

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES NOVEMBER 2, 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; Robert Cusick, Dr. David Beaufait, Cecelia Aufiero, Lindsay Smith, Charles Clark, Keith Thomas

CALL TO ORDER

Ms. Stewart called the Selectboard meeting to order at 6:01pm.

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

October 19, 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

ROW Lease Request: Estate of Gregory B. Gerrish

Mr. Aylesworth stated that the information was included in the Board of Selectmen (BOS) packet and requested that Ms. Bonnette present the information for discussion to the BOS.

Ms. Bonnette stated that there are properties on Crystal Lake Road that do not have a deed to the property on the opposite side of the street that fronts the water. There are two property owners that currently lease the space from the Town for \$400 per year, which was an amount set based on property taxes several years ago. She stated that the assessor should revisit the current lease and update the rates, but the information brought before the BOS was with regard to a current homeowner who would like to sell her property, would like to enter into a lease agreement and ensure that the lease agreement will be transferrable to a new owner.

Ms. Bonnette stated that the proposed paperwork reflects that a new owner would need to sign a new lease with the Town under their own name. She noted that the legal owner of the referenced property died, and that it is the wife and brother, who are the current executors of the will, making the request. She noted that the right of way license could be issued to the estate and stated as transferrable.

Mrs. Smith inquired if there was any verbiage in the agreement that indicates that the current lease costs could go up.

Ms. Bonnette stated that there is not, and the lease agreement can be ended by the Town at any time. She stated that if the increase was not agreeable to the property owner the Town could cancel their agreement, and they would have to remove their personal property from the leased land. She requested if the BOS would be agreeable to entering the lease agreement as requested by the executor of the estate.

Ms. Stewart inquired if the amount should be changed in the agreement or if wording should be added to reflect that the costs could raise at any time.

Ms. Bonnette states that the lease is renewed on April 1st and costs could be revisited upon renewal. She noted that this has been the system for many years.

Mr. Kluge stated that he was in acceptance of the proposal.

Mr. Cusick agreed that the assessor should revisit the costs associated with the lease to make it more equitable to what current landowners pay.

Ms. Bonnette agreed that it was time for the assessor to revisit the lease amount.

Ms. Stewart requested: a motion to authorize the Town Manager and/or Assistant Town Manager to issue a right of way license to the Estate of Gregory B. Gerrish, contingent upon proof of executorship of the signatories. Said license shall be transferrable upon the sale of the property as stipulated in the license agreement as presented.

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

2020 Tax Rate

Mr. Aylesworth stated that the 2020 tax rate has been set at \$25.45 per thousand dollars of value, which is an increase from \$25.05. He noted that the municipal portion of the tax rate is down slightly over 3% from 2019. He stated that the county and state education portions of the property tax have also decreased. The increase has been driven by a roughly 6% increase in the local school education taxes, which could be attributable to a possible increase in students in the district. He stated that tax bills will be due on or around December 11th.

Ms. Stewart stated that she spoke with Deb Ford regarding the increase in local school education taxes and she noted that enrollment remained the same, but that Enfield received significantly less state aid than other districts. She noted that Ms. Ford would be happy to answer any further questions.

Ms. Stewart requested questions or comments from members of the BOS or the public.
With no comments or questions presented, Ms. Stewart moved on to the next agenda item.

Town Clerks Report

Mr. Aylesworth noted that the Town Clerks report stated that the Town has collected a little more than \$947,000 in revenue, which is a little over 4% more than last year. He stated that the monthly collection rates remain consistently ahead of 2019 collections.

Ms. Stewart requested questions or comments from members of the BOS or the public.
With no comments or questions presented, Ms. Stewart moved on to the next agenda item.

BOARD REPORTS

Mascoma Lakeside Park Committee

Mrs. Smith stated that Lakeside Park met last week and that the project is underway. She stated that Patricia Free is working on her Master Gardener Certification and she has requested to make Lakeside Park her final project to attain her certification.

Heritage Commission

Mrs. Smith stated that the Heritage Commission met and noted that all NH Main Street communities were listed as the 'Seven to be Saved', and she is looking into any assistance available related to that status.

Planning Board

Mr. Kluge stated that the Planning Board met and began forming a task force for the Master Plan update. Members of the task force were selected unanimously and will be announced after they have been contacted.

Budget Committee

Ms. Stewart stated that the Budget Committee met on Tuesday and Thursday with department heads. She stated the 2021 budget work continues.

TOWN MANAGER'S REPORT

Mr. Aylesworth provided the following highlights to the BOS:

- Saturday was Halloween and the Town organized a vehicle parade which was comprised primarily of public safety vehicles, as well as other unique additions by members of the public. The Chief of Police has received many compliments for the execution of the parade.
- The November issue of the Town Newsletter will be going out after the general election is complete.
- The Town will proceed with HealthTrust regarding health and dental insurance; however, adjustments to the employer/employee contribution levels are being considered.
- Candidates are being interviewed for the Inspection Services and Planning Facility Administrator position. Candidates are currently completing a practical exercise to be turned in as a part of the interview process.
- The winter parking ban is now in effect as of November 1 through April 1. No vehicles should be parked on a publicly maintained street/alley/roadway, or in any way that hinders the maintenance of the roadways.
- The DPW has completed the semiannual cleaning of the municipal sewer systems river crossing syphons. It was noted that face masks have been found to be a major contributor to the clogging of the system. Mr. Kluge requested a memo be disseminated through the Listserv regarding proper disposal of face masks.
- Recommendation to review local recreation department positions and consider if a full-time recreation director would be of benefit. Bridget Labrie expressed interest in the Regional Recreation Coordinator position. She is an organizer for the Enfield Market, an Enfield representative on School Board, and recently appointed as the Cemetery Sexton.
- Shout out to the Land Use and Community Development Coordinator, Rob Taylor, for taking a leading role on pulling together materials for grant funding application regarding ongoing improvements to Lakeside Park. The total project envisioned is \$250,000, half of which will be matched by privately raised funds. Award decisions will be announced in early 2021.
- The CIP Committee will be holding its third meeting this coming Thursday. The last meeting on October 20, 2020, focused on requests made by the Department of Public Works. Upcoming meetings will focus on public safety departments.
- Mr. Aylesworth expressed his disappointment that the L-CHIP Grant, which was submitted in the end of June, for just under \$400,000, regarding rehabilitation of Whitney Hall, was denied. It was stated that it was a very competitive year with many applicants.
- The planning study with DPC Engineering is ongoing, to review options for a local wastewater treatment alternative.

Ms. Stewart requested questions or comments from the BOS or members of the public regarding the Town Manager's Report.

Mr. Clark inquired if there were any updates on progress with the solar agreement for the DPW.

Mr. Aylesworth stated that the Town's attorney read the proposed agreement from Norwich Solar Technologies and gave feedback to them directly. Norwich Solar Technologies is currently reviewing the requests for changes. He stated that Norwich Solar Technologies will review the requests and arrive at a formal proposal for the BOS to vote on at the next meeting.

Mr. Clark inquired if it is likely that the project would be started before the end of the year.

Mr. Aylesworth stated that the engineering crew has visited the DPW to take measurements and review the site to be able to start the work once the final document is approved. He stated that they are aware of the timeline for necessary completion with regard to the rebates available, and they will do everything possible to achieve the necessary threshold.

Mr. Cusick stated that there is a group that is advertising internet access and that the Town should get involved as it effects the value of property in the Town.

Mr. Aylesworth stated they are still working on the Comprehensive Public Right of Way Regulation and will plan to be brought to the second meeting in November.

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

PUBLIC COMMENTS

Ms. Stewart requested comments from the public regarding items not on the agenda. No Comments were made. Ms. Stewart moved on to the next agenda item.

BUSINESS

November 3rd General Election Update & General Election Absentee Ballot Report

Mr. Aylesworth requested that Ms. L. Smith speak to updates regarding the election.

Ms. L. Smith stated that the DPW helped move all the election equipment and the Community Building was all set up and ready to go. She noted that around 900 absentee ballots have been pre-processed for the election.

Mr. Aylesworth stated that 1,152 absentee ballots were requested and 1,109 of those requests have been returned.

