

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES JANUARY 19, 2021**

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; Chief Holland, Enfield Police Department; Melissa Hutson, Librarian; Dr. David Beaufait, Dr. Jerold Theis, Jeremy Ford, Cecelia Aufiero, Lindsay Smith, Bridget Labrie, Nancy Smith, Shirley Green, Erik Russell, Dwight Marchetti, Dominic Albanese, Sam Eaton

CALL TO ORDER

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

ROLL CALL OF ATTENDEES

APPROVAL OF MINUTES – January 4, 2021

Mr. Kluge made a motion to accept the minutes as presented. Ms. Smith seconded. A roll call vote was taken.

Dr. Theis stated that, on page 3, paragraph 2, line 2, should be corrected to state: ‘He stated that **RSA 36-A...**’, not article.

Dr. Theis stated that on page 3, paragraph 5, line 9, should be corrected to state ‘the **Conservation Commission**’, not the Planning Commission.

Dr. Theis stated that on page 8 of the minutes from October 7, 2019, the BOS discussed the Conservation Commission proposal, which was prior to the warrant article.

Ms. Stewart inquired if members of the Board of Selectmen (BOS) would be in favor or making the requested amendments to the minutes.

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

BOARD REPORTS

Mr. Kluge stated that he had no updates at this time.

Mascoma Lakeside Park Committee

Ms. Smith stated that Lakeside Park met and has received \$15,000 towards the match necessary for the Land and Water Conservation Grant that has been applied for. She stated that it is a state and federal grant system and has passed the New Hampshire State and is moving on to the federal level.

Enfield Village Association / Heritage Commission

Ms. Smith stated that Enfield Village Association (EVA) and the Heritage Commission each have scheduled upcoming meetings, but no further updates at this time.

Budget Committee

Ms. Stewart stated that the Budget Committee met and finalized the review of Budget Requests for 2021, including revisiting the Cemetery section with the Cemetery Trustees and Cemetery Sexton. She stated that the proposed budget will go to public hearing on Wednesday February 3rd at 7pm on Zoom.

TOWN MANAGER'S REPORT

Mr. Wozmak stated that he had no pressing updates and he wished to reserve as much time as possible to review the Town Warrant Articles. He added that he would be happy to answer any questions during the meeting as they arise.

Mr. Kluge noted that he is currently scheduled to be in a faculty meeting on Wednesday, February 3rd, but he would make every effort to be in attendance at the public hearing.

Ms. Stewart requested if any members of the BOS or public had questions regarding the Town Manager's Report. With no further questions, Ms. Stewart moved on to the next agenda item.

PUBLIC COMMENTS

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

David Beaufait – Municipal Facilities Advisory Committee (MFAC)

Dr. Beaufait, regarding the MFAC proposal and surrounding decisions, encouraged the BOS to engage members of the Committee before they disband to look at potential options for affordability prior to next year's presentations.

Dwight Marchetti – Town Manager Search

Mr. Marchetti inquired where we stand on the search for the Town Manager's position.

Ms. Stewart noted that the Town Manager position was advertised and the due date for resumes and interest has passed. She stated that Municipal Resources Inc. (MRI) gave a breakdown to the BOS regarding the 30 applications received. She noted that MRI is in the process of vetting and giving the BOS recommendations to move forward.

Mr. Marchetti inquired if the BOS will plan to make a citizen review board like last time.

Ms. Stewart confirmed that a screening committee is being planned for the hiring process.

Mr. Marchetti inquired if the BOS was aware that a petitioned Warrant Article was brought forward to propose changing from the Town Manager form of government to a Town Administrator form of government. He inquired what the Selectboard's position is on that with citizens coming forward with the warrant article. He stated that, in continuing a hiring process for the Town Manager position, it appeared that the BOS was giving a complete disregard for the Warrant Article.

Ms. Stewart stated that the BOS discussed the proposed Warrant Article with each group they interviewed for the Town Manager search and that the understanding is that a Town Manager and Town Administrator provide similar services and require similar qualifications. She stated that the qualifications and search process are a similar for both positions and the current process will still be effective.

Mr. Marchetti stated that the advertisement for the position is capped at \$110,000 and inquired that, if a Town Administrator form of government is elected, would that position be paid at the same amount as a Town Manager, even though it is a different job with different responsibilities.

Ms. Stewart stated that the job and responsibilities would be set by the Selectboard.

Mr. Wozmak stated that the decision will not be made before Town Meeting occurs, and if the Town governance should change based on the vote, MRI would go back to the applicants, make them aware of the changes, and inquire if they would continue with the process with the slightly different scenario. He stated that the Town Administrator job would likely pay less. He added that the job ad only stated the maximum amount; the actual amount will be based on the experience, background, and training that the person comes with. He added that, if the position or responsibilities were to change, all applicants would be informed of the changes and if no applicants were interested it would be reposted.

Dwight Marchetti – Fire Chief Replacement

Mr. Marchetti inquired as to what is being done to replace the outgoing fire chief.

Ms. Stewart stated that personnel information was not legal to discuss in public session, but that Mr. Wozmak was working on the process and invited him to speak to the process.

Mr. Wozmak stated that he is working with the current chief and MRI to shape a transition plan to go through an appropriate, unbiased, and impartial search process, and to involve the BOS in making a determination regarding the responsibilities the new chief would have, what growth plans the BOS would like to see, and align that with candidates that apply for the position.

Mr. Marchetti stated that there are currently 31 personnel in the department and as of July 1, 2021, there will be a chief vacancy, 4 assistant chiefs, 5 captains, 4 lieutenants, and 18 firefighters. He inquired as to why we need to advertise for the position when there is 50% of the current fire department that holds rank above firefighter.

Ms. Stewart wished to respect the employees and not discuss hiring or personnel during public comment. She stated that anyone can apply and be included in the process.

Mr. Wozmak stated that the position will be posted internally, but we also want to make sure that every qualified person recognizes and sees that we are going through a transparent process.

Mr. Marchetti inquired if it would be a full-time position.

Mr. Wozmak stated that recommendations have been given to the BOS to consider, including a part time and/or future full-time position, but the BOS has not made a final decision. He added that it would be important to identify when the Town might be ready to make the investment to develop it into a paid position, be it part time or full time. He added that, at this time, no appropriations have been made in the budget and no decision has been made about a full-time paid chief, and it will continue as a volunteer position.

Mr. Marchetti inquired if there was a current list of duties, qualifications, and responsibilities for a fire chief for the Town of Enfield.

Mr. Wozmak stated that, based on the report he has received, he believes that there is a current draft.

Ms. Stewart noted that a job description for the fire chief was not inherited from the fire wards when the management transitioned to the Town Manager, and it is a work in process.

John Kluge – Tax, Water & Sewer Bills Online

Mr. Kluge stated that he had heard inquiries about having tax bills and water/sewer bills on the website for public viewing. He inquired if that was true, and if so, if it was due to a New Hampshire RSA or an Enfield Town decision.

Ms. Stewart stated that she asked Mr. Aylesworth the same question. She noted that anyone can call and get tax information and if someone is up to date on their payments as it is public information. She stated that because it can be requested it is considered a public record. She asked Ms. Bonnette and Mr. Wozmak if there was a way to make it so that people cannot see other information on the website.

Ms. Bonnette stated that it is possible to choose to be ‘not seen’ on the site, but it will also remove that person from being able to complete online payments.

Ms. Stewart stated that she also received an inquiry if social security numbers or payment information is disclosed on the website. She confirmed with Ms. Bonnette that the Town does not procure or store anything related to social security numbers, and confirmed that each payment processor is required to have a level of encryption for payment and that level of payment data is not stored by the Town.

Ms. Stewart requested any other items for comment in Public Comment. With no further discussion, she moved on to Communications.

COMMUNICATIONS

Fishing Derby – Updated Request

Ms. Bonnette stated that the Fishing Derby would like to move their base of operation from Shakoma Beach over to Lakeside Park. She requested if the BOS would approve of the move, with the Fishing Derby anticipating utilizing the space from 8am to 1pm.

It was noted that the construction area is fenced off, and participants in the derby had already been instructed to park at the Lakeside Park parking lot.

Dr. Beaufait noted that the parking seems to be very full on the weekends and that there may be some spill over with additional people wanting to park in the area.

Ms. Stewart stated that reminders should be given regarding municipal parking near Copeland Block as well as behind Whitney Hall, the Depot, and Huse Park. She added that some people also utilize the Lutheran Church parking lot. She added that the communications with participants should also include a recommendation to be respectful of the Nordic skate track that has been made on the lake.

The BOS agreed with the proposed change.

Ms. Stewart inquired if there were any communications from Ms. Bonnette or Mr. Wozmak that need to be addressed. With no further comments, Ms. Stewart moved on to Business.

BUSINESS

Town Meeting

Ms. Stewart invited Ms. L. Smith to discuss the ideas regarding where, when, and how to execute Town Meeting this year.

Ms. L. Smith stated that the Town usually collaborates with the School Board with their voting and they are moving forward as planned with their deliberative session so that their ballot can be set for the second Tuesday in March. She stated that there was guidance put out on Jan 7th from the New Hampshire Municipal Association (NHMA) which outlines an option for drive through voting. She stated that, in her opinion, it is not as effective and is cumbersome. She stated that the Town can postpone the voting portion, the business portion, or any combination of one, the other, or both.

Ms. L. Smith stated we can use the same platform that we did for the national presidential election, which 2,000 voters attended. She added that there is guidance available if, for example, the budget was not voted on in March. She stated we have the choice to swear in business officers prior to the deliberative session if desired, but it is not necessary and is up to the BOS. She stated her preference to wait until it was warm enough to hold the deliberative session outside with tents with no walls, which allow regular air circulation, and the same vendor can be used for microphones and speakers, as well as to include the same radio option.

Ms. L. Smith added that the location of the election does not have to be on a Warrant Article and is up to the BOS. She stated the moving the date is possible and it can be held in a location outside of Town limits, for example, the Town of Orange's meeting will be held in Canaan.

Mr. Kluge states he likes holding the voting session at the normal time and deliberative session in the springtime.

Ms. Smith agreed with Mr. Kluge. She stated that new officers can be sworn in after they are elected.

Mr. Kluge stated that he supports not having new officers sworn in until after the deliberative session.

Mr. Wozmak stated that it seems to be an agreement between the representative committee and the newly elected officers as to what timing would make the most sense.

Ms. Bonnette recommended that, if the Board of Selectmen wants to wait until spring, that a date, time, and location be set so that the Warrant can be updated with accurate information, instead of possibly changing the location in the future.

Mr. Marchetti stated that having it later might be important to be able to meet outside or in their vehicles as an alternative to meeting in a building. He stated that it is important to get as much citizen participation as possible, and by extending it out and using last year's format, he thinks it will be most successful.

Ms. L. Smith clarified that Enfield's typical Town Meeting involves two separate parts of the process on the same day. She stated that there are two parts, the ballot session, and the deliberative session. She noted that some towns host them both on the same day, but not all do, and it is not required to do so. She stated that if these two sessions were to be held on different days it would potentially shift the transfer of new administration until after the conclusion of the deliberative process. She stated that even though officers may be 'approved' to be elected during the ballot session, there is a potential that outgoing members should still be involved in the deliberative process within their existing position prior to transitioning the position to the newly elected officer. She stated her agreement with Mr. Wozmak's statement that the decision can be a conversation between the incoming and outgoing officers.

Dr. Beaufait inquired if the former roller rink could accommodate safe social distancing for an earlier meeting if it was not held outside.

It was noted that the facility has transitioned to a dog daycare facility and may not be suitable.

Ms. Stewart stated she was supportive of permanently moving ballot voting to the Community Building.

All members of the BOS supported permanently moving ballot voting to the Community Building.

Ms. Smith made a motion to move Town Meeting permanently to the Community Building. Mr. Kluge seconded.

Ms. Smith amended her motion to move all ballot voting sessions to the Community Building. Mr. Kluge seconded.

Discussion:

Ms. Hutson stated that having voting near the Town Library has been a great benefit and that, should Whitney Hall be renovated, she hopes that it can be accommodated there again in the future. She stated that, while she supported the need for space in the Community Building, she would request that the wording not imply the change to be permanent to make it possible to move back to Whitney Hall in the future.

Ms. Stewart clarified that the vote held by the BOS to move ballot voting to the Community Building did not bind the current or a future board from moving it back to Whitney Hall. She added that, as a community measure, signage should be created to help direct people to the Library even when the ballot voting is held at the Community Building.

Mr. Marchetti stated that it may be confusing if voters show up and think they are voting on Warrant Articles.

It was noted that ballot voting included items specifically outlined by RSA's which indicate they must be on a ballot, for example, voting for elected officials and Planning Board articles.

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

Members of the BOS discussed the scheduling for ballot voting and the possible use of pro-tems. It was agreed that ballot voting would be held on the typical Town Meeting day at the Community Building, and that the deliberative session would be held at Huse Park on May 1st.

Ms. Smith made a motion to hold the deliberative session on May 1st at 9am in Huse Park. Mr. Kluge seconded. A roll call vote was taken. Vote passes unanimously in favor of the motion (3-0).

It was confirmed that ballot voting will still be held on March 9th.

Ms. Stewart thanked Ms. L. Smith for her work and inquired if there were any further questions regarding the schedule for Town Meeting. With no further inquiries, she moved on to the next agenda item.

Updated Draft Town Meeting Warrant

Ms. Bonnette reviewed updates and changes to the Town Meeting Warrant Articles.

Ms. Bonnette stated that Article 4, regarding the \$600,000 for the fire engine replacement. She stated that there is only \$1,800 available to borrow from the Fire Vehicle and Equipment Capital Reserve Fund. She stated that the choices were to use the \$1,800 towards the borrowed amount, or to leave the funds and wait for another day or project.

Members of the BOS agreed to wait and not apply the \$1,800 at this time.

Mr. Albanese inquired as to why we are buying a new apparatus when there is a new chief coming in.

Ms. Stewart stated that she spoke with Mr. Wozmak and they discussed Capital Improvement Program (CIP) Planning, the timing of the project, and the inclusion of department members in the project. She stated that she is comfortable with it going in front of the public for voting as part of the CIP plan and would understand if it was turned down by the public.

Mr. Albanese stated that waiting one more year may not have a huge impact, especially considering the state of the economy, and noted that he was not aware of any major mechanical needs that would require its replacement to be done immediately.

Ms. Stewart stated she believed it had already been pushed back one year from the original plan or request and asked if Mr. Ford or Mr. Russell could speak to the potential impact of delay in the process.

Mr. Ford stated that Engine 5 is at a point where regular repairs are required, including having the pump rebuilt as well as other regular upkeep and maintenance. He stated that the plan is to put Engine 5 in reserve and replace Engine 4 and the rescue truck with this new truck. He stated that Engine 4 is over 30 years old, and, if approved, the new truck would not be ready for service in the Town for at least 1.5 years. He stated that, regarding the incoming Chief, there can be 100 firemen ready to put a fire out, but having the right equipment is also important. He stated that mutual aid is available, but timing for response is also a concern, and the equipment available to the department is an important element of that response.

Mr. Ford stated that rescue pumper and rescue truck both carry water, but the configuration of a rescue pumper allows for equipment storage for items such as shovels, signs, speed dry, the jaws of life, all included in the new truck – whereas now they are distributed between the two trucks. He stated that replacing the current engine with a rescue pumper allows for all assets to be located on one truck, versus having two vehicles, therefore requiring two drivers, to get those assets to the same location.

Mr. Russell inquired if CIP is the authority of when to place the order, and that the BOS has the choice to encumber the funds by the end of the year and place the order in the next calendar year. He noted that as such, it would allow for time for a new administrator to give feedback prior to the decision on what truck should be ordered to be finalized.

Ms. Bonnette stated that the authorization to borrow does not expire and there is no restriction on waiting to order the truck.

Mr. Wozmak confirmed that the bond ballot is valid until it is rescinded and stated that there is plenty of time to coordinate the placement of the order with the selection of the next chief. He added that if it were not brought forth to the voters then it would be guaranteed to have to wait at least another year.

Mr. Kluge stated that he was in favor of putting decisions like this to the voters to let them decide.

Ms. Stewart agreed and suggested that perhaps departments could be involved in presentations process this year, instead of where the Town Manager has in the past.

Mr. Wozmak stated that if it was desired to leave matters completely up to the voters, there was no statutory requirement for the Budget Committee or Board of Selectmen to vote or express a recommendation on warrant articles.

Ms. Stewart requested any further comment regarding Article 4. With no further discussion, she requested Ms. Bonnette continue with her review of updates.

Ms. Bonnette stated that regarding Article 7 and improvements to the Department of Public Works facilities, the Municipal Facilities Maintenance and Equipment Capital Reserve Fund has \$4,209.24 available which could be utilized towards the balance which would need to be borrowed.

Members of the BOS agreed with the suggestion to utilize the funds available.

Ms. Bonnette stated that Article 8 and Article 9, regarding water improvement for \$1.9 million and sewer improvement for \$1.9 million, both have wording carried over from last year that includes application funding through the USDA. She stated that, while there is intention to look for any funding available through grants or low interest loans, no specific source has been identified and wondered if the wording

should be taken out of the article, with further details if they become available to be placed in the narrative.

Mr. Wozmak stated he did not believe USDA was out of the picture as a potential resource but noted that they may be unwilling to commit to a dollar amount in the early stages. He stated that they may offer a dollar amount in conjunction with low interest loan conditions, but likely not until later stages.

Ms. Smith encouraged the Town to pursue all avenues of potential funding.

Ms. Bonnette and Mr. Wozmak agreed. Ms. Bonnette added that NH Grant bonds issued in 2020 were issued in less than 1% bond interest. She added that her suggestion to remove the wording was only directed at removing the reference to one funding method.

Mr. Wozmak supported not making it conditioning on outside funding as that can be variable and stated that, with the current conditions, the work is too important to delay.

Ms. Bonnette stated that the Articles regarding the electronic sidewalk signs were removed as one of the goals and approved purposes of the TIF plan is for the connectivity of sidewalks and crosswalks. She added that the signs would fall within approved projects and therefore it does not need to be an article to be added to the project list and fund it, as it can be funded through the budget. She stated that the project has been added to the TIF Fund projects and was reviewed by the Budget Committee at their last meeting.

Ms. Bonnette stated that, regarding Article 14, a petitioned warrant article, she tried checking in with the lead petitioner, but has not heard back yet.

Ms. N. Smith stated that she believed the petitioned article would not be pursued this year.

Ms. Bonnette stated that, if that were the case, the BOS could take it off the warrant.

Ms. N. Smith stated that, the last time she spoke with the lead petitioner, it was her understanding it was being dealt with at different levels.

Mr. Kluge made a motion to take the article off the warrant. Ms. Smith seconded. A roll call vote was taken. Vote passes unanimously in favor of the motion (3-0).

Ms. Stewart requested any comments or questions regarding the Warrant Articles as they stand.

Mr. Wozmak inquired when the votes for the support of the Board of Selectmen and Budget Committee are entered into the Warrant, and who puts them in.

Mr. Kluge stated that he believed that it was a legal recommendation that the BOS make a recommendation on any monied article.

Ms. Bonnette stated that doing so has been the practice, but she did not know if it was a legal obligation. She stated that it will be investigated and will be reviewed prior to the joint Budget Committee/BOS meeting on February 2nd.

Town Meeting Presentations

Ms. Stewart noted that Article 1 does not need any presentation as it is voting for elected officers.

Ms. Stewart inquired as to how the language was established for Article 2.

Ms. Bonnette stated that the language is the required wording according to the RSA.

Ms. Stewart noted that:

- Article 2 -It was noted information would be presented by the petitioners.

- Article 3-It was noted this is a zoning article and was noted to be a ballot article. It was noted that the Conservation Commission could set up a separate meeting to educate the public if they chose to do so.
- Article 4 -It was requested Ms. Bonnette and Mr. Wozmak will work with Chief Cummings and members of the department present the information.
- Article 5 -It was requested that Mr. J. Taylor present the information after the Board of Selectmen makes a motion to put it on the table.
- Article 6 -Ms. Bonnette stated the presentation is usually done by the Town Manager. Ms. Stewart inquired if Ms. Bonnette or Mr. Wozmak could reach out to the CIP Committee to see who could present.
- Article 7 – Ms. Stewart noted that Mr. J. Taylor would likely speak to it, and possibly assisted by MFAC.
- Articles 8 & 9 – Ms. Stewart inquired if Mr. Kluge could work with Mr. J. Taylor for the presentation. It was discussed that the consultant may not have been the best approach to reach the public and having someone with working knowledge would be beneficial.
- Article 10 – Ms. Stewart stated that the Budget Committee typically presents the topic; Mr. Russell confirmed the Budget Committee would provide the presentation.
- Article 11 -Ms. Stewart noted that it was an article related to CIP Appropriations, and it is anticipated the CIP Committee will present.
- Article 12 - Ms. Stewart stated that she would give a brief refresher of the information previously presented regarding the Employee and Retiree Benefits Expendable Trust. It was noted Ms. Bonnette will be running the presentation an on standby for assistance.
- Article 13 – It was noted Mr. R. Taylor would likely present information regarding the Community Master Planning Funding.

Ms. Stewart inquired if there were any questions relating to Town Meeting presentations. With no further questions, she moved on to the next agenda item.

Microsoft Office 365 – Multi Factor Authentication

Ms. Bonnette stated that there was a question regarding logging in each time. She stated that, by using the online Office 365, she has only had to authenticate her access once with her phone. She stated that there was a question specifically regarding the authentication when checking email and she was awaiting further direction from SymQuest. She added that it may be best for SymQuest to directly discuss authentication with each BOS member.

Ms. Smith stated she cannot access her email still.

Ms. Bonnette suggested that SymQuest can reach out to each member utilizing their personal email to set up a meeting regarding their Town email access.

Ms. Stewart noted that Ms. Bonnette and Mr. R. Taylor were both authorized to submit tickets to SymQuest and could be contacted for follow up.

ADMINISTRATIVE ITEMS

Veterans Tax Credit Applications (Kenney, Donigian, McGrogan, Alexander)

Ms. Bonnette confirmed everyone listed qualifies for the Veterans Tax Credit, and it is only a matter of BOS members signing the documents.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Town Clerk's Report – December 2020
- Tax Collector's Report – December 2020

OTHER BUSINESS**Non-Public Session, RSA 91-A:3 II (e) Potential Litigation**

Mr. Wozmak stated that, if the BOS did not have further questions regarding the non-public session, he stated that the BOS could vote to accept the memorandum he submitted to them in the settlement of the dispute with Lebanon regarding sewer development charges.

Ms. Stewart thanked Mr. Wozmak for his work and for the memorandum he submitted to the BOS, noting that it was a very thorough and well-prepared document.

Ms. Smith made a motion to accept the memo from Mr. Wozmak regarding the Lebanon Sewer arrangement, and to approve his recommendation. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Wozmak stated he believed it was a practical and legal solution.

Ms. Stewart requested any questions or comments regarding the Town Clerk's Report or the Tax Collector's Report. No questions or comments were brought forward.

Ms. Stewart noted that Ms. Bonnette shared the invoice from MRI, and it was noted that, with the funds that would normally be allocated to a Town Manager salary, spending is on track the line is not being over expended.

ADJOURNMENT

Mr. Kluge moved to adjourn at 7:44 PM. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:44 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen