

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES NOVEMBER 16, 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; Melissa Hutson, Librarian; Jim Taylor, Director of Public Works; Fred Cummings, Chief of Fire; Richard Martin, Chief of Ambulance; Phil Neily, Inspector; Rob Taylor, Land Use and Community Development Administrator; Jim Pulver, Breadloaf Corporation; Maynard Southard, Gary Hutchins, Jean Patten, Francine Lozeau, Tracy Young, Jo-Ellen Courtney, Keith Thomas, Charles Clark, Shirley Green, Dr. David Beaufait, Angus Durocher, Erik Russell, Dominic Albanese, Richard Martin, Bridget Labrie, Jeremy Ford, Robert Cusick, Marge Chase, Cecelia Aufiero, Lee Davis, Sam Eaton, Sally Sharp, Roberta Newberry, Wendy Piper, Phil Shipman, Tim Camerato, Harrison Trumbull, Howard Shaffer

CALL TO ORDER

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

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 – November 2, 2020 & November 9, 2020

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

Ms. Stewart stated page 4 of the November 2nd minutes regarding the Recreation Coordinator position should reflect that Ms. Labrie was selected

BOARD REPORTS

Neither Mrs. Smith nor Mr. Kluge had anything to report.

Budget Committee

Ms. Stewart stated that the Budget Committee is continuing to meet, and Mr. Aylesworth can provide further information in his report.

TOWN MANAGER'S REPORT

Mr. Aylesworth stated the following:

- A contract has been drafted with MRI (Municipal Resources Inc.) for the interim Town Manager, John 'Jack' Wozmak. Mr. Wozmak's first official day will be November 30th. The executive recruitment firm will be discussed later in the agenda.
- There is an item under new business to discuss, Norwich Solar Technology, but the project is still on hold until all parties have finalized the verbiage of the agreement. He stated it does not bar the project from being 5% completed by 2021 but may require a special meeting to be held to finalize the agreement so that the site work can begin.
- After interviewing candidates and administering a practical exam, a conditional offer of employment has been made for the Inspection Services and Facilities Planning Administrator position. Because it is a conditional offer, the name will not be announced until the offer is accepted and finalized. If all goes as planned, the new hire will be starting in early January and will overlap with the outgoing Building Inspector for a few weeks.
- The 2016 police cruiser has been sold and exceeded expectations by selling for \$4,700 on the GovDeals online auction platform.
- A water and sewer rate public hearing is recommended to be set for the first Board of Selectmen (BOS) meeting in December. It was noted that Mr. Aylesworth would meet with the Department of Public Works (DPW) Director and would provide recommended rates to be shared with the BOS in advance of the hearing.

- Conference calls are being held to prepare for the next steps in the ongoing dispute with the City of Lebanon regarding the sewer rates and charges that they are imposing on the Town of Enfield.
- The Mascoma Lakeside Park property open air pavilion continues to have progress made. The concrete foundation has been poured and the steel framing is in place.

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

COMMUNICATIONS

Enfield Ziggy's Inc, DBA Ziggy's Pizza Application for a Restaurant Bev/Wine/Liquor license
The Board voiced no objections to the application.

Ms. Stewart inquired if there were any questions regarding the request. With no further questions or actions necessary, Ms. Stewart moved on to the next agenda item.

PUBLIC COMMENTS

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

No questions or comments were posed, and Ms. Stewart moved on to the next agenda item.

BUSINESS

2021 Budget Development Update

Mr. Aylesworth stated that the Budget Committee will be meeting again tomorrow, November 17th. He stated that the process has gone a little faster this year to accommodate his departure and to assist in the transition to an interim Town Manager. He stated that department heads assembled four different budgets: a preferred budget, a level funded budget, a 2.5% reduction, and a 5% reduction. The Budget Committee met with each department head regarding the budgets presented.

Mr. Aylesworth noted that he has sent his recommendations as a memo to the Budget Committee and the BOS. He noted that his recommendations were to meet department requests without needing to remove important projects or to remove personnel, and to sustain and maintain the infrastructure that is already present. The proposed budget is an increase of just under 4% in the General Fund budget. He noted that comparing 2020 to 2021 is not a fair assessment. He stated that some positions were left opened which lowered personnel costs for the 2020 budget season, but left departments understaffed. He added that the proposed increase also reflects about a two percent increase for each year, which would maintain with previous trends of increases.

Mr. Aylesworth stated that it is not currently anticipated that there will be similar funding from the state or federal government due to COVID-19, which has accounted for about \$111,000 in assistance. He noted that this assistance has helped avoid a large tax rate increase. He stated that the anticipated tax rate increases are anywhere from 4.5%-5.4% increase in the tax rate from 2019.

Mr. Kluge stated that the informed opinion is that it will be a difficult winter with the possible upsurge of COVID illnesses and deaths, and we do not know yet what the economic impact might be on the Town of Enfield. He stated that the neighboring towns are reducing budgets and anticipating layoffs, and he believes that going with the highest budget possible is not in the best interests of the Town.

Mr. Russell stated that each department head started out being very conservative and all departments made every effort to maintain the current position and not adding anything new, but that an increase was necessary to keep pace with the current town services. The Budget Committee has asked what would be lost from each department if budget cuts were to occur, and the reductions that would be made would have an impact on the services that residents receive. He added that there will still be several more meetings before seeking a final budget.

Mr. Aylesworth stated that, while it is a 3.85% increase in spending, a majority of that is driven solely by increases in health insurance related to employee benefits. He stated that when the health insurance adjustments are removed, the overall budget increase is more of a 2% increase.

Mr. Kluge stated that, at the end of the day, the budget must be approved by taxpayers at Town Meeting.

Ms. Stewart stated that the Budget Committee is reviewing current operations and if we want current operations to look different. She added that discussions for the possibility of cutting positions would be appropriate to discuss in a nonpublic session.

Mr. Kluge stated that he did not wish to cut positions, as it does not help the town in the long run.

Ms. Stewart agreed and stated that there is a lot of uncertainty, and the Budget Committee is assessing all areas that have budgetary impact. She added that pages 15 to 121 of the BOS packet for the meeting are dedicated to the budget and worth reading.

Dr. Beaufait inquired what other parts contribute to budget increases if the health accounts for 2% of the increase.

Mr. Aylesworth stated that no department is responsible for any particularly significant portion of the increase.

Ms. Stewart added that budget increases need to be accounted for, even if there will be an income to offset the revenue. She stated that water and sewer was an excellent example of an anticipated increase that cannot be offset with the likely increase in revenue as revenue is a separate line item.

Mr. Aylesworth, responding to Dr. Beaufait, stated that increases in personnel administration are due to the health insurance premium increases. He noted that the DPW accounts for some of the increase as well based on positions that were not filled for a prolonged period of time in 2020, and the budget reflects the funding of those positions which should be filled. He noted a similar situation with the Police Department, who operated much of 2020 down one full time patrol officer, and now there are seven full time officers. He noted that filling the vacancies will appear to be an increase in the budget, but in essence, having the positions filled is in line with the budget plan.

Mr. Eaton stated that nothing would be finalized before the end of the year, and that he agreed with Mr. Kluge regarding caution to the state of the economy in light of more states locking down again and possibly a reduction in federal funds available. He stated he believed a more conservative approach may be necessary.

Ms. Patten stated that she agreed with being conservative, and she asked Mr. Aylesworth to confirm if we were anticipating a surplus at the end of the year.

Mr. Aylesworth confirmed that we are anticipating a surplus at the end of the year.

Mr. Albanese inquired if there was \$500,000 surplus in 2019, and if there was still going to be a surplus in 2020 with a reduced budget.

Mr. Aylesworth confirmed that the surplus would be less than \$500,000 but confirmed that there would be a surplus.

Mr. Albanese stated that, if there was enough funding to have a surplus, it did not sound as if it would be immediately necessary to cut positions or services.

Ms. Green inquired what Mr. Aylesworth is recommending for personnel salary increases.

Mr. Aylesworth stated it is programmed in for 2%.

Mr. Cusick recommended moving forward with a 'normal budget' that can then be cut back or reconsidered if found necessary in 2021, especially while waiting for the newly elected president and congress to take place.

Mr. Aylesworth stated that the four budgets were presented with this idea in mind so that if reductions needed to be made, department heads have prepared accordingly and the Budget Committee will be aware of the impacts to the Town services.

Ms. Stewart inquired about the CIP Committee.

Mr. Aylesworth stated that information regarding the CIP Committee was presented to members of the BOS in their packet for informational purposes and is a work in progress.

Ms. Aufiero stated she does not think we should make projections that money will be available and, with the increase in cases, that the Town should take a very conservative approach like Mr. Kluge said.

Ms. Stewart requested any further comments or questions from members of the BOS.

Mrs. Smith echoed Mr. Kluge's comment regarding the budget.

Ms. Stewart recommended members of the BOS attend the Budget Committee Meetings for more information that is being discussed.

Request for Property Tax Exemption Under RSA 72:81 (505 US Route 4)

Mr. Aylesworth stated that the tax incentives only apply to the increase in value, and the discounts only apply to the new improvements.

Mrs. Smith inquired as to what qualifies as an upgrade of the building versus regular ongoing maintenance.

Mr. Kluge noted that the paperwork indicated new vinyl siding and a new metal roof.

Mr. Aylesworth stated that the improvements have been made all within the same footprint of the building. He requested that Mr. Neily speak to the physical improvements to the building to assist in clarifying.

Mr. Neily stated that structure was built a long time ago and the work was completed for structure integrity. He stated he was unsure how assessing looks at the work, but that the building needed to be engineered and redone to allow for the open space desired inside.

Ms. Stewart inquired if the idea of rebuilding and modernizing would apply to the request.

Mr. Aylesworth read RSA 72:81:

An eligible municipality may, by vote of the local legislative body pursuant to RSA 72:82, adopt a new construction property tax exemption for commercial or industrial uses, or both. The intent of the exemption is to provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption shall apply only for municipal and local school district taxes assessed by the municipality which shall exclude state education property taxes under RSA 76:3 and county taxes assessed against the municipality under RSA 29:11, and shall be a specified percentage on an annual basis of the increase in assess value attributable to construction of new structures, and additions, renovations, or improvements to existing structures, but which shall not exceed 50 percent per year. The exemption may run for a maximum period of 10 years following the new construction.

Mr. Aylesworth stated that it is clear by the wording that the type of project is eligible and stated that it was the job of the BOS to set the rate, but not to approve or deny the request.

Mr. Kluge inquired if 10 years was a traditional amount of time.

Mr. Aylesworth noted that 10 years was the maximum and could be set lower, for example set to 5 years and then revisit at the 5 year marker as to if it would be extended or not.

Mrs. Smith stated she believed that 78 Main Street was granted for 7 years under the historic resource renovation.

Mr. Aylesworth stated he believed they were granted 5 years, and at the 5-year marker it was then extended an additional 2 years.

Mr. Kluge and Mrs. Smith supported 7 years.

Ms. Stewart supported 7 years to be as consistent as possible, even if they were slightly different RSA's.

Mrs. Smith made a motion to give a seven-year tax exemption under RSA 72:81. There was no second to this motion.

Mr. Aylesworth inquired if it would be 50% each year, or if it the percentage would decline every year.

Mr. Kluge agreed that full 50% for all seven years was acceptable.

Mrs. Smith made a motion to give a seven-year tax exemption under RSA 72:81 for 505 US Route 4 at the rate of 50% per year. Mr. Kluge seconded.

Ms. Stewart requested questions or comments from the public.

Ms. Patten said the building looks amazing and expressed desire to encourage other properties, such as the one diagonal to 505 US Route 4, to be updated as well.

Mr. Aylesworth stated that the old Raphael's property is under new ownership and his understanding is that the structures will be coming down and that there is anticipated to be a new business venture to repurpose the property.

