

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES SEPTEMBER 21, 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; Shirley Green, Dan Kiley, Jean Patten, Scott Gerlach, Jeremy Ford, Wendy Piper, Cecilia Aufiero, Lindsay Smith, Dr. David Beaufait, Angus Durocher, Dominic Albanese, Tracy Young, Erik Russell

CALL TO ORDER

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

Virtual Meeting Preamble

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

As Chair of the Selectboard for the Town of Enfield, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that this is a virtual meeting only, as authorized by the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Board/Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # and using the password provided or by clicking on the following website address: that has been provided in email.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Enfield's website at: <https://enfield.nh.us>.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-309-6379 or email at: raylesworth@enfield.nh.us.

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

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

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

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

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

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

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

ROLL CALL OF ATTENDEES

APPROVAL OF MINUTES

August 31, 2020 – Special Meeting and September 4, 2020

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

COMMUNICATIONS

Town Clerk Report – August 2020

Mr. Aylesworth stated that the total receipts collected through the month of August are at \$745,000, which is up about \$25,000 from last year at this time.

Tax Collector's Report – August 2020

Mr. Aylesworth stated that the tax bills due on July 1st stand at 96% collected and that we are within a normal range of typical collection rates at this time of year. He noted that water and sewer quarterly payments were slightly behind where they have been and, as of the August 2020 report, stood in the mid-80 to 90% collected.

GL Beyond Income Fund Shareholder Letter of September 8, 2020

Mr. Aylesworth stated that communications indicate that returns are being diminished, and the amounts being paid out per share are lower. He stated we have collected around 50% of the total principal to date.

NHDES Notice of Acceptance of Shoreland Permit Application (File #2020-02160), 43 Foster Circle, Map 22 Lot 26

Mr. Aylesworth noted that communications were provided regarding a shoreland permit application which did not require further action.

Land Resources Management File #2020-01702, 65 French Road, Map 17 Lot 24: Correspondence and Existing Conditions Plan

Mr. Aylesworth stated that the letter was in regard to replacing a single-family house septic system, with no additions. The owner has been working on a tree removal plan and site cleanup, details of which are attached to the letter in the Board of Selectmen (BOS) packet.

Ms. Aufiero inquired what Land Resource Management was.

Ms. Stewart noted that it indicates a file number, and that it is a program that is run through the state. The notification of work that has been completed is from an engineer within the program to verify that the work is in compliance.

Mr. Aylesworth noted that the Land Resources Program is a division within the New Hampshire Department of Environmental Services (DES).

Ms. Aufiero inquired why the letter went to Land Resource Management instead of the other departments.

Mr. Aylesworth stated that he believed that Land Resource Management was an umbrella program that included wetlands as well as the shorelands program. He added that a copy of the letter was also sent to the Conservation Commission.

Ms. Stewart noted that this was a letter as a part of the process and any footprints or buildings would be addressed in the Planning Board.

BOARD REPORTS

Enfield Village Association / Heritage Commission / Mascoma Lakeside Park Committee

Mrs. Smith stated that an EVA Board meeting was held last Wednesday, and there will be an upcoming Heritage meeting this week. She noted that a Mascoma Lakeside Park Committee meeting will be held the first week of October, and Mascoma Lakeside Park Committee meetings have transitioned to being once per month.

Planning Board

Mr. Kluge noted that the plan for the car wash on Route 4 was finalized and it will be put in motion quickly.

Budget Committee

Ms. Stewart noted that the Budget Committee met and has a newly appointed member, Dimitri Desarranno. She noted that the next meeting would take place on October 6th.

TOWN MANAGER'S REPORT

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

- The Town is looking into a contamination issue on Mascoma Lake. The Town's Health Officer and DES are coordinating on this. He noted that samples have been taken and information is continuing to develop. All parties are working with the Lake Association as well as state agencies to get further assistance to identify the point of origin for the contaminants.
- Road paving projects will be underway to include: Bud Mil, Warren, and Livingstone Lodge Road and the NH Route 4A end of Shaker Boulevard. The top coat on Livingstone Lodge Road will wait until next year both for budgetary reasons, as well as to give the base a chance to settle.
- Two positions in the Department of Public Works (DPW) have been filled. The new Building and Grounds Leader will be Shane Barnes, who has over 20 years of experience in landscaping and building/facility maintenance. The new Buildings and Grounds Maintainer is Bill Marx who is a skilled equipment operator and is a Level 1 certified firefighter in the Enfield Fire Department. The Light Equipment Operator position will continue to be vacant until November 2020 for budgetary reasons. It would be ideal to fill the position prior to the onset of the winter plowing season.
- The Public Safety Administrative Coordinator position in the Enfield Police Department has been filled by Emily Curtis, who is also the current Recording Secretary for the BOS. The position has been redeveloped to include administrative support to the Ambulance and Fire Departments, in addition to the Police Department. The position will continue to be located in the Police Department. Ms. Curtis will be training with Paula Rowe until she retires on October 2.
- People have been asking about Halloween plans in regard to COVID-19. Mr. Aylesworth and Chief Holland will be attending a conference which is co-hosted by the NH Municipal Association and Department of Health and Human Services with recommended practices and guidance. He noted an electronic survey is planned to go out to residents to get feedback as to their preferences as well.

- Department heads have turned in their operating budgets and capital requests, and they are continuing to work on updating their Strategic Governance Plans. Mr. Aylesworth is working to assist in completing the full presentation for the Budget Committee and CIP Committee in October.
- Regarding the Mascoma Lakeside Park Pavilion, a conference call was held with the NH Department of Transportation (DOT) regarding obtaining authorization to feather the bank and avoid having to build a retaining wall. Authorization was acquired and it is anticipated the excavation, site prep and construction will be done as soon as possible.
- A Request for Proposals was issued for Health and Dental insurance to see how the current health plan stacks against comparable plans. Health Trust should be coming out with their new rates around October 6th.

PUBLIC COMMENTS

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

David Beaufait – Mascoma Lake Contamination

Dr. Beaufait, on behalf of the Mascoma Lake Association Board, expressed his appreciation for Mr. Neily's work and the Town following through with the state on the contamination in the lake.

Dominic Albanese – 2021 Budgets

Mr. Albanese inquired about the budget process and if one budget will be presented to the Budget Committee.

Mr. Aylesworth noted that four budgets would be presented per the conversation with the Budget Committee which are: a preferred budget, a level funded budget, a 2.5% reduction budget, and a 5% reduction budget.

BUSINESS

September 8th – State Primary

Data Integrity/Voter Checklist Corrections

Ms. Stewart stated that the process was excellent, especially considering everything that needed to be done with regard to COVID-19 precautions. She noted that Ms. L. Smith did an excellent job at executing the setup of the space, the signage, and coordinating volunteers.

Ms. Stewart indicated that there were some items that could be improved for next time, including data errors regarding party affiliations. She noted that public figures that have been deceased have not been removed from the list. She noted that names of individuals who moved have not been updated either. She requested to review how to contact the Supervisors of the Checklist, reviewing who oversees the process and verifying the information, as well as fixing spelling errors. She noted she looked on the Town website and could not find the contact information for the Supervisors of the Checklist.

Mr. Aylesworth noted that there are elected officials who have a major role in how this can be accomplished and requested that Ms. L. Smith speak to the matter.

Ms. L. Smith noted that the Supervisor to the Checklist is an elected position and they report to the Secretary of State, but there is little oversight. She noted that the Secretary of State's office is supposed to report and updating voters, and there are multiple systems that are involved in the process. She stated that it would be important to have a conversation to see how they can help, but also see how to step forward to the future.

Ms. Stewart noted that her concern was how to update the checklist and resolve who is responsible for the task before the November election.

Ms. L. Smith noted that a request can be made to have a meeting with the supervisor of the checklist.

Members of the public and BOS discussed how a joint meeting can be held with the checklist supervisor and what authority the BOS has in the process of updating the checklist.

Ms. Bonnette stated that she spoke with Ms. White who indicated that the communication should go through the Town Clerk, which is how it is posted on the Town website. She noted she recommended that the list was purged more often than every seven years, particularly prior to each primary election to assist in the process, and Ms. White noted that she would get back to her if that would be possible.

Ms. Stewart stated that all updates and requests for the checklist should be addressed to the Town Clerk.

Absentee Ballot Report

Mr. Aylesworth noted that 741 requests have been made for absentee ballots as of the 17th. This is an order of magnitude more than the last presidential election and the count will continue to grow.

CARES Act (Elections) Grant Reimbursement Request (1 of 2)

Ms. Bonnette indicated that the first reimbursement request has been submitted and accepted and the Town should be receiving \$6,000. The remaining of the \$10,062 is anticipated to be requested for the primary election in November.

Ms. L. Smith inquired as to where the funds would go and if it was only to reimburse postage.

Ms. Bonnette noted that the funds were to be used as reimbursement for postage, signs, and materials.

Ms. Stewart inquired if Ms. L. Smith could be reimbursed for the signage and materials that she purchased for the election.

Ms. Bonnette stated that the funds were issued based on absentee ballots, in an amount up to \$10,000. She noted that the reimbursement would be with regard to envelopes and materials to send the absentee ballots and signage with regard to voting or COVID-19 related expenses would not apply to these funds.

Mr. Aylesworth noted that signage and election materials would likely be covered under the GOFERR Municipal Relief Funds, which has been fully expended so any additional items would come out of the operating budget.

State and Local Response to COVID-19

GOFERR Municipal Relief Fund Reimbursement Request #3

Mr. Aylesworth requested that Ms. L. Smith provide information regarding the general election prior to discussing the GOFERR Municipal Relief Fund reimbursement requests.

Ms. L. Smith noted that the primary went ok. She stated there were a few issues with mistakes on the checklist. She noted that there were over 507 voters show up in person as well as 400 absentee ballots for the primary election, which is double the previous number of voters in total. She noted that there are 741 requested absentee ballots so far for the November election. She noted that 43 new voters were registered at the primary and the registration process was difficult and will need to be rethought for the general election.

Ms. Stewart stated that she had difficulty hearing when assisting with absentee ballots and that perhaps plexiglass could help to eliminate some of those issues.

Ms. L. Smith gave a recap to the BOS on how the Primary Election went and how it may impact the general election location. She included an evaluation of pros and cons for potentially utilizing the Community Building for the general election instead of Whitney Hall.

It was discussed whether it was possible to hold the general election in the Community Building based on the Memorandum of Understanding for utilization.

Mr. Aylesworth stated that he would find the document and review to verify if the agreement would prohibit the use of the space as a temporary election polling station or not.

Mr. Kluge inquired as to what Ms. L. Smith would recommend for the polling place for the general election.

Ms. L. Smith recommended using the Community Building as a temporary measure for the general election and noted that a permanent change of the polling location would require a Town Meeting vote.

Ms. Stewart noted she supported a motion to move the election.

Mr. Kluge made a motion to hold the November Election to the Community and to have extra staff on hand for assisting with the logistics. Mrs. Smith seconded.

Mrs. Smith commended Ms. L. Smith for her work.

Ms. Patten stated that it does not seem that there is enough time to plan out the general election to take place in the Community Building.

Ms. L. Smith inquired about what parts of the planning were concerning.

Ms. Patten declined to going into details, but the logistics for something as big as a presidential election may pose significant difficulty.

Ms. Stewart noted that Town Meeting was moved successfully and that with over a month to prepare, she has confidence that the team can move the election to the Community Building.

Ms. Aufiero noted that the set up for voting went well and it was very well organized, and inquired about where the absentee ballot could be moved in Whitney Hall to accommodate staying in the same building instead of moving it.

Ms. Stewart noted that there is not enough room for physical distancing which creates barriers in Whitney Hall.

Ms. L. Smith noted that the ballots are required to be opened and counted in an open area in view of the voting area, so that aspect cannot be changed. She agreed it would take a concerted effort to move voting to the Community Building, but noted that it was possible. She noted that volunteers have already stepped forward, and it was of benefit that it would only be moved a block away from the normal polling station and someone would be stationed at Whitney Hall to help redirect voters.

Ms. Stewart stated that a motion was on the table to move voting for the general election from Whitney Hall to the Community building for the general election in November, as a one-time measure.

Mr. Kluge made a motion to hold the November Election to the Community and to have extra staff on hand for assisting with the logistics. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth noted that the third and final submission was made with regard to the GOFERR Municipal Relief Fund as of September 15th. Once the third request is finalized and approved, the fund will be expended to the maximum amount. He noted that a grant request was being submitted under Emergency Management Performance Grant (EMPG), a COVID-19 Supplemental Grant. The funds will assist in providing front entrance improvements to the police station, including the security code/fob system to be installed. The expenditure was planned to come out of CIP and the grant will assist in reducing the total amount to come out of CIP.

Mascoma Lakeside Park Pavilion Update

Mr. Aylesworth noted that he provided this update in his Town Manager's report and no further information or discussion was necessary to present.

Debrief on MFAC Presentation and Recommendations

Mr. Aylesworth requested how the BOS would like to proceed with the recommendations that MFAC presented the week prior. He inquired as to what the process would be for deliberation.

Ms. Stewart noted that there was excellent feedback given during the presentation. She noted that the BOS selected the members of the Committee and commended the work they completed to report their recommendations. She inquired if the BOS would like to address this evening, or to focus on the general election and then have the MFAC Presentation and Recommendations as an agenda item after that is completed. She emphasized the desire to have the ability to focus on the current health and safety concerns in relationship to the general election prior to delving into the details of the project to ensure it receives the attention it merits.

Mr. Kluge and Mrs. Smith agreed with Ms. Stewart's recommendation for a discussion to be held after the general election, which would involve a deeper conversation.

Dr. Beaufait recommended that the Committee do a more formal evaluation of the Canaan emergency services facility between now and November.

Ms. Stewart inquired if Mr. Kluge or Mrs. Smith felt the additional evaluation was necessary to request from the Committee prior to reconvening on the matter.

Mr. Kluge and Mrs. Smith agreed that they did not feel it was necessary to assign anything to the Committee.

Mr. Albanese noted that it would also be important to include other Committees to build consensus, including the Budget Committee, to gain support and understanding of the project. He noted that the Trustees are working on a letter to donors.

Ms. Stewart noted that a larger stakeholder meeting could also be held prior to November as well, prior to the BOS meeting where it will be scheduled for discussion.

Mr. Aylesworth indicated he would reach out to Committees and department heads to follow up on a stakeholder meeting.

Mr. Kluge inquired if the project would be better off tabled for a year, rather than going to vote and failing.

Ms. Stewart indicated it was common for a project to fail on the first go around, and it is always a learning experience. She added that having a stakeholder team would be important in helping make this decision.

Ms. Aufiero expressed that she would like to see members of the town, and not just the Committee, be involved with where they want to see the town to go. She noted that the Committee worked hard and she did not want to detract from that, but she would like to have seen more input from residents in the process.

Ms. Stewart stated that the members of the Committee are made up of volunteers, who were selected by elected officials of the town. She noted that there is every opportunity to participate in the election and selection process, and that meetings have been open to the public and there has been public feedback involved in the process. She noted that the process is being honored exactly as it has been laid out, which was allowing members of the public to attend Committee meetings, allowing the Committee to present to the BOS, and then allowing additional public comment as the process proceeds.

Mr. Aylesworth stated that all public forums would take place in the next phase of the process should the BOS ultimately approve that the item to be acted on at Town Meeting. He noted that the goal at this time was to get feedback from the BOS as to whether that would be taking place or not.

ADMINISTRATIVE ITEMS

Yield Tax Warrant (Collette Foundation)

Mr. Aylesworth noted that the sum was in the amount of \$611.19.

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

MS-535 (Signature Required)

Mr. Aylesworth stated that the document was submitted in 2020 and is prepared by the auditor. He believed that the BOS had voted to approve the document in the past, and the document must be formally signed to be uploaded to the Department of Revenue Administration website.

Mrs. Smith made a motion to move forward with the MS-535 as stated by the Town Manager. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS

A motion was made and seconded to enter into nonpublic session at 7:54 PM, RSA 91-A:3 II (a) – dismissal, promotion, or compensation of any public employee. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to come out of nonpublic session at 8:11 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to seal the nonpublic minutes of September 21, 2020. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mr. Kluge moved to adjourn at 8:13 PM, Mrs. Smith seconded, vote unanimous in favor of the motion, (3-0).

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – SEPTEMBER 21, 2020

General Information and Updates from Departments

- The October issue of the Town newsletter will be published on October 1.
- An update prepared by the Moderator regarding a debrief on the September state primary as well as planning/preparations that have been carried out and/or are in the process of being carried out relative to the November general election will be provided by the Moderator separately prior to the September 21 BOS business meeting.
- In recent days, the Town's Building/Health Inspector has been investigating an alleged septic system leak at a property on Mascoma Lake. Here is a quick summary:
 - September 11, Town Manager is made aware of the potential issue and reaches out to Land Use Administrator and Building/Health Inspector to report concerns raised by a resident.
 - September 15, field sample taken from the site and delivered to Endyne Labs in Lebanon, NH.
 - September 16, Endyne Labs report delivered to Health Inspector showing elevated Fecal Coliform levels.
 - September 16, Health Inspector contacts DES to report findings and get their assistance.
 - September 17, awaiting DES call, Health Inspector continues to gather property record information (i.e., date of septic installation) from Assessing Office.
 - September 17, Health Inspector contacts Allison Flint of the Mascoma Lake Association to update on the ongoing situation.
 - Meeting scheduled on September 21 with Allison Flint to update and discuss the Association's involvement. Hopeful DES guidance will be available at that time.
- The paving of the reclaimed roads planned for summer 2020 is scheduled to be completed at the end of this month (weather permitting). The drainage improvements on Bud Mil, Warren, Livingstone Lodge Roads, and the NH Route 4A end of Shaker Boulevard are now complete. Final grading is complete on Livingstone Lodge Road and the NH Route 4A end of Shaker is complete with final grading on Bud Mil and Warren roads scheduled to be complete by the end of this week. The week of September 21 joints will be prepared and disturbed areas will be seeded. Once paving is complete shoulder gravel will be placed.

The Town asks that everyone please respect work zone signage and, if possible, avoid work zones all together especially when they are active. This is for the safety of our residents as well as the safety of our DPW workers. We have had a number of potentially dangerous situations recently especially with cyclists and pedestrians.

- The Town has officially filled two vacant positions within the DPW: Buildings & Grounds Leader and Buildings & Grounds Maintainer. Our new Buildings & Grounds Leader (supervisory position) is Shane Barnes, and he possesses over 20 years of experience in the field of landscaping and building/facility maintenance. Shane's first day on the job was September 15. Our new Buildings & Grounds Maintainer is Bill Marx. Bill has worked for many years as an

equipment operator in the manufacturing industry, and is also a Level 1 certified firefighter on the Enfield Fire Department (meaning he will be available to help respond to high priority calls during daytime work hours). We are very happy to have finally filled these two important positions so that DPW can start to catch up on deferred maintenance and ultimately develop a plan for more proactive facility maintenance.

As a reminder, due to budgetary constraints associated with COVID- 19, a third DPW position (Light Equipment Operator) will remain vacant until at least November 2020 for budgetary reasons. It would be ideal to fill this vacancy prior to the onset of the winter plowing season, but, we are going to continue to monitor the financial forecast as a result of COVID-19.

- The selection process for the Public Safety Administrative Coordinator (the “beefed up” version of Paula Rowe’s job that will now include Fire and Ambulance support functions) is now complete. After receiving over 150 applications, two rounds of review of cover letters and resumes (which included review by the Police Chief, Fire Chief and Ambulance Chief) and evaluation based on stated criteria, 16 semi-finalists were identified. All 16 were invited to take part in Zoom videoconference interviews. Eight semi-finalists were then identified. Each of these individuals were invited to prepare an essay and professional PowerPoint presentation based on prompts that were provided. Three finalists were then identified and a second (final) round of interviews were conducted via Zoom. At the conclusion of this stage, we conferred internally and identified a preferred candidate. I am happy to report that this is someone the BOS already knows in her capacity as the Board’s Recording Secretary – Emily Curtis. Emily really impressed us throughout the interview process and possesses many years of relevant work experience (including nearly a decade as Administrative Coordinate with Upper Valley Haven – an important human services organization in our region). Emily will assume her duties on September 21, so that she will have an opportunity to work alongside Paula and “learn the ropes” for a couple of weeks before her retirement (October 2).
- With summer quickly drawing to a close, and with little but a month to go until the ghosts and goblins start hitting doorsteps looking for tricks or treats, there are many residents who have started asking how COVID-19 will impact Halloween. Trick or treating may be seen as a low-risk activity since it largely takes place outdoors, but there are still risks associated with any activity that brings a large volume of people into the village area. The Town Manager and Police Chief are developing an online survey to obtain feedback on resident preferences to help inform the decision-making process. If customary Halloween activities are to proceed in Enfield, it is likely that wearing a face mask and practicing social distancing will still play a key role. Additionally, the NH Municipal Association is hosting a webinar on this topic in the near future to offer guidance on recommended protocols.
- In his capacity as the Vice Chair of the Upper Valley Lake Sunapee Regional Planning Commission, the Town Manager actively participated in the search process for the vacant Executive Director position. Several rounds of interviews took place, culminating with two finalists taking part in interviews with RPC staff and the Executive Committee in recent weeks. Although both finalists performed well in the final stages of the interview process, and there is every reason to believe that either candidate would provide competent leadership to the organization, it was decided that the search process should be suspended to instead allow the Executive Committee and Commission as a whole engage in some strategic planning to articulate a vision for the organization. The thought being that the strongest candidate for the

Executive Director position would vary depending on the organization's future priorities. The organization will continue to be led by an interim Executive Director until this strategic planning process is completed and a new search for a permanent Executive Director is initiated.

Project Updates

- As was previously reported, the Town Manager transmitted 2021 budget and strategic planning guidance documents and worksheets to department heads the week of August 3. Departments were asked to return the corresponding documents by September 14. The Town Manager is now in the process of compiling and reviewing each department's submission. Department requests and initial feedback from the Town Manager will be provided to the Budget Committee at its next meeting (October 6).
- The Municipal Facilities Advisory Committee (MFAC) last met on September 14 to transmit its final report and recommendations to the Board of Selectmen. A full debrief and initial deliberation on the MFAC recommendations has been added to the agenda for the Board of Selectmen's meeting on September 21. The Town has not received any additional feedback from officials with the NH LCHIP office at the recent grant request for rehabilitation of Whitney Hall, but it is still anticipated that funding decisions and official award announcements will be made in late-fall 2020.
- After experiencing some unanticipated delays due to differing views on the ideal approach to excavation and site grading, the Mascoma Lakeside Park pavilion construction project is expected to commence very shortly. Related correspondence and written authorizations from pertinent NH DOT officials following a productive conference call has been enclosed separately. Site work will be performed by Steve Patten (subcontractor) and Upper Valley Building and Remodeling is serving as the general contractor and builder. Construction will proceed in accordance with the site plans and designs developed by Paul Mirski, Architect. Phil Neily, the Town's Building Inspector, continues to serve as the Owner's Representative and is in regular communication with the architect, general contractor, and subcontractor. The original deadline for final completion was November 30, but this may need to be revised due to delays that were not the fault of the general contractor or subcontractor.

As a reminder, the Town of Enfield was also invited to submit a full grant application under the Land & Water Conservation Fund (LWCF) for funding to complete "Phase II" of the Mascoma Lakeside Park master plan. This includes significant upgrades/improvements to the parking lot and other park amenities. It is anticipated that the total project cost will be approximately \$250,000. LWCF grants are 1:1 matching grant, which means that the Mascoma Lakeside Park Committee will need to successfully raise \$125,000 in private funds in order to obtain a \$125,000 matching grant from the LWCF. The deadline to submit the LWCF grant application is October 30 and it is anticipated that funding decisions and award notifications will be made in February 2021.