

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES DECEMBER 7, 2020**

TIME: 6:00 PM
LOCATION: via Zoom Teleconference

PRESENT

Board of Selectmen: Katherine D.P. Stewart, John W. Kluge, Meredith Smith

Administrative Staff: Alisa Bonnette, Assistant Town Manager; Jack Wozmak, Interim Town Manager

Others: Emily Curtis, recording secretary; Charles Clark, Energy Committee; Melissa Hutson, Librarian; Jo-Ellen Courtney, Energy Committee; Fred Cummings, Chief of Fire; Richard Martin, Chief of EMS; Roy Holland, Chief of Police; Jim Taylor, Director of Public Works; Kelly Taylor, Robert Cusick, Sharon Beaufait, Dr. David Beaufait, Angus Durocher, Cecelia Aufiero, Erik Russell, Sam Eaton, Roger Dontonville, Jeremy Ford, Alice Kennedy, Jean Patten, Dr. Jerold Theis, Ryan Degnan, Lisa Tores, Gail McPeck, Sharon Parker, Heather Waters, Ian Caldwell, Courtland Smith, Shirley Green, Philip Vermeer,

PUBLIC HEARING – 6:30 PM WATER & SEWER RATES

CALL TO ORDER

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

Virtual Meeting Preamble

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 phone # and

using the password provided or by clicking on the website address provided in the meeting posting on the Town's website and posted on the door of Town Hall

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 603-442-5401

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 – November 16, 2020 Regular & Non-Public Sessions

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

BOARD REPORTS

Mr. Kluge noted he had no updates, and the Planning Board will be meeting this coming Wednesday, December 9th.

Mrs. Smith stated that Lakeside Park met last week and Pattie Fried will be requested to be added to the Committee later in the agenda. She stated that Ms. Fried is an involved Enfield citizen who will also use Lakeside Park as a part of her Master Gardeners program. Mrs. Smith stated that Mr. Taylor reported that the current contractor has been ill, and progress has been stalled with the building of the pavilion.

Ms. Stewart stated that the Budget Committee will be meeting this coming Thursday to discuss the budget. She encouraged members of the public to attend.

Ms. Stewart requested questions or comments related to the board reports. With no further discussion Ms. Stewart moved on to the next agenda items.

TOWN MANAGER'S REPORT

Ms. Stewart noted that Mr. Wozmak was not available yet to address his updated of activities and she would move on to the next agenda item.

Initial focus/timeline on recruitment efforts with MRI

Ms. Stewart inquired if a representative from MRI was able to reach Mrs. Smith and Mr. Kluge to complete an interview with them.

Mr. Kluge stated he has been unable to conduct the interview due to other commitments.

Mrs. Smith noted that she just received an email from the representative.

Ms. Stewart inquired if Mrs. Smith and Mr. Kluge had checked their Town email accounts, as there is likely where the correspondence was made.

Mrs. Smith and Mr. Kluge stated that they were each having issues accessing their Town email accounts.

Ms. Stewart stated that they should work with Symquest to get the training and updates necessary to utilize the Town accounts for BOS business.

Ms. Stewart noted that the MRI consultant spoke with her regarding the Committee and that. She added that she would wait for Mr. Wozmak for further discussion, and any discussions regarding the Committee would be held in nonpublic session.

General discussion of Board priorities for Interim Town Manager

Ms. Stewart noted that the discussion regarding BOS priorities would be held over until Mr. Wozmak was available. Ms. Stewart then moved on to the next agenda item.

PUBLIC COMMENTS

Ms. Stewart inquired if members of the public had any question or comment to an item not on the agenda.

Mr. Cusick stated that all Town business should be conducted on Town email. He implored those responsible to get the system working correctly so that conversations can be held in an appropriate forum with a record of those communications through the Town email server.

COMMUNICATIONS**Fishing Derby – Use of Shakoma Beach & Upper Beach Parking Lot Requested**

Ms. Bonnette stated that the Fishing Derby submitted a request to use the upper beach parking lot and Shakoma Beach. She added that the Fishing Derby would take place when there was ice on the lake, and they would also request that the Town plow the upper beach parking lot as well.

Mrs. Smith inquired if they might be encouraged to utilize the Lakeside Park area for parking as that area is regularly plowed.

Ms. Bonnette stated that they would be agreeable to using Lakeside Park but preferred to use the upper beach parking lot.

Ms. Stewart stated that if Mr. Taylor could give a valuation of how much it would cost to plow and they were willing to pay the fees, then it may be possible. She requested to Mr. Taylor regarding the plowing of the upper beach parking lot and how much it would cost to supply those services.

Mr. Taylor stated that the boat launch is regularly plowed, but not the upper beach parking lot. He added that it depends on when the Fishing Derby is held and how much snow there is, stating that it could be a very big job and it would be hard to give a fee without that information. He stated it would be best if they could use the Lakeside Park parking area or the boat launch parking area, which are regularly maintained.

Members of the BOS agreed with Mr. Taylors recommendation.

With no other Communication items to address, Ms. Stewart moved on to the next agenda item.

BUSINESS

Annual Holiday Tree Lighting

Ms. Stewart stated that the original event to be held on Friday December 4th but was cancelled due to current circumstances. She inquired as to the possibility of a live streamed tree lighting prior to the drive through event that the Enfield Outing Club will be hosting in Huse Park. She requested Chief Holland to speak to the operation of the event.

Chief Holland stated that the Outing Club is planning on having a drive through, no contact Christmas party, with several stations of characters to greet the kids, with presents and candy to be distributed at a safe distance. He stated it would be great to have the tree lit for the event.

Ms. Stewart offered to assist with the tree lighting ceremony, as the Town Manager has in the past.

Ms. Stewart requested Ms. Bonnette to assist in coordinating a time for the tree lighting that might work well for the Outing Club and their event.

Mr. Cusick stated it was important to help the kids have a nice Christmas and stated he is willing to help in any way he possibly can.

With no further questions or comments, Ms. Stewart moved on to the next agenda item.

Proposed Appointment to Mascoma Lakeside Park Committee – Master Gardener Intern Pattie Fried

Mrs. Smith stated that Ms. Fried approached her about assisting with the Lakeside Park garden development as a part of her internship to become a Master Gardener through a program with the University of New Hampshire.

Mrs. Smith made a motion to approve Ms. Pattie Fried as a member of the Lakeside Park Committee. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Withdrawals from Capital Reserves and Confirmation of Authorization to Deposit/Expend from Trust Funds

Ms. Bonnette stated that motions were needed to have money come out of the Mascoma Lakeside Park Trust Fund to pay a bill. She stated that it is something that the Town Manager was formerly able to do without BOS authority, but with the current structure she wanted to bring it forward to ensure it was handled properly. She stated that the BOS could vote to authorize the Interim Town Manager to have the same authority to deposit and withdraw funds from the Trustees of Trust Funds.

Mrs. Smith agreed that doing as Ms. Bonnette recommended made the most sense.

Mr. Kluge made a motion to confirm that the Interim Town Manager has all of the same authority to deposit and withdraw funds from restricted use trust funds as previously granted to Ryan Aylesworth as

Town Manager. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart asked Ms. Bonnette if any further motions would be necessary to complete the requests.

Ms. Bonnette stated no further motions were necessary.

Mr. Wozmak joined the meeting and Ms. Stewart requested to revisit the Interim Town Manager report portion of the agenda.

First update of activities of the Interim Town Manager (oral report)

Mr. Wozmak stated that he is in the office Mondays, Tuesdays and Thursdays and he is familiarizing himself with the departments, getting up to speed on the budget, and understand how things work as quickly as he can.

Ms. Stewart requested questions or comments from the BOS or the public for Mr. Wozmak.

Mr. Cusick stated his concerns to not to let the contractors get ahead of themselves in billing for the work before it is completed, regarding the payment of bills for the Lakeside Park Project.

Mrs. Smith stated that the first bill to be paid out is to the subcontractor, Steve Patten, for the amazing work that he has completed already, but no other bills are prepared or approved.

With no further questions or discussion, Ms. Stewart moved on to the next agenda item.

Initial Focused Timeline on Recruitment Efforts with MRI

Ms. Stewart stated that MRI has not been able to touch base with Mr. Kluge or Mrs. Smith as of yet and requested Mr. Wozmak assist with getting them in touch. She stated that Symquest would be assisting Mr. Kluge and Mrs. Smith to get them better access to their Town email as well.

Ms. Stewart stated that MRI inquired about the progress of forming a Hiring Committee. She stated that initial conversations should be completed first, and perhaps initiate an additional meeting which will involve a non-public session regarding the formation of the committee.

General discussion of Board priorities for Interim Town Manager

Mr. Wozmak stated that he wanted to ensure that there are no ongoing projects that require his attention and to be alerted of any priorities. He offered for members of the BOS to reach out to him with any ideas or concerns.

Ms. Stewart stated that the Budget Committee Chair and herself met with Mr. Wozmak to update him on the current processes. Ms. Stewart stated that she added a couple of items to the list that Mr. Aylesworth left, and inquired if any other members had anything to add. She stated that invoices and payments being up to date for the end of the fiscal year will be particularly important right now.

ADMINISTRATIVE ITEMS (Signatures Required- Please Stop by Town Offices Next Day)

- Timber Yield Taxes (Gillette) (Williams)

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

PUBLIC HEARING – 6:30 PM WATER & SEWER RATES

The BOS is holding a public meeting with regard to the water and sewer rates.

Mr. Kluge made a motion to open the public hearing at 6:38pm. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Taylor stated that he and Mr. Aylesworth met to review the proposed charges for 2021. He noted that there is a proposed 5% increase in water and 8% increase in sewer. He noted that the water increases were in relation to water quality monitoring, including the lab costs associated with the testing.

Mr. Vermeer inquired if there was a way to spread the \$111 fine out without messing with the system. He also recommended people use a device to help track the water usage, that can be monitored through a phone app, and can be helpful to track usage rates and alert of possible leaks. He noted that supplying the public with that information would be helpful so that people could be more aware of their water usage.

Mr. Taylor stated that he supported any measure to help residents to monitor and understand their water usage, but the set fee was reduced from seven tiers down to two – the cutoff being 10,000 gallons. He added that residents being aware of their water usage using a tool as mentioned by Mr. Vermeer could also assist in avoiding going over the 10,000 gallons.

Mrs. Smith stated that a Town education piece can be done using the Town newsletter.

Ms. Stewart requested that Mr. Vermeer send a link to Mr. Taylor regarding the specific product he found to monitor water usage.

Mr. Vermeer agreed to send a link. He added that another idea he had was perhaps to have a web page where people could look up their current usage.

Mr. Taylor stated that, with the new system associated with the wireless tracking and billing system, that may be possible. He added that once the wireless readers are installed it may be possible to consider moving to a monthly billing system, which may also help.

Ms. McPeck requested clarification as to the water in and sewer out system.

Mr. Taylor stated that there was one meter in each building and there was no way to currently split up the usage levels between water and sewer to bill them separately. He added that, currently, the sewer output billing matches the incoming water. He stated that some sewer credits can be done for major usage such as filling a swimming pool or using a large amount of water in a small amount of time – but that it was not possible to do credits for smaller varying rates of water use.

Mr. Taylor and Ms. McPeck discussed the details of water usage and sewer billing as a part of the Shaker Landing association fees.

Mr. Degnan inquired if he could get an anatomized data set on how much water each person uses to see the variation. He noted that there was a small section of people using 12,000 gallons, and he stated that he has never heard the mean usage is. He stated that Mr. Taylor does a good job to cover the costs, but perhaps there is a more equitable. He offered to do an analysis on usages, without names, to offer assistance in understanding the Town usages.

Mr. Kluge stated that if he was volunteering, he would support the analysis.

Ms. Stewart requested that Mr. Degnan speak with Mr. Taylor to arrange for the information to be shared.

Mr. Kluge made a motion to close the public hearing at 6:56. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

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

Ms. Beaufait inquired if the increase is by the users or is any of the increase supported by the Town.

Mr. Taylor stated that the town is 100% user supported, with nothing supported by the General Fund. He stated a couple of projects have been supported with the General Fund based off specific circumstances, but he believes the system being 100% user supported was approved at a Town Meeting in the early 2000's.

Ms. Beaufait stated that the Town should have some responsibility for some of the infrastructure, rather than deferring to residents.

Ms. Stewart stated that discussion was held frequently and that, when it comes to water and sewer needs, property owners are equally held accountable for their property – including having to replace their own septic or repair their sewer line.

Power Purchase Agreement

Mr. Clark stated that he has been in contact with Liberty Utilities regarding the overflow power when it is produced and not used by the DPW. He stated that they will come out to review the lines once an agreement is made and that we are running out of time to accomplish signing the agreement by December 31st, as outlined at Time Meeting. He added that 5% still needs to be completed by the end of the year to qualify for the rebates.

Mrs. Smith inquired why Liberty Utilities is charging for the review as she believed they had completed them in the past for free.

Mr. Clark clarified that they were charging to review due to the size of the unit to be installed, which is beyond a typical household install.

Ms. Stewart asked Mr. Vermeer if they were required to pay a fee when he was involved with a large build in Canaan.

Mr. Vermeer confirmed a fee was paid for a review of those lines for that project as well.

Ms. Bonnette stated that the article did not specifically state that it would be completed at no cost to the Town, but it was suggested as a possibility.

Mr. Kluge made a motion to authorize up to \$1,000 to pay for the power company assessment. Mrs. Smith seconded.

Mr. Clark clarified that it was just for a survey, with no work involved. He stated if the lines are not found to be adequate than work may be required, which would be in addition to the review charge.

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

Ms. Stewart stated that the Power Purchase Agreement was still in review with legal counsel and would be put on the next agenda. With no further discussion regarding the Power Purchase agreement, Ms. Stewart moved on to the next agenda item.

Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) USDA Grant Support

Ms. Bonnette stated that if members of the BOS were in support of the grant, they should come to the Town Offices and sign the document, and no motion was necessary.

OTHER BUSINESS

Ms. Stewart requested any other business to come before the meeting.

No other business was brought forward and moved on to the next item on the agenda.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Comcast Rate & Programming Change Notices
- Enfield Conservation Commission- Proposed Zoning Ordinance Amendment
- Town Clerk's Report – November 2020
- Tax Collector's Report – November 2020

Dr. Theis stated that he presented a change to the BOS regarding Ordinance 600, which outlines the duties of the Conservation Commission. It was stated it was listed under Informational Items and is stated as an amendment to the Zoning Ordinance when it has to do with the duties of the Conservation Commission. He stated that he discussed the issue with Mr. Rob Taylor as well as Mr. Kluge.

Ms. Bonnette suggested that a meeting be held to better understand the request.

Mr. Kluge stated he did not have a copy of the letter.

Mr. Wozmak stated that he had met with Mr. Taylor and his understanding was that the change to the role of the Conservation Commission would go before the Planning Board on Thursday, which would then be advanced to the BOS at a future meeting.

Mr. Kluge confirmed that the matter was on the agenda for the Planning Board for Thursday at 7pm, under New Business. He stated that once a conclusion was made it would then be sent forward to the BOS.

Non-Public Session: RSA 91-A:3 II (a) and (c)

Mrs. Smith made a motion to enter non-public session under RSA 91-A:3 II (a) and (c). Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to exit non-public session at 7:40pm. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mrs. Smith made a motion to seal the minutes of the non-public session until the next Selectboard meeting. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mr. Kluge moved to adjourn at 7:42 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:42 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen