

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES DECEMBER 21, 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; Jo-Ellen Courtney, Energy Committee; Jim Taylor, Director of Public Works; Dr. David Beaufait, Shirley Green, Glen Green, Cecelia Aufiero

CALL TO ORDER

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

December 7, 2020 Regular & Non-Public Sessions; December 14th Special Meeting – Non-Public Session

Mr. Kluge made a motion to accept the minutes for December 7th as presented. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart noted that the minutes for the joint Board of Selectmen (BOS) and Library Trustee meeting on December 14th will be presented at the next meeting in January.

BOARD REPORTS

Planning Board

Mr. Kluge noted that the Planning Board met last Wednesday, which included a presentation by Dr. Theis regarding proposed changes to the Conservation Committee's charges. He stated that the Planning Board had some concerns regarding the proposal by the Conservation Commission with the wording, but it had been run as a petitioned warrant article, with the requisite signatures.

Ms. Stewart stated she was not aware it was a petitioned warrant article.

Mr. Wozmak stated that it was a large expansion on what the Conservation Commission can do.

Ms. Smith inquired how the new wording compared with that of other towns.

Mr. Wozmak stated that he touched base with Rob Taylor who stated that it was similar to area towns and that the proposal is a dramatic expansion from the current duties. He stated that the current role is to identify properties in the district and make recommendations on it, and the proposal broadens it to allow them to identify and to secure any property in the Town.

Mr. Kluge stated that the Conservation Commission does have responsibilities within the Town, including notices from the state and shoreline protection issues, but the proposal seeks to expand the interest of the Commission to include trails. He added that the Planning and Zoning Committee was open to the idea of expanding the duties of the Conservation Commission but expressed that wording may need to be fine-tuned to ensure private property rights for residents.

Ms. Stewart stated she wanted to understand what was wrong with the current system that required changes to be made.

Mr. Kluge stated he was unsure if the entire Conservation Commission performed a formal vote prior to Dr. Theis bringing it forward.

Mr. Wozmak suggested that the Conservation Commission should hold a vote, as well as having a vote from the BOS, that will be presented at Town Meeting.

Ms. Green stated that the Conservation Commission did vote to support the changes, and the intention was to define the charge of the Conservation Commission but there was no intention to have more authority or control.

Ms. Aufiero agreed with Ms. Green and stated that there were RSA's, information through the Association of Conservation, as well as Department of Environmental Services, and the updates presented are aligned with what the Conservation Commissions are charged to do.

Ms. Stewart stated she was interested in reviewing a copy of the information as presented to the Planning and Zoning Board.

Dr. Beaufait inquired if it will be presented as a zoning article, which would be on a ballot, or as a part of Town Meeting live.

Mr. Kluge stated, to his understanding, it will be on the ballot.

With no further discussion, Ms. Stewart moved on to other Board Reports.

Heritage Commission

Ms. Smith stated that the Heritage Commission met on the 10th and have a project called 'The Streets Where We Live', which will involve distributing a brief history on how streets got their name. She noted that each month of the year will be dedicated to one street, beginning in January with Lockehaven Road.

Mascoma Lakeside Park Committee

Ms. Smith stated that Lakeside Park meets the first Tuesday of the month and there were no further updates at this time.

Budget Committee

Ms. Stewart stated that the Budget Committee is in the process of going department by department through the budget. She stated that the Budget Committee is exploring where savings can be achieved and

what expenses will add value to the current systems. She added that no decisions have been made on what will come forward to the BOS yet, but the next meeting will be taking place in January.

Ms. Stewart requested questions or comments related to the board reports.

MINUTES, continued

Mr. Wozmak requested to revisit the approval of the minutes as he believed the nonpublic session from December 14th had not been a part of the motion for approval at the beginning of the meeting.

Ms. Smith made a motion to approve minutes for the Nonpublic session held on December 14th. Ms. Stewart seconded. A roll call vote was taken. Vote passes in favor of the motion (2-0). Mr. Kluge abstained.

TOWN MANAGER'S REPORT

Mr. Wozmak reviewed the following items with members of the BOS:

- The water ban has been recommended to be lifted by Mr. J. Taylor.

Mr. Kluge made a motion to lift the presently imposed water ban. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Smith encouraged citizens to continue to conserve their water use.

- Mr. Wozmak stated that he had a Zoom meeting with Current Concepts and Symquest to navigate phone connectivity issues occurring in the Police Department. He stated that they are developing tools to prevent outages in the future and ensure that emergency services can be reached.
- The new code enforcement officer is beginning to shadow Mr. Neily and is scheduled for his first day to be January 4, 2021.
- He has been seeking information regarding the solar array at the DPW and stated that he has the amended Power Purchase Agreement, which includes changes recommended by Town Council which have been accepted by the solar company.

Mr. Kluge made a motion to authorize the Town Manager to finalize the process and sign the agreement. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- Mr. J. Taylor has recommended locking the dumpster at the Community Building.

Members of the BOS discussed current usage and potential concerns. It was noted that the tickets have been written for people illegally disposing of trash in the dumpsters. It was discussed whether the dumpster could be removed for the winter and reevaluate in the spring, with possible solutions including a lock on the dumpster lid or building an enclosure for the dumpster.

It was noted that the grounds crew collects recycling from the Community Building on an ongoing basis.

Mr. Kluge was in favor in building an enclosure as it would be more aesthetically pleasing.

Ms. Smith inquired if Mr. J. Taylor could come up with a ballpark cost estimate for building an enclosure.

Mr. J. Taylor stated he plans to propose a new location that would move it away from the garden as well as out of the way for wintertime maintenance.

Mr. Wozmak inquired if, procedurally, a new location or plan should go before Planning and Zoning.

Mr. J. Taylor stated that if more were being done in the park that Planning and Zoning would be consulted, but not at this level.

Mr. Kluge agreed with Mr. J. Taylor.

- Mr. Wozmak noted that trash volume is up 15% and recycling is up about 2% so far this year.
- McConnel well is down and will be serviced at the beginning of January 2021.

Ms. Stewart requested if any members of the BOS or public had questions regarding the Town Mangers 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.

Dr. Beaufait stated that a month ago there was discussion regarding having members of the BOS meet with the Library Trustees and the head of emergency services departments to discuss details of the MFAC proposal. He inquired if there were any updates and if the project would be in the budget for next year.

Ms. Stewart noted that the meetings with other parties as well as budget recommendations have not been finalized yet.

Ms. Bonnette stated that emergency services chiefs would be invited to a meeting with the BOS in early January and the date is yet to be determined.

Mr. Kluge stated that he received an inquiry regarding why the fire hydrants have not been marked for winter yet.

Mr. J. Taylor stated that new fiberglass flags with springs were ordered in September and have only recently come in. He stated that they will be installed in the coming weeks.

COMMUNICATIONS

Proposed ZBA Fees Change Correspondence

Ms. Stewart stated that Mr. Rob Taylor, the Land Use and Community Development Administrator, addressed a letter to the BOS with proposed changes to ZBA fees.

Members of the BOS discussed their support for the changes.

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

Ms. Stewart requested that Mr. Wozmak thank Mr. R. Taylor for his recommendations.

BUSINESS

Ms. Stewart noted that items including the Power Purchase Agreement, Community Building Issues, and Lifting of Mandatory Water Restrictions had already been discussed under the Town Manager's report and moved on to the next agenda item.

2020 Year End Encumbrances

Ms. Bonnette presented a list of information regarding departmental encumbrances for 2020.

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

Ms. Stewart expressed her gratitude to Ms. Bonnette for gathering the information.

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

Members of the BOS were requested to go to Town Hall to sign the requested documents.

- Oath Relative to 2nd Issue Property Tax Warrant
- Capital Lease Incumbency Certificate

OTHER BUSINESS

Ms. Smith stated that she has been in contact with the organizers of the Mascoma Lake Skating Association and there have been discussions regarding putting a rope, a life ring, or some type of emergency tools to have available at the lakeside. She stated that they did not expect the Town to provide the materials but were requesting permission to have those tools there.

Ms. Stewart recommended that they speak with the Town emergency services, who would normally oversee such situations.

Ms. Smith stated she had reached out to Chief Holland and spoke with him already and had emailed Chief Cummings, but she had not heard back from him yet.

Mr. Martin stated he supported having a rescue alive present and was interested to hear Chief Cummings' input as well.

Mr. Wozmak stated that it may be helpful to have signage that indicates how to respond to someone falling through the ice.

Ms. Smith requested that Mr. Wozmak speak with Chief Martin and Chief Cummings to finalize.

Chief Martin stated that it would also be important to understand any liability to the Town as well.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- GL Fund Update
- Tax Collector's Report thru December 15, 2020
- Comcast Correspondence: Courtesy Adjustment to Customers, Continuation of Channels WCVB & WMUR

ADJOURNMENT

Ms. Smith moved to adjourn at 6:54 PM. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:54 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen