

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES OCTOBER 5, 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, Dr. David Beaufait, Chris Chiasson, Linda Jones, Wendy Piper, Jeremy Ford, Alice Kennedy, Cecelia Aufiero, Ellen Hackeman, Angus Durocher, Keith Thomas, Erik Russell, Gary Hutchins

**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**

### **September 14, 2020 Joint Meeting with MFAC**

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).

### **September 21, 2020 Regular & Non-Public Sessions**

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

## **COMMUNICATIONS**

### **Letter from NH Department of Transportation (DOT) – RE: US Route 4 Crosswalk Elimination**

Mr. Aylesworth reviewed a letter from the DOT recommending the removal of the crosswalk located on Route 4 near High Street crossing to the Veterans park.

Chief Holland noted that the Town is slated to receive lights, to indicate the two other crosswalks on Route 4, which will be installed at a later date.

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

Mr. Aylesworth reported that the Town Clerk has processed just under \$834,000 in revenue, which at the same time last year was just under \$800,000. Revenues in 2020 continue to slightly out-pace 2019.

### **General Election Absentee Ballot Report**

Ms. Stewart noted that there are 838 ballots requested, and 820 of those requests have been mailed. She noted that she has received positive feedback regarding the process.

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

Mr. Aylesworth reported that the first issue property taxes are remaining at 96% collected, and the second issue sewer bills are at 89% collected, water is 92% collected.

## **BOARD REPORTS**

Mr. Kluge stated that he did not have any board reports.

### **Enfield Village Association (EVA)**

Mrs. Smith stated that EVA is about to launch their annual campaign. It will be reduced campaign, taking COVID issues into consideration. She stated that she spoke at the first coffee social that has held since February, which was held outside at Lakeside Park. She noted that there is an Open House at the Enfield Center Townhouse this weekend. The Enfield Shaker Museum is having a pie sale that day and will assist in the promotion of visiting the Townhouse.

### **Budget Committee**

Ms. Stewart noted that the Budget Committee will be meeting tomorrow, October 6<sup>th</sup>, and will review the budget information as presented by Mr. Aylesworth.

**TOWN MANAGER'S REPORT**

Mr. Aylesworth provided updates to the Board of Selectmen (BOS), including the following highlights:

- The October issue of the Town Newsletter was published October 1<sup>st</sup>.
- An RFP has been posted regarding the employee health and dental insurance. The deadline for submissions is October 15th. The new rates for Health Trust will be posting soon.
- September 28<sup>th</sup> was the deadline to submit a proposal for a solar array on the Department of Public Works (DPW) salt shed roof. Current proposals submitted by Norwich Solar Technologies and ReVision Energy are being reviewed by the Energy Committee, DPW Director, Building Inspector, and the Town Manager.
- After conducting sampling of water from multiple sites on Mascoma Lake, the State found that there was no septic system leak at a property on the lake. It was concluded that the low numbers of E.coli bacteria in the samples taken indicate that the high fecal coliform is not a result of warm blooded species or a septic system, but possibly from schools of native fish or other cold blooded species inhabiting the lake.
- Phil Neily's Building Inspector/Health Officer/Fire Inspector position is being advertised under the new title, Inspection Services and Facilities Planning Administrator. The position will include responsibilities for municipal facilities planning and will include responsibilities to interface with design and construction professionals. It is not believed that the adjustments of duties and responsibilities will require an increase in compensation.
- Warren and Bud Mil Roads, a section of Shaker Blvd., and a section of Livingstone Lodge Road have all recently been paved. Livingstone Lodge Rd. will not receive the one inch wearing course until the summer of 2021.
- Paula Rowe's last day was Friday, October 2<sup>nd</sup>. The Police Department did an excellent job organizing an outdoor event at Whaleback Mountain, with facemasks and social distancing, to honor her 30 years of service to the town. She was presented with a shadow box and a custom recognition plaque.
- Kati Jopek, Regional Recreation Coordinator, will be stepping down from her current position to accept a new job. A meeting was held to discuss how to address the vacancy and whether it should be backfilled or if other approaches should be considered, including consideration to bring all recreation under Enfield Recreation, with allowed and promoted participation by all five local towns including Enfield, Canaan, Grafton, Orange, and Dorchester.
- Site work is anticipated to begin on the Mascoma Lakeside Park pavilion this week.

Ms. Stewart inquired if members of the BOS or members of the public had any questions regarding the Town Manager's report.

Dr. Beaufait inquired if the five area towns have independent recreation directors or not.

Mr. Aylesworth noted that Canaan has a part time Recreation Director and contributes to the cost of the Regional Recreation Director as a part time employee of Enfield. He noted that the Canaan Town Recreation Director left in 2019 and the position has not been filled yet. He noted that Enfield is receiving revenue from the programs, but due to the costs of implementation, including personnel and direct costs of the programs, Enfield is closer to a breakeven point, but is not seeing profit at this point in time.

**PUBLIC COMMENTS**

Ms. Stewart requested comments from the public regarding items not on the agenda. No members of the public had any comments.

**BUSINESS****Chris Chiasson – Request to Upgrade Class VI Road for Property Access (Atherton Road)**

Mr. Aylesworth stated that he spoke with Jim Taylor regarding the request and noted that Mr. Taylor fully supported that the BOS accept the request and that there were no additional conditions that were recommended to be attached to the authorization.

Mr. Chiasson addressed the BOS noting that he wished to build a house on his property, which includes burying power in the right of way. He noted he has been working with Rob Taylor to verify the information necessary to finalize the purchase of the property that he wishes to build a house on, and noted that he had no desire to develop any type of subdivision.

Ms. Stewart inquired if there were any questions from members of the BOS regarding Mr. Chiasson's letter of request.

Mr. Chiasson noted that there is a 50 foot right of way, which would require cutting branches in the way, and he wishes to go through all the appropriate authorities and assure access was feasible.

Mr. Kluge made a motion for approval of the proposal as written, with correction to make it a Class VI, subject to the direction of DPW. Mrs. Smith seconded.

Ms. Aufiero stated that she believed that there was a Town policy that did not allow building on a Class VI road.

Ms. Stewart stated that the BOS packet included information regarding any policies that would apply, and the BOS has chosen to approve working with the DPW and making road improvements to meet the appropriate requirements.

Ms. Aufiero inquired if it was brought to the Town standards of a Class V road, if it will be subdivided.

Mr. Kluge stated that the materials did not present the intention to subdivide, and if the property were ever to be proposed to be a subdivision, the Planning Board would be involved with that process and have input.

Mr. Aylesworth noted that the packet also included information stating that the existing road will be upgraded for access to the property and is being done in accordance and compliance with the DPW.

Ms. Stewart added that all work was being done at the property owners' expense.

Mr. Kluge made a motion for approval of the proposal as written, with correction to make it a Class VI, subject to the direction of DPW. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**Communications with Elected Officials**

Ms. Stewart stated this was a follow up to questions that were posed in the last meeting to ensure that elected officials can be reached. She noted that it can be handled internally to ensure that members of the elected body can be contacted by the public.

Mr. Aylesworth stated that accessibility is important, but that there are concerns regarding the potential for communications that may involve information which should be presented in a formal and public meeting versus via email.

Ms. Stewart indicated that a refresher could be given to each member of a committee as they are sworn in to assist in understanding the Right to Know Law in the State of New Hampshire to navigate those issues.

Dr. Beaufait stated that the Supervisors of the Checklist can be contacted through the Town Clerk, Sandy Romano.

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

Mr. Aylesworth had hoped the Town would have received its third and final allotment from the GOFERR Municipal Relief Fund, but he has not heard the final word on that yet.

Mr. Aylesworth inquired if Chief Holland had any updates related to COVID-19 at this time.

Chief Holland stated that New Hampshire is doing very well compared to the rest of the country, and another order of masks was approved to supply the Town Offices as of today.

Mr. Kluge stated that we should be proud of how well Enfield has done, especially in implementing the facemask ordinance.

Ms. Stewart added that Enfield has done well taking a leadership role in the Upper Valley and stated her pride in the action taken early on. She expressed her gratitude to the public safety officials for their assistance and support in the process.

Chief Holland stated that the department completes several compliance checks per day, and most of the people that have been contacted have been from out of town and did not see the signs or did not believe that the town was enforcing the ordinance. He added that business owners have been very supportive of the ordinance as well and have reached out to the department regarding any issues or concerns.

Dr. Beaufait stated he is working with the School Board and there is good cooperation related to students' mask use as well and addressing any challenges.

Chief Holland stated that he has been working with Alice Ely regarding the public Flu Clinics. There is a shortage of people who can administer the flu vaccines at the clinics and they are looking for Certified Doctors/Nurses or Advanced EMTs. He noted that anyone who is eligible to assist with administering the vaccines can contact him for further information.

### **Acceptance of FEMA EMPG Grant – COVID-19 Supplemental Funding Assistance**

Chief Holland stated that last year's Capital Improvement Program (CIP) authorized the upgrading of the entryway in the Police Department to meet state standards and codes. He noted that the improvements were delayed due to COVID-19; however, during the delay he was able to secure the EMPG grant in the amount of \$1,950 to assist in upgrading the entrance of the Police Department including bullet resistant glass, a door and a remote entry fob for the door.

Mr. Kluge made a motion to accept the FEMA EMPG Grant - COVID-19 Supplemental Funding Assistance. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

### **Halloween 2020 – Alternative Format Options and Planning**

Mr. Aylesworth noted there has been a lot of discussion across municipalities regarding Halloween and best practices to allow it to be enjoyable, while also ensuring public health and safety. He stated that Chief Holland, as the Town Emergency Operations Coordinator, attended a webinar put on by the New Hampshire Municipal Association (NHMA) as well as New Hampshire Department of Health and Human Services (DHHS).

Chief Holland stated he attended a webinar by DHHS and NHMA, who did not make any specific recommendations, but assigned high and low risk levels to different scenarios. He noted that the highest risk included regular door to door trick or treating while the lowest risk was having no functions hosted by the Town. Other ideas presented included finding a way to distribute candy from a safe distance away, which would need to be orchestrated by going one direction only, which would be very difficult to execute in the Town of Enfield. He noted that he spoke with residents, and many people were concerned with the idea of people coming to their house. Chief Holland presented the idea of a 'reverse parade', which might fit the Enfield Community. He noted that members of Public Safety, and individuals that would like to decorate their vehicles, would perform a vehicle parade in a specific parade route where families can socially distance by standing on their own lawn, or finding a place to park on the parade route to watch the parade and collect candy.

Mr. Kluge agreed that door to door was the most dangerous and that Chief Holland's idea seemed like a great alternative. He inquired if the Town could keep people from performing the traditional door-to-door trick or treating and noted that it would be difficult to break from that tradition.

Chief Holland stated that, with support from the BOS, a campaign would begin to educate the public on the transition to the Halloween Parade and why. He stated he cannot assure people will not go door-to-door but offering the parade at an accessible time will assist in creating an opportunity for children to be involved in a Town facilitated Halloween activity.

Ms. Stewart stated her support for the parade and appreciated the thought put into creating an opportunity for Enfield to show how we can be forward thinking and mindful of health and safety with the current circumstances.

Dr. Beaufait supported the parade idea and recommended that participants use masks and gloves when distributing candy and practice appropriate social distancing. He added residents should turn the lights out on their porches to reiterate the lack of door-to-door trick or treating.

