2021 Grafton County Budget**

Mr. Aylesworth stated that the year over year increases in spending came in around where the Commissioners proposed budget came in, which was about a 3.5% increase. He noted that the tax impacts to Enfield are blunted, which is encouraging to see.

### **Trustee of Trust Funds 2<sup>nd</sup> Qtr. Report**

Mr. Aylesworth stated that a small amount of interest has been accumulated, but there are no major changes at this time and it has remained level since the last quarter.

**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)

Ms. Stewart noted that 124 absentee ballots have been requested to date.

Mr. Kluge inquired as to how many voters the town is expecting.

Mr. Aylesworth noted that there was no projection for the number of voters, but that he anticipated an increase in absentee ballots this year. He inquired if Ms. L. Smith had anything to add.

Ms. L. Smith noted that she looked for the numbers of how many people participate in primary elections and she has not been able to find the information as of yet. She noted they are currently focusing on the primary in September first before the general election and that she is developing a plan for the primaries.

Dr. Beaufait believed there were between 800-1,000 voters for the state primary in 2016.

Ms. Stewart noted that the form could be printed off of the Town website and a mailing would be going out to residents for information on how to file for an absentee ballot.

Mr. Aylesworth noted that there has been concern with how to handle the influx of absentee ballots given the limited staff in the Office of Town Clerk and the need for that office to currently continue conducting other business, such as motor vehicle registrations. He noted he reached out to Ms. Hutson and they were able to identify a volunteer who could help the Town Clerk with the work.

#### **Roberts & Greene PLLC Correspondence re: 2019 Audit**

Mr. Aylesworth stated that the audit went well and the auditors were happy with the policies and procedures currently in place.

#### **Tax Collector's Report – July 2020**

Mr. Aylesworth noted that the first issue tax bills stand at 95% collected, which is a similar trend to past years. He added that the sewer and water bills are at over 90% collected as well.

#### **Town Clerk's Report – July 2020**

Mr. Aylesworth noted that income is slightly ahead of the 2019 Town Clerks revenue which appears to be due to an increase in motor vehicle registrations.

### **BOARD REPORTS**

Mr. Kluge noted that Mr. Aylesworth covered his updates in the Town Manager's report.

#### **Heritage Commission**

Mrs. Smith noted that a Heritage Meeting was held and that they will be applying for a grant sponsored by the NH Preservation Alliance.

#### **Mascoma Lakeside Park Committee**

Mrs. Smith noted that a Lakeside Park meeting will be held tomorrow.

#### **Budget Committee**

Ms. Stewart stated that the Budget Committee has not met as of yet, but will be setting up a meeting to begin the new budget process soon.

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

Mr. Aylesworth noted the following:

The August issue of the Town Newsletter was published today.

- A postcard to inform residents about absentee ballot procedures has been finalized and is in production and mailing process.
- Mr. Aylesworth reached out to Emergency Management Director, Chief Holland, to see if a state or federal outfit would be able to do a round of COVID testing for all town employees, with interest in repeating the testing prior to both the primary and general election. The National Guard and NH DHHS tested all full-time employees, as well as several members of fire and ambulance departments. He noted that all tests came back negative.
- He noted that there are three full-time vacancies in the DPW, and they are looking to fill two of those as soon as possible.

- He added that there is an Administrative Coordinator position that is open due to the current Police Department Administrative Assistant retiring. He noted that the position was developed to provide administrative support to the fire and ambulance departments as well, and will continue to be physically located in the police building.
- This is the last week of the Enfield Summer Camp. He noted that it was highly modified, but participation has continued to increase from last years numbers. He extended gratitude to Liz Murray, the Summer Camp Director, as well as Ed Winters, the Rec Director, and all involved with the implementation of the camp.
- The Planning Board met regarding the building that formerly housed Doctors Who Care to become a multi-use property, including up to seven units for rental housing. He noted another hearing covered the use of a property to be used for home daycare to include before school and after school care, located on Main Street across from the Enfield Village School.
- He noted that building permit fees will be included on the next agenda for discussion.
- On August 13<sup>th</sup> a boat cleaning unit was installed at the Mascoma Lake boat launch. It can help eliminate putting non-native species into Mascoma Lake, as well as prevent them from being transported to other bodies of water. The unit is owned and being loaned by the NH Lakes Association for a trial period. If there is support for its use, a unit can be discussed for purchase in the future, including looking at grants that may be available.
- The 2021 Operating Budget and Capital Request guidance will be sent out to all departments and Committees.
- MFAC is wrapping up their work for presentation to the BOS.
- All structural repairs and stabilization work have been completed on the Enfield Center Town House.

## **PUBLIC HEARING: 6:30 PM PROPOSED ORDINANCE RELATIVE TO FACE COVERINGS RSA 147:1**

### **Discussion of Beach Occupancy Limits/Face Covering/Social Distancing**

Ms. Stewart opened the Public Hearing at 6:47 pm.

Mr. Aylesworth noted that conversations had been held regarding concerns for COVID-19 and a desire to take another step to promote public health. He stated that the proposed ordinance was developed to fashion one put in place in Nashua, NH, and included feedback and recommendations from town staff members.

Mr. Aylesworth noted that changes were made to the proposed ordinance which was presented to the BOS at the last meeting on 7/20/20, including removing some unnecessary language that may have been confusing. He noted that there was specific wording to include recommendations regarding using face coverings in highly frequented outdoor spaces where six feet of social distancing was not possible.

Mr. Kluge noted he would like the section related to outdoor mask use to state 'strongly encouraged but not required'. He believed that it was difficult to pass people with proper social distance on the rail trail and would make it difficult to abide and enforce.

Mr. Aylesworth noted that the Town did not want to create a requirement that was too difficult to encourage and/or enforce. He noted that there was limited person power and the additional enforcement can be daunting.

Mrs. Smith stated she was concerned about how many people are gathering at the beach. She noted that some states, such as Rhode Island, have limited the capacity of their beaches.

Mr. Aylesworth noted he reached out to area town managers to get feedback on how to handle outdoor congregation at beaches. He noted that many of them are facing similar challenges and find that best practice is education, utilizing signage, and occasional patrol by police to encourage appropriate distancing – but not to ticket beachgoers.

Ms. Stewart inquired if we were enforcing the parking stickers on vehicles.

Mr. Aylesworth noted that he had discussed such with Chief Holland, one way to discourage overcrowding would be to enforce the resident use of the beach. He added that there may be pushback and that he would support enforcement of the ordinance immediately.

Mr. Kluge and Mrs. Smith supported Mr. Aylesworth's assessment to encourage enforcement of the ordinance in place.

Ms. Stewart noted that she supported Mr. Kluge's statement regarding 'encouraged but not required' on item four of the document presented.

Mr. Aylesworth noted item eight was suggested to include the Town's Health Officer as a member of enforcement eligible to give tickets for non-compliance. He added the Town was happy to assist business owners with the resources, such as laminated flyers to post, to support the ordinance.

Ms. Stewart requested comments from the public.

Ms. McPeck thought the ordinance was well thought out and was in favor of the ordinance. She noted she has been in many stores in Enfield, and the employees are doing a good job at wearing masks, but not all customers are. She added it will be important especially when we reopen schools.

Ms. Stewart noted that education and handing out masks would be a part of enforcement of the ordinance.

Ms. Patten noted she is in agreement with the ordinance. She noted the fines of \$25 and \$50 were very low compared to other locally proposed ordinance fines, such as Lebanon. She noted she also supported the educational element as mentioned.

Ms. Crate noted she was in favor of wearing masks in stores, but not on the rail trail. She noted that people are far enough away that you don't have to really worry about wearing a mask.

Mr. Aylesworth noted that the language 'strongly encouraged but not required' was requested to be added with regard to wearing masks in outdoor spaces, such as the rail trail.

Ms. Crate supported that language to be added to the ordinance.

Ms. Brown noted she believed it was very important to have an official looking sign in the businesses. She added that she supports the ordinance.

Dr. Beaufait supported adapting the wording for outdoor spaces to be clearer, Ms. Patten's suggestion regarding higher fines, and suggested that if beachgoers refuse to comply with safe practices then the beach should be closed on a temporary basis.

Mr. Dontonville supported the ordinance, the recommendation for higher fines, and signs for local businesses. He noted that he and his wife support the ordinance and thanked the BOS for their time.

Ms. West stated that she supported the ordinance and inquired about details for businesses that operate in Enfield, as well as how business owners would be notified if employees were not complying, and how the enforcement of Enfield businesses would occur.

Mr. Aylesworth noted that the ordinance would apply to anyone working in Enfield. He added that, while not explicitly stated in the ordinance, business owners would be directly notified of employee non-compliance for them to address.

Ms. L. Smith made a statement on behalf of her mother, noting that Ms. N. Smith supports the ordinance. Ms. L. Smith noted that when she was in Boston recently, everyone was wearing a mask in all areas – including biking, waiting at bus stops, and walking on the sidewalk.

Mr. Morrell noted that he opposed the ordinance. He noted that NH has very few cases and that evidence regarding mask wearing being a contributing factor to the low number was unclear. He stated that enforcement of an ordinance felt as if he was being criminalized for his choice to not wear a mask.

Mr. Durocher stated that he was in support of the ordinance, and had a question regarding item five with regard to the definition of covering the mouth or at least the mouth. He noted there were some people wearing bandanas that did not seem to fit that description. He noticed that there were signs on the way into Hanover that stated the encouragement to wear masks.

Mr. Aylesworth requested feedback from Chief Holland regarding the covering of the nose and mouth area specifically as opposed to additional areas of the head and face.

Ms. Beaufait noted she is in support of the ordinance, as well as Mr. Kluge's suggestions for updates to outdoor recommendations. She added that she has found that people have done well with social spacing at the beach, even on hot days. She encouraged that a study of usage be performed before considering the beach to be overcrowded, and she believed people were being very responsible and aware. She added that signage could be larger to gain attention and be more readable. She noted that there was a potential confrontation in item seven which requires people to have a medical note regarding excusal from wearing a mask and that she has not seen such requirements anywhere else.

Mr. Aylesworth noted that it is possible, without a requirement for some sort of valid documentation, that people will fain medical exceptions to avoid having to wear a mask.

Ms. Stewart noted that Hanover has proposed the requirement for providing medical documentation as well.

Chief Holland noted that the ultimate goal was education of the public, and with each contact a person will be provided a mask. He added that the idea to have signs when coming in to town was a great idea, and perhaps in initiating the educational piece with individuals would be an appropriate time to encourage people to get appropriate documentation from their doctor.

Ms. Courtney noted she was in support of the ordinance and she noted she encountered ten people on the rail trail and she was the only one with a mask on. She would like to encourage signage that states use of masks is encouraged and that social distancing is still really important.

Ms. Green noted she supports the ordinance and agreed that the fines should be higher as well. She noted she agrees that it should be necessary to have documentation if you have a medical reason to not wear a mask.

Mr. Martel noted he was a member of the Board 20 years ago when the beach ordinance was put in place and added that it was challenging to figure out how it would be enforced.

Chief Holland stated that the ordinance was from the '80's, and has not been enforced. He noted that the beach use has not been as high as it has been recently, and will be difficult to enforce. He noted that there are components that the police can use to verify if someone is a resident or not, and enforcement would include more than just the police department, especially when considering there may be an influx in people purchasing beach passes.

Mr. Lenihan noted he was in support of the ordinance, and added that the NH Court system does require documentation be provided for excusal from wearing a mask. He added that there was nothing in the

ordinance that addressed the number of people that are allowed to gather, noting that if soccer picks up on Shaker Fields then there will be large groups and it will be hard to socially distance. He strongly encouraged the BOS to consider wording that involves guidance on masks to be required in gatherings of larger than 15 people.

Mr. Clark supported the ordinance, but noted that enforcement on the rail trail would be difficult. He added that the police department had enough work to do without including the rail trail.

Mrs. Smith noted that the rail trail belongs to the State of NH and is not actually Town property.

Mr. O'Connor stated he was against the ordinance because he has personal medical needs that prevent him from wearing a mask. He noted his stance was not in opposition to the seriousness of current circumstances, but to empathize with those who cannot wear masks due to legitimate medical conditions and have experienced violence and social shaming for not wearing masks. He requested clarification regarding outdoor mask use with regard to the ordinance. He also requested the ordinance offer the use of a face shield as an option for those who cannot wear a mask.

The BOS discussed parameters of face shields and masks and the wording of the ordinance and the conditions put forth when events are held on public property. It was noted that the ordinance did not prevent use of face shields and the police could have the educational conversation with users if necessary.

Ms. Labrie noted recommended the term 'physical distance' instead of using social distance to be clearer about what is being asked and that posts could be put out to assist with physical spacing as well.

Mr. Aylesworth noted that the use of 'physical distance' instead of social distance would be updated in the ordinance.

Mr. Cronenwett applauded the BOS for taking on the ordinance. He noted he has worn a mask for many hours, and that, while his is sympathetic to people who cannot wear masks, most people are able to wear a mask. He added that he is a runner and has not been wearing a mask on the rail trail, but that he would begin carrying one to wear when distance measures were not possible to model appropriately.

Mr. Tarantelli noted he was against the proposal based on no tie to specific data and having no end date with regard to enforcement of the ordinance. He supported the wearing of masks, but questioned the use of police enforcement with regard to wearing masks.

Mr. Aylesworth noted that there was wording which indicated 'during a period of public health pandemic/State of Emergency as declared by the Governor of the State of New Hampshire', and therefore would not be a permanent and only be in effect under very specific circumstances.

Mr. Tarantelli noted that the ordinance was fashioned after Nashua, which is a very different demographic. He added that an ordinance was not statewide or county wide, which made it further challenging.

Ms. Stewart stated that cases have been brought into the community by people going elsewhere and bringing it back, and there is a regional effort to put mask ordinances in effect – including Lebanon, Hanover, Lyme, Plainfield, Grantham, and Dorchester.

Mr. Southard noted he was in favor of the ordinance. He added that the lack of understanding between asymptomatic carriers and the spread of the virus made it even more important at this time to continue the use of masks.

Mr. Cusick noted that it is important that we do everything we can to protect people of all ages. He noted that any increase in people wearing masks is an improvement, especially with Dartmouth students coming

back to the area. He noted it was important to be proactive in this situation. He inquired where the fines would go and supported the idea to increase the penalty.

Mr. Aylesworth noted that the revenue would stay in the Town as it is a Town Ordinance.

Mr. Donigian questioned what was propelling town leadership to put the ordinance in place and the precedent for enforcement, including enforcement for businesses instead of letting them set their own expectations. He noted that the magnitude is high, but the risk is very low. He added he would like to see more enforcement of speed limits on Lockhaven Road than enforcement of a mask ordinance. He wished people could just wear masks out of respect for members of the community.

Ms. Stewart noted that she proposed the ordinance and that other towns are examining the needs of their communities and are developing their own ordinances as well. She noted that many local business owners have been in support of an ordinance.

Mr. Kluge noted that if everyone operated out of respect, then perhaps we wouldn't need an ordinance such as this. He added that it is the obligation of a community to keep its members healthy, which is the goal of implementing the ordinance.

Ms. Simms noted she was concerned about the wording in section two, regarding entering a business and outdoor spaces, in that it does not include physical distancing exceptions that are noted in other sections. She recommended adding wording that suggests masks can be taken off when physical distance allows.

Mr. Aylesworth and the BOS discussed if wording needed to be adapted, or if such measures fell under common sense.

Ms. Aufiero noted that due to the number of people that come through the area, we are open to having more instances to potential exposure in our area. She added that it is not just about Enfield, it's about that people that come through that may have had previous exposure that do not abide by these rules that are especially of concern. She stated that she is in favor of the ordinance.

Mr. Russell stated his support to the BOS for taking the topic on and taking the extra measure for prevention.

Ms. Brown supported what Mr. Cusick said and noted that we are not as rural as we think we are and we need to do this in advance.

Dr. Beaufait noted that in addition to the influx of students, there is also the question of how to send kids back to school while keeping children, families, and teachers safe. He noted the best chance was to do everything we can to keep the cases low. He noted it has shown up in the town, and it doesn't mean it won't come back.

Ms. Labrie noted that many colleges are taking COVID-19 very seriously and that there will be robust testing happening, and no one is taking it lightly that college students will be returning to local communities.

Mr. Kluge made a motion to end the public hearing at 8:16pm. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The BOS discussed the parameters for wording and fines that should be changed based on feedback received during the public hearing.

Ms. Stewart noted there were changes to be made including:

- Section four -adding 'strongly encouraged, but not required.'
- Change social distance to physical distance



- Change fines from second offense as \$50 and third offense as \$100, and keeping the first offense as an educational warning.

Mr. Aylesworth requested to review section five with members of the BOS to finalize the wording.

Mr. Kluge advocated to remove 'the fullest extent practicable' from the original statement, adding the wording that masks are 'encouraged, but not required', and add the sentence: 'Where there are groups larger than 15 people, face coverings are required when participating in a gathering on public property.'

Members of the BOS stated their agreement with the amendments to be made to the proposed ordinance.

Ms. Stewart thanked all of the participants in the meeting for their feedback.

Mr. Kluge made a motion to accept the Town ordinance regarding face masks as amended. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

## **PUBLIC COMMENTS**

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

Mr. Kiley requested when the ordinance would go into effect.

Ms. Stewart noted it would be effective immediately.

## **BUSINESS**

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

Chief Holland noted that the state and the National Guard were very easy to work with in regard to getting COVID testing done for municipal employees. He added that there will be an allotment of PPE with regard to the upcoming elections that will be delivered soon.

### **State Primary (September) and General Election (November) – Board of Selectmen Physical Presence at Polls**

Ms. L. Smith prepared a comprehensive plan that was included in the BOS packet. She noted it was still a work in progress, particularly as more bills are passed in the house which expand options for absentee ballots. She noted that she has begun working with how the third-floor space in Whitney Hall can be used under current circumstances.

She noted that BOS members can point a pro-tem in their place. She added that it was not clear if members present at the polls must be in plain site or if they could be on site but not in the main room. She noted she did not know what repercussions would be if a BOS member was not present. She noted that not all spaces would be open to the public and perhaps there was an area, such as the library, where members could be present but separated.

Mr. Aylesworth noted that he would prefer a staff member not be appointed as a pro-tem.

Dr. Beaufait was unsure if a quorum must be present in the space or in the voting area, but that members of the staff had represented in different capacities, in years past.

Ms. Hutson offered the library as a space for the BOS to be present in the building.

Mr. Clark inquired about the traffic pattern.

Ms. L. Smith noted that there would be a specific path for traffic, and only a certain number of voters would be allowed in the voting space at one time. She noted the only exceptions for traffic patterns would be people who need to utilize the elevator to enter and exit the building. She added that the stairwell would not be a place for the line to form as it is an enclosed area with no airflow.

Ms. L. Smith noted that people are allowed to bring an absentee ballot to the voting location to turn in the ballot the day of the election. She added that it would be important to use the set up for the primaries to better understand the needs for the general election. She noted it may be possible to move the location of

the general election, but she was unsure where and how that would happen, but the primary election would be extremely helpful to evaluate that as an option.

Mr. Kluge thanked Ms. L. Smith for her hard work.

Ms. Stewart noted that she identified Communications items on the agenda that had not been reviewed in the meeting, including:

**NH DES Notice: Land Resources Management File #2019-02894, 203 Algonquin Rd, Map 34/Lot 20**

**NH DES Notice: Land Resources Management File #2020-01702, 65 French Rd, Map 17/Lot 24**

**NH DES Notice of Acceptance of Wetlands Expedited Minimum Impact Permit Application, File #2020-01759, Crystal Lake Rd, Map 46/Lot 27**

Mr. Aylesworth reviewed the letters received from NH DES and provided to the BOS in their meeting packets. He noted that the items did not require any action from the BOS. He noted that a letter was written referencing a project at 203 Algonquin road, noting that permissions had not been requested from NH DES and provided a series of mitigations that would resolve the issue. A letter was also provided to the owner of 65 French Road with regard to a permit that was not acquired for excavation with respect to RSA 43B:9, and the owner was provided the opportunity to respond and follow up on actions for mitigation.

Ms. Stewart stated all of the other Communications items were reviewed in Mr. Aylesworth's Town Managers Report.

Mr. Aylesworth confirmed and added that the RFP for the roof mounted solar array has been issued, including being directly distributed to several known solar developers.

**Beard Property, NH Route 4A, Map 9 Lot 39 – Patty Williams**

Ms. Stewart requested to move the item to the next meeting.

### **Appointment of Inspectors of Election**

The Board needs to appoint inspectors that weren't appointed by one of the parties. Since the Democratic Party appointed inspectors, that means the Republican inspectors need reappointment.

Members of the BOS and Ms. L. Smith discussed the list of suggestions for appointment of Inspectors of Election.

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

### **Acceptance of Donation to Enfield Center Town House Expendable Trust Fund: \$1,000.**

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

### **Mun. Facilities Advisory Committee Recommendations – Scheduling of Joint Meeting August 24**

Mr. Aylesworth noted that MFAC requested to invite the BOS to the August 24<sup>th</sup> meeting to present their final recommendations. He noted the Committee wished to be on the record to make their recommendations to the BOS regarding the facilities, as well as a timeline for the recommendations.

Ms. Stewart noted that the hand off to the BOS was the final measure for the Committee to complete the work to be presented, and that any further action would be in the hands of the BOS, if and when they deemed it to be appropriate.

Mr. Kluge noted that he had scheduling conflicts with August 24<sup>th</sup> and requested a later date. He expressed his wish to be respectful of the Committee's time and energies that went into the presentation and a later date would be very helpful.

The BOS agreed to request a meeting with MFAC on September 14<sup>th</sup> at 6:30pm. It was requested that the presentation be no longer than 60-90 minutes in length.

## **ADMINISTRATIVE ITEMS**

### **MS-232 Report of Appropriations Actually Voted**

Members of the BOS agreed to be present to sign documents in Town Hall relating to the previously voted item.

### **Intent to Excavate & Gravel Tax Levy (Crate)**

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

### **Property Tax Abatements/Refunds (Antell, McLaughlin)**

Mr. Aylesworth read the assessors note for Antell, located at 305 Road Round the Lake, Map 51, Lot 95. It was noted the assessor recommends a reduction from \$314,700 to \$303,200.

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

Mr. Aylesworth read the assessors notes with regard to the McLaughlin property at 29 Allwood Drive, Map 21, Lot 12. He noted the assessor recommended a reduction from \$509,600 to \$483,700.

Mr. McLaughlin noted he received no communication regarding a change in the assessed value of his property. He doesn't understand the reasons and questioned why he did not receive a notice in writing of what was happening.

Mr. Aylesworth noted that once items are finalized, a revised or updated property card is mailed out, but there were not necessarily always discussions held between the assessor and a landowner in advance of the approval of the adjustment.

Mr. McLaughlin noted that he had heard of other residents receiving information in advance of BOS meetings, and that he only happened to review the agenda to know his property was to be discussed.

Mr. Kluge inquired if it would be appropriate to postpone the vote until Mr. McLaughlin had enough time to discuss the recommended changes with the assessor.

Members of the BOS agreed to postpone the vote with regard to Property Tax Abatements/Refunds in regard to the McLaughlin property to the following meeting.

Ms. Stewart requested Mr. Aylesworth assist in connecting Mr. McLaughlin with the assessor for further clarification.

## **OTHER BUSINESS**

Ms. Stewart requested any other business items from Mr. Aylesworth or members of the BOS. No other business was brought forward.

**ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 9:14 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 9:14 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 3, 2020**

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### ***General Information and Updates from Departments***

- The August issue of the Town newsletter will be published on August 3.
- A postcard detailing the procedure for obtaining and returning an absentee ballot for the September primary and November general election has been finalized and is in the process of being mailed to residents. A copy of this mailer has been separately enclosed in the informational packet for the August 3 Board of Selectmen business meeting.
- 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.
- Enfield Town employees have frequent contact with the public. To help maintain the health and safety of the public we serve, and out of an abundance of caution, employees underwent routine testing for COVID-19 at the Public Works Facility on July 30. Testing was done by the NH Army National Guard in conjunction with the NH Department of Health & Human Services. As we can all attest, the testing is an uncomfortable procedure, but we feel it is an important one.
- The Town of Enfield reclaimed the following roads in July: Warren and Bud Mil Roads and a section of Shaker Blvd at the NH Route 4A end and a section of Livingstone Lodge Road near Wescott Road. The new road base is being provided a period of time to settle and compact prior to paving. A two-inch base of pavement will then be placed and followed by a one inch wearing course. Pavement will be applied during the month of August, with the exception of the Livingstone Lodge Road paving project which will take place in the summer of 2021.
- The DPW Highway Division will be mowing roadsides and easement areas beginning mid-August. 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.
- As was previously reported, last month, Kim Withrow (part-time Buildings & Grounds Maintainer) 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 recently advertised for both the Buildings and Grounds Leader and Buildings and Grounds Maintainer positions and there are now close to 100 candidates for both positions as of the writing of this report. Candidate interviews are being scheduled for the week of August 3. 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.

- Enfield Water and Sewer bills were mailed out the second week of July and are due August 14.
- We understand there was confusion about a recent notice sent to water customers regarding coliforms found during testing of our municipal water system. The Town was required by the State to provide notice to our water customers of this finding. What we neglected to share with our customers, and we greatly apologize for this lack of forethought, was the cause of the problem and result of the required assessment to identify and correct any problem. We wish to assure everyone that our public drinking water is safe. Due to COVID-19 our Water Department staff was unable to get water samples from inside one of our municipal buildings. The sample was instead taken from an outdoor spigot. The sample taken was contaminated at the spigot. Later testing within the building came back within all allowable limits.
- In August, the Police Department will be holding several patrols specific to detecting impaired drivers and distracted drivers. Both impaired and distracted drivers are still the leading cause of serious motor vehicle crashes in Enfield.
- 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 Town has already published the job announcement (which has been separately enclosed in the information packet for the August 3 BOS meeting), and applications will be accepted for the Public Safety Administrator Coordinator position until August 18<sup>th</sup>. At this time there have already been approximately 100 applications for the position.
- Enfield Fire Department responses to calls continue to climb. The Enfield Fire Department responded to 139 calls for all of 2019 and we have already responded to 127 calls thus far in 2020. With several months left in the year, it certainly appears we are going to end up responding to a much higher call volume. If the trend continues, this could be one of our busiest years ever.
- The Enfield Recreation Summer Camp is drawing to a close (although there is still one more week left if you want to register!) and it has been a successful season, albeit with modified operations due to COVID-19. Total attendance this year was approximately double what we experienced in 2019 (which was an admittedly very low year for enrollment). The 5-week camp started on Monday, July 6<sup>th</sup>, and will be concluding on Friday, August 7. Camp is open to those who, in the Fall of 2020, will be entering grades K-6<sup>th</sup>. The Enfield Recreation Director (Ed Winters), Camp Director (Liz Murray), and all of the camp counselors deserve a good deal of praise for successful planning and execution. Participation on a weekly basis was as follows:
  - Week 1: 21
  - Week 2: 18
  - Week 3: 16
  - Week 4: 18
  - Week 5: 24 (max capacity)

- The Zoning Board of Adjustment (ZBA) held 2 hearings in July, both for the granting of “special exceptions” in the Community Business (CB) district. The first hearing was to allow for the conversion of a multi-use property at 411 US Route 4 into “multi-family” housing as prescribed in the CB section of the special exception chapter of the Enfield Zoning Ordinance. This application was approved, clearing the way for a follow-up Planning Board major site plan review (SPR) application discussed below. The second application/ hearing was for a home-based daycare center at 266 US Route 4 (across from the Enfield Village School). The ZBA also approved this application which made another follow-up SPR at the Planning Board possible (see below).
- The Planning Board held hearings in July and approved three applications for a variety of land use matters and continued another until August 12<sup>th</sup>. The first hearing was for a conversion of a multi-use property at 411 US Route 4. This site was previously the location of Lapan Insurance and Doctors Who Care as well as an earlier gun shop use. The applicant, Oakes and Son of Lebanon, is looking to convert the entire property into rental housing. He has plans for up to seven units (5 in the main structure and 2 in the garage). It was noted during the hearing that there is very strong demand in the rental housing market. The second hearing was concerning a home-based daycare center proposed at 266 US Route 4 (across from the Enfield Village School). The applicant also pointed out the extreme shortage of available slots in the childcare industry in the Upper Valley. Minor SPR was approved at this location after a productive discussion with the applicants. The third hearing was relative to boundary line adjustments (BLA) and voluntary lot mergers (VLM) at the end of Lake Street on Lake Mascoma. The applicant in this land use case wanted to make lots more conforming and to “clean up” some odd shaped lots for future family ownership. This project received approvals thanks to the expert and diligent work of the local surveyor who represented for the applicant. The final hearing was for a proposed carwash at 572 US Route 4. This hearing was continued until August 12<sup>th</sup> to allow for more professional engineering documentation to be produced.
- Building permit requests continue to outpace last year’s at this time and it does look like this trend will continue. It has been over two years since the Town’s building permit fees were last adjusted, and the Town Manager and Building Inspector are discussing the appropriateness of making a nominal adjustment in fees to account for inflation and ensure we are remaining consistent with other communities in the region. Any change in fees will be presented to the Board of Selectmen for deliberation and action at a future meeting.
- Due to the size and layout issues the Enfield Public Library is facing, the Librarian believes an appointment system is going to work the best as it will allow staff to limit the number of people and the length of time they are inside. What needs to happen before the Library can offer appointments is as follows:
  - Plexiglas barriers installed at the circulation desk
  - Re-configuration of the circulation desk so that patrons can scan their own items
  - Plan for better ventilation (summer) and possibly purification (when the weather starts to cool)
- 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. Last month the DPW Director and Town Manager visited the launch to delineate the precise location the trailer would be installed to maximize ease of use

as well avoiding conflicts with other boats and trailers. 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, and arrangements are being made to invite two finalists to second round of interviews. The organization will continue to be led by an interim Executive Director until a permanent replacement is selected.

### ***Project Updates***

- The Town Manager has finalized 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 the week of August 3.
- 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 recently submitted its proposed work plan for the Level II ESA and the EPA now has a 30-day period to review and propose any 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 July 27 and will be meeting again on August 10. 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 finalizing its geotechnical evaluation for a property that is being evaluated for the possible future site of a public safety facility, the focus of the July 27 meeting was on preparing recommendations and presentation content to be delivered to the Board of Selectmen on August 24 (a regularly scheduled MFAC meeting night). Scheduling this presentation has been included on the agenda for the August 3 BOS business meeting.
- As was previously reported, 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. This past week, town staff participated in a mandatory webinar relative to the Land & Water Conservation Fund (LWCF) grant program for which the Town has been invited to submit a full application in October. This is a 1:1 matching grant program, which means the Town will need to raise \$125,000 in private funds in order to match an LWCF grant of the corresponding amount.

- The structural repairs and stabilization project (funded with two \$10,000 Moose Plate grants) for the Enfield Center Town House is complete. In short, the work appears to have more than met expectations as laid out in the contract. A more detailed report (prepared by the Town's Building Inspector) of the work performed is separately enclosed. Now that this project is complete, we can begin discussing certain limited programs and functions for which the building can once again be safely used.