Ms. L. Smith stated the Fire Department will bring over their all-terrain vehicle to assist with election official's transportation from Whitney Hall to the Community Building. She stated she has also been in touch with Chief Holland regarding having police stationed at the polls during the day as well. She stated two Assistant Moderators, Dr. Beaufait and Mr. Carr, will assist with operating the curbside accessible voting. She added that the library allowed them to use their new air purifier for the Community Building.

Ms. Stewart stated that she had an opportunity to see the space and noted that there was plenty of space and it was well marked.

Dr. Beaufait stated he was very impressed with the set up at the Community Building and that Ms. L. Smith was going a great job.

Mr. Cusick stated that the air purifiers should run throughout the voting day.

Ms. L. Smith agreed that it would.

Review of Continuity of Operations Plan

Ms. L. Smith stated that a lot of work was put into having a list of election workers and emergency operations. It was stated that it is a living document which will be updated for each election and is for internal purposes only.

Ms. Stewart thanked Ms. L. Smith for her attention to the details of the document and for her work on preparing for the election.

Ms. L. Smith left the meeting.

State and Local Response to COVID-19

Mr. Aylesworth stated that some neighboring states are transitioning back towards a shelter in place/partial shutdown approach and acknowledged that, while wishing to remain optimistic, it is possible that New Hampshire may also return to a partial shutdown as well.

Mr. Aylesworth requested that Ms. Bonnette give an updated on the CARES Grant.

CARES Grant for Elections Update

Ms. Bonnette stated that for the primary the Town requested about \$4,500 of the total \$10,064.32 available. She stated that there are more than enough absentee ballots in the general election to claim the final \$5,500 worth. She stated that the process is being simplified and will be an easier process on the Town's end to receive the final amount of grant funds available.

2021 Budget Development Update

Mr. Aylesworth stated that the Budget Committee met Tuesday and Thursday evenings last week. He stated that each department submitted multiple budgets including: a preferred budget, a level funded budget, a 2.5% decrease, and a 5% decrease. Mr. Aylesworth stated that the Budget Committee will be meeting again on the 10th and 17th. He stated that his annual budget recommendations will be made before the end of the month and prior to his departure.

Comprehensive Public Right-of-Way Regulation – DRAFT prepared by Legal Counsel

Ms. Stewart noted that information related to the Comprehensive Public Right-of-Way Regulation was reviewed earlier in the meeting.

Municipal Solar Project (DPW Salt Shed Roof) – Power Purchase Agreement

Ms. Stewart noted that information related to the Municipal Solar Project was reviewed earlier in the meeting.

Town Manager Transition – Interim Candidates and Search Process

Mr. Aylesworth stated that Primex, the Town's source for Property and Casualty Insurance, has documents and resources if the hiring process was to occur in house but that they do not perform recruitment services. He stated there is a proposal in the BOS packet from Executive Suite with a list of services available and their pricing.

He stated that Bernard Lynch of Community Paradigm Associates, LLC, may be able to submit a proposal as well, but his attempts to contact him have been unsuccessful for follow up. He inquired if the BOS would like to wait and have a third proposal or not.

Mr. Kluge stated it would be great to hear from him, but he does not want to hold up the process. He noted he was interested in reviewing another proposal but did not want to wait more than a few days.

Mr. Aylesworth stated he would reach out to him and try to get more information. He noted that Mr. Lynch's firm utilizes retired Town Managers and tends to have a lower overall cost as they have income thresholds to be eligible for their pension. He was optimistic that it could be a great opportunity for the Town while also balancing the financial costs.

Ms. Stewart stated that the proposal from Municipal Resources, Inc. (MRI) was not what she anticipated, and she was interested in seeing more information from Mr. Lynch as well. She added that the costs did also not appear to reflect some savings that could be made from utilizing Zoom and avoiding travel expenditures.

Ms. Stewart inquired on what should be decided for Interim Town Manager services. She inquired if Mr. Lynch also provided Interim services.

Mr. Aylesworth stated that he was not aware of Mr. Lynch providing Interim services. He stated that MRI had submitted a proposal with a suggestion for who they recommended to be appointed to the position.

Mr. Aylesworth noted that he also reached out to the New Hampshire Municipal Association Listserv and many members are retired or about to retire and may be in the interim market as well. He stated that, with MRI having one Interim proposed and a small amount of individual responses from the NHMA Listserv inquiry, the Interim options were very limited at this time.

Mrs. Smith inquired what would happen if the Town cannot find an Interim. She stated that Ms. Bonnette has stated she is not interested in stepping in but inquired if there was a scenario where she could step in with backup clerical support until an Interim can be found.

Mr. Aylesworth requested feedback from the BOS regarding the MRI Interim proposal and noted that anything regarding Ms. Bonnette's role and position may be necessary to discuss in non-public session.

Mrs. Smith stated the MRI proposal was expensive.

Mr. Aylesworth stated that with the base salary, plus benefits that would be paid to someone in the position, it is only nominally more expensive.

Mr. Kluge and Ms. Stewart expressed their support for the MRI Interim as proposed.

Mr. Aylesworth stated that members of the BOS can meet with the proposed Interim before finalizing the agreement with MRI as well.

Ms. Stewart requested a Zoom meeting with the Interim next week once the general election is complete.

Members of the BOS agreed to be available during the late afternoon early evening hours to meet with the proposed Interim Town Manager with MRI.

Ms. Stewart requested questions or comments from the public regarding the Town Manager hiring process.

Mr. Cusick inquired if the Town was looking into hiring right away or if they are in a holding pattern.

Ms. Stewart stated that the BOS has not held a discussion on the timeline for hiring and noted she was in favor of upholding state statutes, barring the extenuating circumstances, there was no reason not to conduct the search process.

Mr. Cusick stated that it is the duty of the Selectboard to move ahead in the hiring process and getting a Town Manager. He stated it was of the benefit of the Town to have someone that will go after the interests of the Town and getting involved with funding that is available.

Mr. Kluge noted that there was concern for the Town Warrant Article and regardless of its outcome, it may make applicants nervous.

Mr. Cusick stated that it would not be in the best interest to wait until March, April, or May to start the search.

Mr. Thomas inquired about the Town's previous experience with hiring a Town Manager and why the BOS is looking at more than one option instead of following the same path as taken before.

Ms. Stewart noted that the request was made at the last BOS meeting to review all available resources prior to making further decisions regarding hiring an Interim Town Manager and how to execute the search for candidates.

Ms. Stewart requested Mr. Aylesworth to follow up with Mr. Lynch for more information and moved on to the next agenda item.

Enfield Community Building Scheduling & Building Rental Rules

Ms. Bonnette stated that there is a policy for how the Community Building is scheduled, however, she has not followed through with the annual request timeframe due to COVID-19. She noted that there are three regularly scheduled cleanings for the Community Building, and if an event requires an extra cleaning between uses than the renter is responsible for the additional cleaning fees. She recommended to keep the building availability limited to the Boy Scouts, the Lions Club and the Lioness Club, as well as the two town functions for stretching and line dancing, and not open up the building to all of the requests as usually happens this time of the year. She noted that the current policy states that requests will be accepted Oct 1 – Nov 30th, and scheduling the requests occurs in December. This scheduling window is problematic and Ms. Bonnette recommended an open window of October 1 – October 31st. Organizations will be responsible for making their requests during this timeframe.

Ms. Bonnette stated that there are rules for utilizing the space, including pre-approved command strips. She noted that some people purchase the strips at cost from the Town, but the command strips are getting harder to find and are more expensive, and it is also difficult to enforce as a policy. She requested the wording for use of command strips be removed from the policy.

Ms. Bonnette proposed a new draft of the building scheduling and rental rules.

Ms. Stewart requested to not call out a preference to a specific organization such as the Lions Club and Lioness Club because it says ‘Enfield based community organizations.’ She understood the issue with command strips but noted that there are issues with damage that is occurring that is not getting fixed, including the ceiling. She inquired as to who the maintenance of the building should be delegated to.

Ms. Bonnette stated that it would benefit having someone checking it every day, but it is hard to find people. She noted that the Department of Public Works (DPW) used to do maintenance checks, but due to short staffing and COVID-19, it was not happening as frequently.

Mr. Aylesworth stated that, according to Mr. Taylor, the DPW should be doing check ins on a regular basis now.

Ms. Bonnette noted she would make the requested changes to the scheduling as well as changes to the wording in the policy. She inquired about approval regarding the changes she proposed for the rules as well.

Ms. Bonnette requested that the recommended changes be approved as a motion to keep with past practices.

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

Ms. Stewart thanked Ms. Bonnette for her attention to the details regarding the scheduling and use of the Community Building.

Disposal of Surplus Property

Mr. Aylesworth stated that the Town is in the process of auctioning off via online auction, a 2016 retired police cruiser. He was unsure if the BOS has declared it as surplus property and stated that it will need to be officially designated as surplus property with permission to the Town to dispose of it.

Mr. Kluge made a motion as stated by Mr. Aylesworth. Mrs. Smith seconded.

Ms. Stewart requested that the property listed in the documents be read for the record.

Mr. Aylesworth stated that the motion would be to declare surplus property of the 2016 Ford Interceptor VIN# 1FM5K8ARHG62130 and sell it via Gov Deals online auction to the highest bidder.

Mr. Aylesworth stated the other items were ten or twelve very tired and worn out conference room chairs from the Police Department, which have been replaced and are requested to be declared as surplus property.

Mr. Kluge made a motion to also declare the PD chairs to be surplus property. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Year-End Votes to/from Capital Reserve Funds

Ms. Bonnette reviewed 2020 Year End Transfers with members of the BOS.

A series of motions were prompted regarding transactions to be approved by the BOS. Each item was read and moved by a member of the BOS to be discussed if necessary, and voted on as follows:

DEPOSITS

Motion: To deposit \$22.00 from revenues from the sale of trail maps into the Trail Fund.

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

Motion: To deposit \$25,000 from the Municipal Water Department operating budget into the Municipal Water System Capital Reserve Fund.

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

Motion: To deposit \$25,000 from the Municipal Sewer Department operating budget into the Municipal Sewer System Capital Reserve Fund.

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

WITHDRAWALS

Motion: To withdraw \$37,989.20 from the CIP Capital Reserve Fund for Fire Department Radios.

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

Motion: To withdraw \$16,832.45 from the Employee & Retiree Benefits Trust Fund for Employee & Retiree Claims and Compensation.

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

Motion: To withdraw up to \$ 6,500 from the CIP Capital Reserve Fund for the Community Building Lock and Program Access, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$6,000 from the CIP Capital Reserve Fund for Town Hall Security, Access and Improvements, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$6,000 from the CIP Capital Reserve Fund for Police Department Security Improvements, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$26,753.50 from the CIP Capital Reserve Fund for Municipal Facilities Planning, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$8,000 from the Municipal Water System Capital Reserve Fund for an Automatic Meter Reading System, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$19,841.40 from the Municipal Sewer System Capital Reserve Fund for an Automatic Meter Reading System, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$8,500 from the CIP Capital Reserve Fund for a Zero Turn Mower, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$12,000 from the CIP Capital Reserve Fund for a Gas Tank Replacement, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$14,979 from the CIP Capital Reserve Fund for a Steamer Replacement, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw up to \$18,000 from the CIP Capital Reserve Fund for the loader overhaul, said authorized withdrawal to be non-lapsing for one year.

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

Motion: To withdraw \$4,972.26 for from the Mascoma Lakeside Park Trust Fund for Mascoma Lakeside Park Improvements.

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

Motion: To withdraw \$7,153.25 from the Municipal Water System Capital Reserve Fund for Municipal Water System upgrade expenses.

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

Motion: To withdraw \$12,198 from the Municipal Sewer System Capital Reserve Fund for Municipal Sewer System upgrade expenses.

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

Ms. Stewart thanked Ms. Bonnette for the comprehensive overview and organization of materials presented.

ADMINISTRATIVE ITEMS (Signatures Required)

2020 2nd Issue Property Tax Warrant

Mr. Aylesworth stated it was a total amount of \$7,712,444.58.

Mr. Kluge made a motion to approve the 2020 2nd Issue Property Tax Warrant as stated. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Yield Tax Warrants (Enfield Land Co. LLC)

Mr. Aylesworth stated that the Yield Tax Warrant is in the amount of \$3,007.04 for timber harvest done by Enfield Land Company. He noted that backup documentation was available in the BOS packet.

Mr. Kluge made a motion to approve as presented. Mrs. Smith seconded.

Mr. Thomas inquired as to if there was any town revenue from it.

Mr. Aylesworth stated that these are the taxes that a private landowner pays on the timber harvested from their property.

Ms. Stewart noted that the paperwork has information regarding who purchased the timber as well.

A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth stated that there was a second Yield Tax Warrant for the same landowner in the amount of \$3,181.80.

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

2020 Equalization Municipal Assessment Data Certificate

Mr. Aylesworth stated that the Town annually submits this information to the Department of Revenue Administration. It was noted that it would need to be signed prior to being submitted and required a motion to approve.

Mr. Kluge made a motion to approve the 2020 Equalization Municipal Assessment Data Certificate. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS

Ms. Stewart requested any other business that should come before the meeting.

Enfield Center Town House – Power Post Beetles

Mrs. Smith stated that there was an infestation of powder post beetles in the Town House. She inquired as to if it had been addressed yet.

Mr. Aylesworth stated that he was in touch with Mr. Taylor and had sent Mrs. Smith an email correspondence regarding the follow up and noted that the matter had been attended to.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- NH Dept. of Environmental Services Drought Update 18

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 8:04 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting adjourned at 8:04 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – NOVEMBER, 2020

General Information and Updates from Departments

- The 2020 property tax rate has been set. The aggregate tax rate is \$25.45, which is up \$0.40 from the 2019 aggregate tax rate (\$25.05). However, the municipal, county, and state education portions of the tax rate all decreased in 2020. It was only the local school education portion of the tax rate that increased. Unfortunately, because this represents approximately 60% of the entire tax, it carries a lot of weight. The municipal portion of the tax rate fell from \$7.33 in 2019 to \$7.10 in 2020. This slightly greater than 3% decrease is significantly more than the 0.6% decrease that was projected at the time of Town Meeting due to non-property tax revenues being very strong throughout the remainder of the budget year. Town officials and residents should be very pleased with this outcome. It is not clear what led to the local school district's portion of the tax rate increasing by approximately 6.0%, but it is likely a function of an increase in the proportion of Enfield students comprising the total enrollment of the school district.
- Due to COVID-19 associated public health concerns, it was determined that traditional Halloween trick-or-treating would not be sponsored by the Town this year. As a substitute, a Halloween vehicle parade was arranged. The parade primarily consisted of first responder vehicles and some antique cars. Candy was tossed to children and families who gathered along the parade route (albeit while adhering to facemask and social distancing requirements). Following conclusion of the parade a number of Enfield residents expressed highly positive sentiments regarding the parade.
- The November issue of the Town Newsletter will be published on November 4 to enable inclusion of the General Election results (Enfield only).
- The Town Moderator will be providing a separate written update relative to 2020 General Election planning.
- In accordance with state law, the Town has developed a draft continuity of operations plan (COOP) with respect to the 2020 General Election. A draft of this plan is separately enclosed and will be discussed with the Board during its November 2 business meeting.
- At the request of the Board of Selectmen, the Town Manager has solicited and obtained an additional proposal from Warren Rutherford (Executive Suite) for assistance with the selection process for a new permanent Town Manager. This is included in the information packet for the Board's November 2 business meeting. The Town Manager also reached out to Primex and Bernie Lynch, Principal of Community Paradigm Associates. Primex confirmed that they do not facilitate executive searches, but, do offer a variety of resources to help communities perform their own "in-house" searches without the help from an external firm. The materials provided by Primex have also been included in the information packet for the Board's November 2 business meeting. After initially expressing interest in submitting a proposal, it appears Mr. Lynch (who's firm primarily conducts executive recruitment in the Commonwealth of MA) is withdrawing from further consideration.
- As a reminder, the Town recently solicited proposals for health and dental insurance, and only

HealthTrust, the Town's current health and dental insurance provider, submitted a proposal. HealthTrust's renewal rates for the health insurance would be 6.4% if the Town did not make any changes to the health plan currently being offered to employees. At this time, the Town Manager anticipates recommending continuation of the current insurance plans, but increasing the proportion of the insurance premiums that are by the employee vs. the employer. At present, for employees hired on or after April 2019, the splits are as follows:

- Single Plan: 95% employer; 5% employee
- Two-person Plan: 90% employer; 10% employee
- Family Plan: 85% employer; 15% employee

The proposed new split would be as follows (with the intention of shift 1% of the contribution from the employer to the employee over each of the next five years):

- Single Plan: 94% employer; 6% employee
- Two-person Plan: 89% employer; 11% employee
- Family Plan: 84% employer; 16% employee

- Norwich Solar Technologies has prepared a DRAFT 25-year power purchase agreement (PPA) relative to a roof-mounted solar array on the DPW salt shed for the Enfield Board of Selectmen to review and potentially act on at the November 2, 2020 business meeting. This draft PPA has been reviewed by Town Counsel, and feedback has been included in the information packet.
- The Town Manager and Building Inspector have completed initial interviews with multiple candidates for the Inspection Services and Facilities Planning Administrator position (the slightly reconfigured Building Inspector position) and have now distributed a "practical exam" for each of these individuals to complete by November 2. Mr. Neily, the current Building Inspector, is retiring on January 22, 2021, and the intent is to bring in his successor on January 4 to enable three full weeks of overlap for training/orientation purposes.
- The DPW Highway Division will continue grading gravel roads during early-November so long as the weather is conducive. Motorists are urged to use caution when driving through these moving work zones often with three or four working pieces of equipment.
- 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.
- Per the longstanding local ordinance enacted by the Board of Selectmen, the Winter Parking Ban is in effect from November 1 through April 1. No vehicle shall at any time be parked on any public or publicly maintained street, alley, roadway or way open to the public, in a manner that hinders in any fashion the maintenance of the way.
- Quarterly water and sewer bills were mailed last month and are due on November 18.
- Recently, the Town performed its twice per year cleaning of the sewer system river crossing syphons. While cleaning these some things were found that are not appropriate to be flushed or put down a drain under any circumstances. These things included wipes, grease, and even face

masks. Flushable wipes and baby wipes belong in the trash. They do not biodegrade and clog pipes and can get stuck in pumps causing very high maintenance and repair costs. Grease should be collected, allowed to congeal, and thrown in the trash. We ask residents to consult the following for further guidance: <https://getpumpednh.com/wp-content/uploads/2018/10/whats-flushable.pdf>

- Bridget Labrie has been hired as the new Regional Recreation Coordinator. Bridget is an Enfield resident who works as a Clinical Research Coordinator for DHMC. Additionally, Bridget serves as a member of the MVRSD School Board, the Town of Enfield's Cemetery sexton, and as a volunteer organizer of the Enfield Market (held in Huse Park the second Saturday of the month). She has also organized a beach volleyball program through the Recreation Department that is held at Shaker Recreation Park. Bridget holds a bachelor's degree in childhood studies (including a K-8 teacher certification) and an MBA; both earned at Plymouth State University. Bridget will work an average of 10-12 hours per week in this part-time position. Bridget will start in this role on November 2 and will undergo an "onboarding" process with Kati Jopek, the outgoing Regional Recreation Coordinator.
- The Town of Enfield has submitted a full application for grant funding under the Land & Water Conservation Fund (LWCF) to complete "Phase 2" of the Mascoma Lakeside Park improvements. This work would focus primarily on complete reconstruction and enhancement of the Park's parking lot and a number of other ancillary improvements. The total amount requested was \$125,000. This amount will be matched on a 1:1 basis with privately raised funds for a total project budget of \$250,000. The Town Manager wishes to extend a special thanks to Rob Taylor, Land Use & Community Development Administrator, for his willingness to take the lead on coordinating with Mr. Mirski (architect), appropriate Town departments, and external stakeholders on the preparation of this grant application. The Town's application was aided by letters of support from the Enfield Village Association, Mascoma Lake Association, NH Lakes Association, Executive Councilor Mike Cryans, NH State Representative Roger Dontonville, and the White River Junction VA Medical Center.
- The Town of Enfield is in the process of selling a decommissioned police cruiser that was replaced in 2020. This cruiser can be sold once the Enfield Board of Selectmen officially designates the vehicle as surplus property. As has been done with successful results in the past, the Town is selling the cruiser using "GovDeals," which is an online auction platform tailored specifically to municipal and state agency clients. Bidding on the cruiser will continue until just after 4:00 PM on November 10. The listing can be found here: <https://www.govdeals.com/index.cfm?fa=Main.Item&itemID=9&acctID=12208&Preview=1>
- The Zoning Board of Adjustment (ZBA) held two hearings at their October (13th) meeting, one variance hearing for a new application and one for a continued land use case (also a variance). The first hearing was related to a variance application on Hawley Drive, where the applicant wished to build a new garage in the required site set-backs. This variance was approved. The second hearing concerned property on Crystal Lake Road. The applicant in this case has already built a structure (deck and stairs) that requires variance relief. After meetings in August, September and October, the ZBA ultimately voted to deny this variance. The applicant in this case now has 30 days to decide whether to appeal their case. The ZBA has another variance application on its plate for their November meeting on the 10th. This will be for an application to build a shed within the required setback on Pine Drive.

- The Planning Board held two meetings in October. The first meeting (on the 14th) was related to a Class VI roads discussion on Atherton Road and Master Planning work. The second meeting was exclusively a Master Planning “Work Session.” The Planning Board has renewed their focus on Master Planning work. When COVID19 first hit, they prudently delayed this effort as a “new normal” began. Now that we have established this new normal, the board has decided to push forward with these efforts while using technology (such as Zoom and Google Forms) and caution. There will be a Scenic Roads Hearing on November 12th at 7:00 pm. A presentation and hearing will be held regarding an application from Liberty Utilities to cut vegetation on the following Scenic Roads in Enfield: Ibeys Road, Lockehaven Road and Oak Hill Road.

Project Updates

- The CIP Committee will be holding its third meeting of the 2021 budget season on November 4. The Committee’s second meeting took place on October 20 and focused on requests submitted by the Department of Public Works. The November 4 meeting will focus primarily on requests submitted by the Town’s emergency services departments (police, fire and EMS).
- The 2021 budget development process is well underway. The Town Manager’s Office subsequently compiled, reviewed and disseminated to the Budget Committee 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). Smaller group meetings comprised of the Town Manager, Department Head, and the “liaison” assigned by the Budget Committee to a given department took place the week of October 19. Department Heads then presented their budget requests over the course of two Budget Committee meetings held on October 27 and October 29. The Budget Committee will next meet on November 10 and the Town Manager’s complete 2021 budget recommendations will be transmitted to the Board of Selectmen and Budget Committee by November 16.
- As was previously reported, the Town of Enfield submitted a grant funding request for just under \$400,000 to the Land & Community Heritage Investment Program (LCHIP) for rehabilitation of Whitney Hall. The intent is to carry this work out in coordination with the larger renovation and expansion project for Whitney Hall that has been proposed by the Municipal Facilities Advisory Committee. Unfortunately, the Town recently received notification from LCHIP representatives that our funding request has been declined. At this time no reason has been provided, but our understanding is that there will be an opportunity to “debrief” with LCHIP and obtain insights into what factors worked against our application this round and what might improve the probability of a successful application should Enfield reapply.
- DPC Engineering, who previously assisted the Town of Enfield with the development of a comprehensive asset management plan for the municipal sewer system, is in the process of helping the Town complete a planning study relative to the feasibility of designing, constructing and operating a local wastewater treatment plant (which would result in the Town discontinuing having its wastewater collected and treated by the City of Lebanon). As a reminder, all of this work is being funded with a loan from NH DES that includes 100% principal forgiveness. At this time we anticipate that this planning study will be completed in the next few weeks and findings and recommendations transmitted to the Board of Selectmen before the end of 2020.