Chief Holland noted that only wrapped candy will be handed out and noted that DHHS informed webinar participants that there was no evidence to support that giving wrapped candy from hand to hand was of concern for transmission, but that he would have no problem having people passing out candy wearing gloves when doing so. He added that the decorations on the vehicles will need to be safe for driving on the public roadways as well.

Ms. Stewart mentioned that we might mention that candy should be saved to eat at home to encourage children to keep their masks on, but that the parade, similar to how the Graduation Parade was executed, will keep peoples attention and keep them in one place.

Mr. Aylesworth offered that it might also be possible to coordinate with other towns to engage them in the parade as well.

Ms. Stewart inquired if there were objections or concerns to the proposal.

Mr. Kluge stated he had no objections or concerns.

Mrs. Smith supported the idea and stated that she did not see any need to extend to another Town.

#### **Mascoma Lakeside Park Pavilion Update**

Mr. Aylesworth noted that it was previously visited in the meeting.

**Burn Ban - Prohibition on Fireworks (Fire Chief)**

Mr. Aylesworth found in the RSA's that in a time of declared drought, the Fire Chief and the Fire Warden can put a burn ban and prohibition on fireworks into effect without approval from the BOS.

Mr. Kluge and Mrs. Smith stated that it was sensible and expressed their approval of the measures taken.

**Donations to Mascoma Lakeside Park Trust Fund: \$4,000 in aggregate – Vote Required**

Mrs. Smith made a motion to accept the \$4,000 donated to the Mascoma Lakeside Park Trust Fund. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart thanked the Enfield Village Association and the Mascoma Sailing Club for their ongoing support.

**Establishment of Enfield Center Town House Trust Fund pursuant to RSA 31:19**

Mr. Aylesworth stated that in the early-August meeting, the BOS voted to deposit a gift to go towards the rehabilitation of the Enfield Center Townhouse but there was no vote that included the establishment of the Trust Fund.

Mrs. Smith made a motion to establish a Trust Fund for the Enfield Center Town House. Mr. Kluge seconded.

Mr. Aylesworth requested if Ms. Bonnette could clarify what type of Trust Fund would need to be voted on for approval.

Ms. Bonnette stated that it would need to be an unrestricted trust fund for a specific purpose, which should be stated in the motion.

Mrs. Smith amended her motion to establish a Trust Fund for the restoration and renovation of the Enfield Center Town House. Mr. Kluge seconded.

Ms. Bonnette noted that the motion should state specifically that it is an unrestricted trust fund.

Mrs. Smith amended her motion to establish an unrestricted Trust Fund to be established for the Enfield Center Town House restoration and renovation and possible acquisition of land. Mr. Kluge seconded.

Mr. Aylesworth proposed the motion to be: to establish an unrestricted Trust Fund for the Enfield Center Town House for the purpose of restoring and rehabilitating the building, and possibly acquiring land for the said purpose.

Mrs. Smith supported the suggestion for amendment.

Ms. Hackeman indicated that the motion should include the agent to expend from the trust fund.

Mr. Aylesworth stated that the BOS is typically the default agent to expend, but they can assign a different agent as the Board did when they appointed the Town Manager the agent to expend for the Mascoma Lakeside Park Trust Fund.

Mrs. Smith stated that the Town Manager should be the agent to expend, with input from the Heritage Commission, who has taken responsibility for the building.

Ms. Stewart stated she was not comfortable requiring input from the Heritage Commission regarding expenditures as it sounds like they have an active role in the process.

Mrs. Smith stated that they would act as an advisory capacity only.

Ms. Aufiero stated that approaching it by only allowing the Town Manager to be the expending agent takes away roles from the community. She agreed that the Heritage Commission should have a say in the expenditures as well.

Dr. Beaufait agreed that the input of the Heritage Commission was important as well and felt that having an expenditure process through the Town Manager makes sense.

Mrs. Smith clarified that she only recommended that the Heritage Commission act as an advisory capacity in the process and not a voting member.

The motion on the table by Mrs. Smith states:

To establish an unrestricted Trust Fund for the Enfield Center Town House for the purpose of restoring and rehabilitating the building, and possibly acquiring land for the purpose of improving public use of the building, with the Town Manager as the expending agent, with input from the Heritage Commission.

Mr. Kluge seconded. A roll call vote was taken. Vote passes in favor of the motion (2-1; Ms. Stewart opposed).

#### **Trustee of Trust Funds – Move to Bank of NH**

Mr. Aylesworth stated that he had intended to present the information to the BOS during the last meeting, but it did not make it to the agenda. He introduced Ellen Hackeman to address the request.

Ms. Hackeman stating that the Trustees of Trust Funds sent out an RFP to take over the complicated books managed by the Trustees and assist in getting better investments than what the Trustees can do themselves. She noted the Trustees of Trust Funds have been looking to move money to the Bank of NH prior to the end of the calendar year so that they can take over the MS-9 and 10 reporting to the State. She stated the Trustees wished to have the approval of the BOS prior to finalizing the process.

Ms. Stewart inquired if members of the BOS had questions, concerns or comments.

Mr. Kluge stated his support for the movement.

Mrs. Smith stated she had no concerns.

Ms. Stewart thanked Ms. Hackeman for her diligence in the process.

#### **Town Manager Succession Planning**

Ms. Stewart stated that she collected data from Municipal Resources Inc. (MRI) regarding past hiring processes to begin gathering information for succession planning.

Mr. Aylesworth spoke with Alan Gould, the president of MRI, and Mr. Gould stated that there is the potential to have two interim town managers who would cycle in and out. Mr. Gould noted that the interim Town Manager rate would be \$85/hour, plus travel time and mileage, with an anticipated 24 hours in the office but available 24/7. Mr. Aylesworth noted that more discussions would be had in the coming weeks to establish what would be ideal for the needs of the Town.



Ms. Stewart noted that there are some bigger questions in the process as well, including if the Town needs an Interim Town Manager. She noted that there are not a lot of people existing in the municipality who have the experience and availability to fulfill the needs of the Interim Town Manager job.

Mr. Aylesworth stated that Ms. Bonnette has a significant amount of work and while she is a highly capable professional who has served as interim previously, temporarily assuming the duties of the Town Manager as well would not allow her to get her existing work completed.

Ms. Bonnette agreed with Mr. Aylesworth's statement and agreed if the Town could bring in someone to take on the big items it would be of great benefit.

Mr. Kluge stated his support for bringing in an Interim Town Manager.

Ms. Stewart requested that Mr. Aylesworth relay that information to Mr. Gould so that the BOS can convene a meeting for the purpose of finding an Interim Town Manager, working with Mr. Aylesworth on his personal timeline, and doing the Town Manager search itself.

Mr. Aylesworth stated that his start date in Mansfield is December 1<sup>st</sup>, and right before is Thanksgiving. He stated that there are a lot of unknowns, the exact window of time is up in the air, but his intention is that his last day on the job will be November 30<sup>th</sup>. He may use vacation time towards the end to find the balance necessary to fulfill the needs of his family in the transition.

Mrs. Smith stated that Mr. Aylesworth should be kind to himself and to his family in the process, and it was not ideal to work up to the very last minute.

Ms. Stewart expressed her support for Mrs. Smith's statement.

Ms. Stewart stated that she spoke with Mr. Gould at MRI regarding a quote and contract for the recruitment process. She noted that a nine-person Committee was involved in the previous process, and MRI was willing to do some of the meetings virtually, which would help lower costs associated with mileage and travel. She stated that there are some challenges with COVID, but MRI was equipped and prepared to help us through the process. She added that Mr. Gould provided recommendations regarding the makeup of the Committee to include – the Chair of the Budget Committee, the Director of the Library, a representative from the School District – the Superintendent and/or a Principal, a representative from the Town Municipality – most likely the Land Use and Community Development Administrator, a representative from a town business, a representative from Public Safety – most likely Chief Holland.

Ms. Stewart inquired if there was support from the BOS to get a quote from MRI with proposals on options of how to recruit for the Town Manager position.

Mr. Kluge stated he believed MRI was very good to work with during the last hiring process, and he felt the Committee worked well. He supported getting a quote and stated that Ms. Stewart had done a good job at getting the information.

Ms. Stewart suggested a separate working meeting to discuss further details, which would be public, but would have a central focus.

Ms. Aufiero inquired who Alan was.

Ms. Stewart stated that Alan is the President of MRI.

Dr. Beaufait stated that, in his experience a few years ago, MRI tried to have two people filling in as interim Town Manager and it did not go very well. He recommended working with one person in the process.

Mr. Kluge agreed and thanked him for the historical aspect.

Mr. Thomas inquired as to what MRI stands for.

Ms. Stewart stated it was for Municipal Resources Incorporated and stated that they have done executive and management recruiting and hiring process with the Town previously.

#### **ADMINISTRATIVE ITEMS**

##### **Homeland Security & Emergency Management Grant (EOC Security)**

Mr. Aylesworth stated that this item was a duplicate of the EMPG grant that was already accepted earlier in the meeting and no further action was needed.

#### **OTHER BUSINESS**

A motion was made and seconded to enter into nonpublic session at 7:41 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 7:48 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Celie Aufiero returned from the Zoom waiting room to the Selectmen's meeting.

Mrs. Smith moved to seal the non-public minutes of October 5, 2020. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

#### **ADJOURNMENT**

Mrs. Smith moved to adjourn at 7:49 PM, Mr. Kluge seconded, roll call vote unanimous in favor of the motion, (3-0).

The meeting adjourned at 7:49 PM

---

Katherine D. P. Stewart, Chair

---

Meredith C. Smith

---

John W. Kluge  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – OCTOBER 5, 2020

---

### General Information and Updates from Departments

- The October issue of the Town newsletter was published on October 1.
- As a reminder, the Town recently published an RFP relative to health and dental insurance for municipal employees. The deadline for insurance companies to submit a proposal is October 15. The Town has long obtained its health insurance through HealthTrust, and, while we have received exceptional service from this organization, it is also imperative that we routinely put health and dental insurances out for competitive bid to ensure we are receiving cost-effective plans/rates. The RFP can be found here:  
[https://www.enfield.nh.us/sites/g/files/vyhlif3106/f/uploads/health\\_dental\\_insurance\\_rfp\\_2020\\_extended\\_due\\_date\\_10-15-2020.pdf](https://www.enfield.nh.us/sites/g/files/vyhlif3106/f/uploads/health_dental_insurance_rfp_2020_extended_due_date_10-15-2020.pdf)
- After extending the deadline for proposal submission to September 28 ([https://www.enfield.nh.us/sites/g/files/vyhlif3106/f/uploads/request\\_for\\_proposals\\_-\\_municipal\\_solar\\_array\\_dpw\\_salt\\_shed\\_-\\_reissued.pdf](https://www.enfield.nh.us/sites/g/files/vyhlif3106/f/uploads/request_for_proposals_-_municipal_solar_array_dpw_salt_shed_-_reissued.pdf)), the Town received one additional submission relative to the planning municipal solar array on the roof of the existing DPW salt shed. Proposals were received from Norwich Solar Technologies and ReVision Energy. Members of the Energy Committee, DPW Director, Building Inspector, and Town Manager are currently reviewing and evaluating these proposals so that a formal recommendation can be made to the Board of Selectmen in the near future.
- As was previously reported, in recent weeks the Town's Building/Health Inspector began investigating an alleged septic system leak at a property on Mascoma Lake. After conducted extensive sampling at multiple locations and on multiple dates, it has been determined that the source of the high fecal coliform concentrations is not a result of the septic system. This is because the samples contain low concentration of E. coli, which originates in warm blooded species. The low numbers from the e-coli tests confirm that the high fecal coliform count is not from warm blooded species or a septic system. One possibility is that schools of native fish or other cold-blooded species that inhabiting the lake along with the turbidity in the water contributed to the high concentrations of fecal coliform.
- With the retirement of the Town's present Building/Health/Fire Inspector looming (January 2021), the Town has issued a job announcement in the hopes of bringing a new building inspector on board with enough overlap for the current building inspector to provide valuable training and orientation. After taking the time to review and evaluate the current position description, it was determined that the Town would benefit by adjusting the duties of the position to include responsibilities for municipal facility planning. This would include heling to develop a preventative maintenance program that the Town's DPW Buildings and Grounds Division will implement, and will also include responsibilities for interfacing with design and construction professionals (i.e., serving as the "owner's representative") associated with any municipal building projects. As a result, this position is going to be retitled "Inspection Services & Facilities Planning Administrator." At this time, it is not believed that making these adjustments in the job responsibilities will require increasing the compensation level for the

position. The job announcement has been posted in multiple venues, and can be found on the Town's website here:

[https://www.enfield.nh.us/sites/g/files/vyhlf3106/f/uploads/inspection\\_services\\_facilities\\_planning\\_director.pdf](https://www.enfield.nh.us/sites/g/files/vyhlf3106/f/uploads/inspection_services_facilities_planning_director.pdf)

- Warren and Bud Mil Roads, a section of Shaker Blvd at the NH Route 4A end, and a section of Livingstone Lodge Road near Wescott Road have all been recently paved following reclamation work earlier in the summer. A two-inch base of pavement was placed, followed by a one inch wearing course (with the exception of Livingstone Lodge Road, which will receive its one inch wearing course in the summer of 2021).
- The DPW Highway Division will continue grading gravel roads during the month of October. Motorists are urged to use caution when driving through these moving work zones often with three or four working pieces of equipment.
- The lakes in and around the Town of Enfield will begin fall drawdown on October 12, 2020. Information about the drawdown levels can be found at the link below:  
<https://www.des.nh.gov/media/pr/2020/20200915-drawdown.htm>
- The Enfield Highway Department will be replacing culverts on several roads that are required to be done during low water levels and/or during lake drawdown per the issued Wetlands Permit. Roads may be closed at these sites for part of the day. Signs will be placed to notify residents of closures.
- The Town of Enfield Water/Sewer Department finished reading meters in late-September. Bills will be out the first week of October and payments will be due on November 13.
- When the Enfield Police Department replaced a cruiser this year it was done with a hybrid vehicle. After several months of the cruiser being in the field, we are seeing great results in terms of fuel savings that should continue throughout the life of the vehicle. Patrol officers are also passing along favorable reports with respect to the vehicle's performance (i.e., handling, acceleration, etc., are all comparable to a conventional engine vehicle).
- The Police Department has been conducting daily mask ordinance compliance checks randomly in town. In short, residents of Enfield have done a great job of following the ordinance. A majority of the warnings issued have been to nonresidents who did not pay attention to the signs as they drove into town, or had to be assured that Enfield was serious about the health and safety of all in town.
- Friday, October 2, was Paula Rowe's last day as Administrative Assistant for the Police Department. Her career with the Town spanned 30 years and seven months. That is a very long period of time and she will be deeply missed. Paula received many "drop by" visits from Enfield residents over the course of this past week, and members of the Police Department and a gathering of friends and family helped us properly celebrate the conclusion of Paula's career the evening of October 3 during an outdoor event hosted at Whaleback Mountain (with facemasks and social distancing). The weather was perfect and Paula was clearly deeply moved by all the love and support she received. During this gathering Paula was presented with a shadow box

and a custom recognition plaque. Over the last couple of weeks, Paula has been helping to train and orient the Town's new Public Safety Administrative Coordinator, Emily Curtis. Emily knows she has some big shoes to fill.

- Kati Jopek, Regional Recreation Coordinator, recently informed the Town Manager of her intention to transition to a new job and step down from her current position with the towns of Enfield and Canaan. Discussions are underway to determine the best approach to addressing this vacancy. One option is of course to backfill the position as currently constituted, but there are reasons we should consider a different approach to staffing.
- The Zoning Board of Adjustment (ZBA) held one continued hearing (Enfield Land Use Case # Z20-08-01) on September 1st to further discuss an area variance application for property at 360 Crystal Lake Road. After a presentation by the applicant's attorney and some further abutter's comments, the ZBA voted for another continuation to October 13th at 7:00 pm. Their thinking was to allow the applicant additional time to gather information and explore site alternatives. The ZBA has also received a new application for a zoning variance to construct a garage on Hawley Drive (on Crystal Lake) within the prescribed setbacks in the R3 zoning district. This is Enfield Land Use Case # Z20-10-01 and the subject property is located at 26 Hawley Drive (map 47, lot 16).
- The Planning Board held a continued hearing on September 9th to review an application for major site plan review (SPR). The applicant in this Land Use case (P20-07-04) was seeking to build an automatic 3 bay carwash on US Route 4. The Planning Board reviewed a comprehensive set of plans from the applicant's engineer and land surveyor. After extensive review and some minor changes, the board voted to approve the project with some minor conditions. Construction has already commenced on this project on US Route 4 near the Enfield-Canaan Town line. The Planning Board also held a second meeting on September 23rd. At this meeting, the board heard three individual "conceptual" ideas for future projects. The Planning Board also restarted Master Planning discussions that have been delayed due to the COVID19 pandemic. A high priority for the Planning Board will be to form a "steering committee" for the Master Plan work. This will be a newly formed panel, made up of engaged citizens to spearhead the comprehensive update to the Town's 25 year old Master Plan.
- Unfortunately, COVID-19 will impact Enfield's annual Halloween festivities in 2020. The Emergency Management Director, Office of Town Manager, and the Recreation Department are working on developing plans for an alternative format that will keep the public safe while still allowing our youth to celebrate Halloween in a fun way. Currently, based on a wide range of guidance and suggested best practices distributed by NH public health officials, the plan is to organize a Halloween parade. We are still working through many details, but we presently anticipate that the parade will be comprised of emergency services vehicles/personnel and other volunteers with personal vehicles originating at the Union Street Fire Station. The parade will drive a specific route that will allow children (younger and older) to stand along the parade route and receive candy while maintaining ample social distancing. Even though this will be taking place outside, we still strongly encourage parade watchers to wear face masks to further reduce the possibility for exposure (there are many creative ways to incorporate a cloth mask into a costume). Those who wish to decorate a vehicle and participate in the parade will be required to only distribute wrapped candy. A map of the parade route along with approximate times will be provided on the town website and social media later this month. Those who do not

want to be in the parade, but want to donate candy for the event can drop off candy at the candy collection site located at the Enfield Police Station (19 Main Street).

## **Project Updates**

- The comprehensive overhaul and upgrades to the Town's IT network/server environment is now functionally complete. This included the transition to a hybrid networking environment that blends an on-premises server with cloud computing solutions. Employee work stations have also undergone a transition to Office365 and the data has been migrated from the Town's old on-premises server to OneDrive (meaning the data is now in the cloud and accessible to an employee from any location in which they have a live internet connection).
- 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's Office subsequently compiled and reviewed each department's submission, which included four separate budgets: (1) the Department's preferred budget, (2) level-funded budget, (3) a 2.5% reduced budget, and (4) a 5% reduced budget). These budget requests will be discussed with the Budget Committee at its next meeting (October 6).
- 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 on October 7. 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 we anticipate that this will 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.