Ms. Patten inquired about political signs still being up.

Ms. Stewart stated that there was an RSA related to political signs being taken down and was unsure who would enforce it, but that it would be ideal to have the signs cleaned up, especially before the snow plows are out.

Dr. Beaufait stated that the decision should be made as a precedent for future decisions, and why one decision may be made to taper the percentage over seven years whereas another may be made to maintain a percentage over seven years.

Mr. Kluge stated that the other decision was made under a different program and RSA and agreed with setting a precedent.

Ms. Labrie stated that one possibility might be to change how much the percentage is every two years up to the maximum ten-year marker. She noted that this would give time to allow a new business to grow with their income and keep the budget in consideration while also bringing businesses in.

Mr. Cusick stated that businesses need to have a basic understanding of what they might encounter in the Town, and a stable number would be important for businesses to understand what their expenses will be.

Ms. Stewart if the motion was desired to be changed or amended after the discussion points.

Mr. Kluge stated he was comfortable with the proposed motion and developing it as a standard moving forward.

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

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

Ms. Stewart noted that the discussion would be tabled for the next meeting when further information might be available, as noted by Mr. Aylesworth in the Town Manager's report.

Action on Municipal Facilities Advisory Committee Recommendations

Whitney Hall Renovation and Expansion

Ms. Stewart stated that this is an organizing point to understand how members of the BOS would like to proceed, and the Library Trustees are in a similar place. She noted that she received indication that the Library of Trustees would like to have a meeting with the BOS prior to moving forward with formal recommendations. She inquired how other members of the BOS felt best to move forward.

Mr. Kluge and Mrs. Smith agreed that a separate meeting with the Library Trustees would be appropriate.

Ms. Stewart inquired if the Library Trustees would be comfortable with a separate public meeting regarding the proposal for Whitney Hall.

Members of the Library Trustees including Mr. Albanese, Ms. Green, and Ms. Lozeau agreed to a separate public meeting.

Ms. Stewart requested Mr. Aylesworth or Ms. Bonnette to follow up with the scheduling of the meeting with the Library Trustees. She then requested feedback from members of the BOS regarding taking additional public comments prior to having the meeting with the Library Trustees.

Members of the BOS stated that they desired public comment, but that it would be appropriate to be held after the meeting with the Library Trustees, which will also be a public meeting.

Public Safety Facility

Ms. Stewart inquired as to where Mr. Kluge and Mrs. Smith stand and what the next best steps might be.

Mr. Kluge stated that we do not have a broad strokes program and it is unclear where we are going to take it.

Members of the BOS agreed that the discussion should be held in a separate meeting for public comment.

Ms. Stewart stated that there is a lot going on for a timeline with transitions of major roles, an Interim Town Manager coming in, and a hiring process, surrounding the holiday season. She inquired as to what would be a reasonable timeline for proposing a meeting.

Mrs. Smith suggested that the Interim should have time to transition into the position and to get through the holidays prior to holding the discussion.

Ms. Stewart inquired if the Library Trustees had an idea of what their schedule might be.

Mr. Albanese stated preference for a meeting to happen in December, with time for decisions to be made regarding what will show up on the warrant.

Ms. Stewart suggested a date in the first two weeks of December.

Ms. Aufiero stated that she has followed this for two and a half years, and she has talked about the need of the people in Town to be involved with the decisions and be a part of the project. She stated that there is no Master Plan, and it is very bad for this Town and these people to assume that we are all in favor of this.

Ms. Stewart noted that members of Municipal Facilities Advisory Committee (MFAC) were present and welcomed their input.

Mr. Aylesworth stated that the Committee was formed with authorization from the BOS, all meetings were open to the public, municipal departments were involved, and the work of the Committee is completed, but once the Committee's recommendations were made and once the BOS make their recommendation that a robust public engagement and involvement process would be completed. He noted that the project was concluded with enough time for the engagement process to occur prior to Town Meeting to allow time for changes that may be necessary. Mr. Aylesworth stated that the BOS chose to hold off on making further decisions until after the election, which is what has prompted the current discussion.

Ms. Stewart stated that MFAC will be invited to attend the work sessions and while there has been a knowledge transfer, they would also be the ideal candidates to answer questions

Dr. Beaufait advocated that the BOS table the proposal for the time being, not bring it to Town Meeting, and to review it annually, given the current economic concerns in the community. He stated that a lot of very good work has been done by the Committee, but that there is nothing urgent about it for this year.

Ms. Patten stated that she is quite disappointed that it is still being dragged on. She understood that after the election a decision would be made and feels that now that she has put all her time and energy into it a decision is being dragged out.

Ms. Stewart stated she was not comfortable with voting until she is able to have a conversation with the Library Trustees.

Mr. Albanese stated that it was not desired to stop entirely or to change it, but to discuss when and how to take what has been proposed forward.

Mr. Kluge stated that the plan itself is not anticipated to be changed, but that the timing was important for its success.

Ms. Stewart agreed with Mr. Kluge and stated with hard economic times it is important to have the conversations with the Library Trustees and the Public Safety Departments in particular. She asked if Mr. Shipman had anything to add.

Mr. Shipman stated that the meeting with the BOS and the Library Trustees would not change the proposal from MFAC but would be held to discuss timing and the funding associated with it.

Mr. Albanese stated that the inquiry was related to timing, what the Library Trustees can afford, and what the fundraising might look like. He added that there would be concern if they reached out to donors and had another project not pass at Town Meeting and how that might be handled.

Ms. Stewart stated that MFAC has provided an excellent packet of thorough information, and the job of the BOS is to decide when it can be properly executed with the current economic landscape and the fiscal responsibility of such a decision.

Mr. Shipman stated that his concern was that if this meeting with the Library Trustees somehow affects the donations to the library element of Whitney Hall it may also affect the recommendations made by the Committee.

Mr. Cusick stated that Mr. Aylesworth did an excellent job assessing the Town's needs beyond just Whitney Hall, but it is not clear how it fits into the whole plan. He stated that he thought the plan was great if there was enough money to back it up. He stated that it was important to find out the timing of how to fit these things in to develop the Town and to be capable of bringing more people in. He noted it would be important to prioritize what should be started after COVID passes and how to continue forward as residents and investors in the town.

Ms. Stewart stated that she supported the plan and did not wish to disrespect the Committee by dragging it out, but to review each piece to ensure she honors the service of the Committee as well as the needs of the Town. She stated that the work completed is valid and important, and it was important to ensure that the financial supports were in place to ensure its success.

Mrs. Smith stated that there were several things to take into consideration. She stated that the public is going to ask what it is going to do to their tax bill, and with that consideration, it may need to come along

in phases. She noted she was not negating the work of the Committee, they completed their charge, but that it was important to understand the financial impact and the timing of when to move forward.

Mr. Kluge stated the Committee has completed excellent work, and the big question is when to execute, with the possibility that it can be broken down into more than one phase.

Ms. Labrie commended the work that has been completed by the Committee, and stated that it may be worth taking the step back and ensure that it will not negatively effect residents, including tax rates and acknowledging the current economic strains, and ensure that, when it moves forward, it will be a positive step forward.

Ms. Stewart requested any further comments from the public.

Ms. Stewart stated that Mr. Aylesworth or Ms. Bonnette would assist in coordinating a meeting with the Library Trustees and requested to ensure that MFAC is included to the meetings as well.

Town Manager Transition

Interim Candidate Selection/Contract

Ms. Stewart stated that minutes were available and not sealed and were available to be reviewed. She stated that John Wozmack, who prefers to be called Jack, was interviewed through MRI and found to be the best fit for an Interim Town Manager.

Mr. Kluge stated that all members were impressed with him and his abilities to understand the Town of Enfield and that he will be able to hit the ground running.

Mrs. Smith made a motion to hire Jack Wozmack as the Interim Town Manager. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Dr. Beaufait inquired if there was an overlap with Mr. Aylesworth.

Mr. Aylesworth stated that he would be visiting in the coming week, and that a Department Head meeting would be held with him on November 25th. A list of ongoing and pending projects has been made for Mr. Aylesworth to review with Mr. Wozmack.

Mr. Aylesworth welcomed any items to be reviewed or added to the list to be verbally or electronically submitted to him.

Ms. Stewart noted that the site assessment for Shed Street should be on the list and stated she would follow up with any other items via email.

Mr. Aylesworth stated that the phase two assessment has been completed and he will be reviewing the information with DPW this week.

Search Process Options and Preferences

Mr. Aylesworth stated that meetings for the BOS have been set to meet with search firms on Wednesday and Thursday of this week.

Ms. Stewart noted that the meetings are public but that conversations regarding contracts would be discussed in nonpublic session.

Mrs. Smith inquired how to handle the search with the Town having a warrant article regarding the form of government.

Ms. Stewart stated that RSA's require the BOS to be expeditious in the search process.

Mrs. Smith inquired if there would be a search process for both the Town Manager and a Town Administrator.

Ms. Stewart stated that the search would be performed based on the current form of government.

Mr. Albanese inquired that, if there is an Interim Town Manager, why the search would be started before it was settled in March at Town Meeting, and that candidates may think twice before applying.

Ms. Stewart stated that the information of the petitioned warrant article was public, and it was required by law that all members of the Town are served in the current form of government. She added that there are mechanisms to be fair to a candidate in the process, including potentially buying them out of their contract if the government should change in March. She added that the hiring process will take until March to find a hire.

Mr. Cusick stated that we owe it to the other members of the Town to proceed with the current form of government and that holding off is not the proper way to follow through. He added that having an Interim Town Manager for an extended period of time is not in the best interest of the town.

Mr. Albanese stated that there is no RSA that states what the timeline must look like, and Interim Town Managers have been used in the past and there is no rush.

Ms. Stewart stated that there has been a deliberative process and it has been carefully reviewed how to proceed. She added that the Interim Town Manager will only be available 24 hours per week, and if more hours are needed it will come at a higher cost to the Town.

Ms. Green inquired how long the Interim was expected to serve.

Mr. Aylesworth stated that the contract was open ended with no hard and fast end date.

Ms. Stewart added that MRI will also be a resource in the process as well.

Review of Ongoing/Pending Town Projects

Ms. Stewart stated that any additional items should be sent to Mr. Aylesworth, as previously stated in the meeting.

Outgoing Town Manager Mobile Phone

Mr. Aylesworth stated that the phone is paid off and well-worn and out of date, and inquired if it would be possible for him to keep the phone and transfer his personal number to it and to retain the current assigned phone number for the Town. He requested the BOS authorize the phone as surplus property and stay with the operator.

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

Schedule Water & Sewer Rate Setting Public Hearing

Mr. Aylesworth wanted to ensure that the BOS was comfortable with having the rate setting hearing on December 7th, and to ensure it is advertised.

Members of the BOS agreed for the rate setting hearing to be held on December 7th.

A discussion was held regarding a previously listed item on the agenda regarding 'Donation to Regional Recreation Summer Soccer Camp: \$370.00'.

Ms. Bonnette stated that the funds were determined to be program revenue and not a donation, and therefore did not require acceptance by the BOS.

Ms. Bonnette stated that the funds were presented to her as a donation, but when she looked into it further it was found to be revenue regarding a program and therefore not necessary to vote on and removed from the agenda.

Ms. Stewart requested further information regarding why members of the BOS vote on matters of donations and inquired if the BOS had a policy to approve donations on an ongoing basis.

Mr. Aylesworth stated that a public hearing must be held for any donation greater than \$10,000. Smaller donations must be listed on the agenda as any unanticipated revenue does need to be accepted by the governing body.

Ms. Stewart thanked Mr. Aylesworth and Ms. Bonnette for the clarification.

ADMINISTRATIVE ITEMS (Signatures Required)

Mr. Aylesworth indicated the BOS could sign the CARES Grant as well as the minutes, and that all other items were for informational purposes only.

OTHER BUSINESS**COVID-19 Updates**

Ms. Stewart requested if there were any updates regarding COVID -19.

Mr. Aylesworth stated that case counts are going up across the state and the region, and local enforcement of the face mask ordinance is a priority. He noted that there is a high rate of compliance and that local businesses are doing a great job. He added that heightened levels of concern have led to further limit the use of the Community Building so that only local organizations and Town sponsored groups will use the space, and no private functions will be held in the space.

Ms. Stewart noted that she received calls regarding an event held that may have involved guests from out of Town. She added she received notification of the concerns and that the dispatch number is 603-643-2222.

Ms. Curtis added that people are welcome to call the main number at the Police Department for non-emergency purposes: 603-632-7501. She added that if the phone call is not picked up by someone at the station that it is automatically forwarded to dispatch, which is the same number as stated by Ms. Stewart.

Mr. Kluge stated that New Hampshire is very vulnerable and reminded the public that the Town cannot do anything about the size of gatherings outside of the buildings that it owns.

Ms. Stewart agreed and stated that the Public Health Officer and Chief of Police are having educational conversations with people regarding gatherings as well.

Mr. Aylesworth stated that the Town may look at other options for staff, including closing to the public and offering work from home opportunities to stagger the number of employees physically present in the office. He stated that it may go into effect on November 30th.

Mr. Kluge agreed.

Ms. Patten noted she was concerned about the handling of the Community Building in limiting people from out of town, but then also allowing events like line dancing and stretching to continue when those may be people who are out in the community, traveling, having visitors to their home, and just as able to spread the virus.

Mr. Aylesworth stated that Ms. Patten's points were well taken and that it is in active consideration to remove those activities as well.

Ms. Stewart noted that another option could also be to institute more screening processes.

Ms. Stewart stated that this is the last official Board meeting with Mr. Aylesworth and thanked him for the incredible work he has completed in such a short period of time. She stated that it was clear why Mansfield searched him out, and that she will miss him and his children.

Mr. Kluge wished Mr. Aylesworth all the best in his new job and finding a new home for himself and his family.

Mr. Aylesworth stated that it has been a privilege to serve the Town and that he cares about the Town a great deal. He stated that Mansfield has a reputation for having strong department heads and while he looks forward to working with them, he knows he will not have as good a group of department heads as he had here. He noted that the successes that have been achieved have been done together, and he appreciates all of the work that has been put in over the years, and all of the Committees and residents he has had the privilege to work with along the way. He stated that his family is going to miss this town tremendously.

Members of the public expressed their gratitude to Mr. Aylesworth.

Mr. Aylesworth acknowledged that everyone did not always agree on the best path forward, which is healthy and expected in this line of work, but that he hopes that people feel he listened and respected their viewpoints, even if they didn't agree. He stated that it has been an honor to serve the Town each and every day.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Tax Collector's Report – October 2020
- CARES Act Grant (Elections) Update – Increased funding available – \$12,838.22 will be received
- Land Resources Management File #2020-02498, 353 Crystal Lake Road, Map 46 Lot 17, Keith & Athena Nicholson – Notice of Past Violation
- Shoreland Impact Permit 2020-0216 (Approval), 43 Foster Circle, Map 22 Lot 26, Lisa D. DeGeorge
- NH Dept. of Environmental Services Drought Update 20

NON-PUBLIC Session RSA 91-A:3II (b)

Mr. Kluge moved to enter non-public session at 8:14 PM, RSA 91-A:3 II (b); Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to come out of non-public session at 8:27 PM. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

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

Harrison Trumbull and Shirley Green rejoined the Selectboard meeting.

The Board of Selectmen will meet next at 3:00 PM, November 18th and again at 3:00 PM, November 19th.

ADJOURNMENT

Mr. Kluge moved to adjourn at 8:29 PM; Mrs. Smith seconded; roll call vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 8:29 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen