

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES FEBRUARY 2, 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

OTHERS: Emily Curtis, recording secretary; Chief Holland, Enfield Police Department; Shirley Green, Jeremy Ford, Cecilia Aufiero, Dr. Jerold Theis, Sam Eaton, Bridget Labrie, Erik Russell, Dr. David Beaufait, Linda Jones, Roberta Newberry, Angus Durocher, Sharon Beaufait, Ed McLaughlin, Steve Lary, Holly West

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.

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 number 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

If anybody has a problem, please call 603-442-5401

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.

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 – January 19, 2021

Mr. Kluge made a motion to accept the minutes as presented. Ms. Stewart 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.

Ms. Smith stated that the Heritage Commission met. The Lakeside Park meeting has been postponed until next week.

Ms. Stewart stated that she attended a CIP Committee meeting yesterday and that the public is welcome to join the Public Budget Hearing tomorrow at 7pm.

TOWN MANAGER'S REPORT

Ms. Stewart noted that Mr. Wozmak was not available to attend the meeting.

Ms. Stewart indicated that the Town had received communication that Whaleback is looking for a consensus from the Board of Selectmen (BOS) to support them to continue to have a liquor license through the State of New Hampshire.

Members of the BOS unanimously supported Whaleback in continuing to have a liquor license.

Ms. Stewart confirmed that the support did not require a formal vote, and the BOS 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 – Mascoma Lakeside Park

Dr. Beaufait stated that commendations should be made to the Lakeside Park Committee and the Mascoma Lake Skating Association as the outdoor spaces are being well utilized.

Meredith Smith – Thanks to Chief Holland

Ms. Smith stated that she wished to thank Chief Holland for his assistance in helping a soldier that was being deployed over the weekend.

Bridget Labrie – House Bill 594

Ms. Labrie stated that, in the State of New Hampshire, House Bill number 594 is currently going through the House. She stated that, if people agree with it, it was encouraged that they show their support as it can be of great benefit to renovations and other projects.

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

COMMUNICATIONS

Ms. Stewart inquired if there were any communications from Ms. Bonnette or Mr. Wozmak that need to be addressed.

Ms. Bonnette indicated there were no communications and Ms. Stewart moved on to the next agenda item.

BUSINESS**2021 Budget Review**

Ms. Bonnette presented a copy of the budget that the Budget Committee would be presenting at the public hearing on Wednesday. She noted that minor adjustments were made to the CIP recommendations including presenting the fire truck as \$570,000, which was reduced from \$600,000.

Ms. Stewart inquired if there were any questions from members of the BOS. With no further questions or discussion, she moved on to the next agenda item.

2021 Town Meeting Warrant**Acceptance of Petitioned Warrant Articles, if any**

Ms. Stewart inquired if there were any new petitioned warrant articles to be accepted.

Ms. Bonnette stated that there were no new petitioned warrant articles as of today, which is the last day for them to be accepted.

Review of Draft Warrant

Ms. Bonnette stated that members of the BOS received notes regarding changes to the Draft Warrant to be presented at the public hearing. She stated that it has been recommended that instead of doing a capital lease for three vehicles that it was recommended to do traditional loans for each individual vehicle, so there will now be a separate article for each vehicle. She stated that the Engine 4 replacement would be reduced to \$570,000 from \$600,000.

Annual Report

Ms. Stewart stated that photos were submitted to BOS members for review regarding the cover of the Town's Annual Report. Members discussed the photos available and decided on the photo of the Mascoma Lakeside Park Pavilion groundbreaking ceremony.

Selectmen's Narrative

Ms. Stewart gave an overview of her narrative and stated she was happy to add to it based on suggestions from members of the BOS or the public.

Dedication, if any

Ms. Stewart inquired if there were any recommendations for the dedication.

Ms. Smith suggested Ms. Paula Rowe Stone. She added that Ms. Rowe Stone served the town for 30 years and missed out on a public ceremony.

Ms. Stewart inquired if, due to the circumstances, it may be appropriate to also honor public servants and frontline workers in the dedication, in addition to Ms. Rowe Stone.

Mr. Kluge stated his support for the suggestion to dedicate the report to Ms. Rowe Stone and frontline workers.

Ms. Bonnette stated that she had a list to provide the BOS with the names of those to list in memory of or in honor of as well.

Proposed Municipal Sewer Ordinance Amendment Pertaining to Sewer Development Charge (tentative Public Hearing date: 2/16/2021)

Ms. Stewart stated that Lebanon has made changes as to how they charge for new connections, which will require a hearing and an update to the Town ordinance. She stated that the BOS and Town Manager made a sincere effort to protect users and residents from the additional fee, but after conferring with legal counsel, it was found that there were no other options.

Ms. Stewart confirmed that all BOS members were available to schedule the public hearing for February 16th.

City of Lebanon Notice of Public Hearing re: Possible Discontinuance or Trail Designation of Atherton Road & McCallister Road (which continue into Enfield), and Durkee Road & Barden Hill Road (in Lebanon only)

Ms. Stewart inquired if the suggested changes would land lock any Enfield residents.

Mr. J. Taylor stated that it would not greatly affect Enfield residents. He stated that the Planning Board has met and attended meetings to maintain those pathways for public use. He noted that there were discussions to move the roads from a Class VI road to a Class A Trail.

Ms. Stewart stated her concern for cutting off residents, particularly to the recreation corridor of Enfield.

Mr. Kluge stated he was in favor of keeping Class VI roads as Class VI roads but noted that if they are transitioned to a trail they do not reopen.

PUBLIC HEARINGS:**6:30 PM – 6 Hearings in succession for RSA 33:8-A regarding Bonds or Notes over \$100,000****Hearing 1 – Replacement of Fire Department Engine 4 in the amount of \$600,000**

Ms. Stewart called the first hearing to order at 6:30 PM

Ms. Bonnette stated that the original plan was for \$600,000, but a lower quote came in at \$570,000 which was reviewed by the (Capital Improvement Program (CIP) Committee who voted to recommend the replacement at that amount. She stated Mr. Ford of the Enfield Fire Department was available to speak to the request.

Mr. Ford stated that the Engine was put out to bid. He noted that the highest bid came in at \$668,908 and the lowest bid was \$569,692. He stated that the new apparatus will replace Engine 5 in its role with the department, which is currently filled by Engine 4, with the plan that Engine 4 will go out to auction and be released from service.

Ms. Stewart clarified that the discussion will be held in the public hearing, and any amendments or changes are made outside of the public hearing.

Mr. Eaton stated that he voted to support the request on the CIP Meeting, and he believes that Chief Cummings and the fire department did a good job. He added that the cost savings of \$70,000 is a big factor and noted that interest rates are low and there is a lot of money in CIP so there are options to not finance the full \$570,000.

Mr. McLaughlin clarified that the fire chief is also applying for grants to assist with the purchase of the truck as well.

Ms. Stewart stated that they would still apply for funds regarding capital expenses. She requested questions or comments prior to closing Hearing 1. With no further comments or questions, Ms. Stewart moved on to Hearing 2.

Hearing 2 – For a Capital Lease without an escape clause of a 10-wheel dump truck with plowing capabilities in the amount of \$195,000

Ms. Bonnette stated that the Capital Lease was coming in at 2.95% but a local bank loan source has been found for a 2.85% loan.

Mr. J. Taylor stated that the truck being requested would replace one of two trucks which are currently in rough shape. He noted that the truck is made of stainless steel.

Ms. Stewart inquired if members of the BOS or the public had questions.

Dr. Beaufait inquired if the changes in funding to a loan would require an amendment.

Ms. Bonnette stated that the form of the borrowing is decided when the BOS approves the warrant, and they can change the article at the time of that discussion.

Ms. Aufiero stated that the Town does a lot of borrowing and loans and she believed that the CIP was established to avoid the borrowing. She inquired why the Town was borrowing money for each purchase, which ends up costing more money.

Mr. Eaton agreed with Ms. Aufiero's concerns for borrowing but noted that the low interest rates are worth taking advantage of. He stated that it should be reviewed later in the year to see what funding could be used to lower the payments and to consider putting larger down payments on the loans.

Ms. Stewart noted that the CIP article includes a note that states '\$45,000 from UFB', which indicates that Undesignated Fund Balances can be utilized for that purpose.

Ms. Aufiero stated her agreement with doing what we can to not borrow in the future.

Ms. Stewart inquired if there were any further comments or questions regarding Hearing 2. With no further inquiries, she closed Hearing 2 and moved on to open Hearing 3.

Hearing 3- For a Capital Lease (without escape clause) of a police cruiser, \$47,000; Fire Department Car 1, \$50,000; and Public Works F-350, \$50,000 – for a total of \$157,000.

Ms. Bonnette stated that better financing can be sourced at a local bank at 2.85% and it has been recommended to do individual articles for borrowing for each vehicle, with individual terms that can be determined at 4-7 years each. She stated that it did not require a formal public hearing as once they are separated into individual articles; they are each worth less than \$100,000 each.

Mr. J. Taylor stated that the F-350 truck is replacing a vehicle that has been with the DPW since 2003. He stated that the vehicle has been in the CIP for several years and was on the warrant for 2020 but was tabled due to COVID and revenue concerns.

Ms. Smith and Mr. Kluge stated their agreement with having each vehicle as its own article.

Chief Holland stated that the police cruiser being requested will replace a 2013 sedan with 160,000 miles on it. He stated that the replacement vehicle is anticipated to be a Ford hybrid model, which has proven to assist in gas savings. He stated that the difference is that the new vehicle will be a fully functional cruiser

for patrol. He added that it is anticipated that replacing the current vehicle with a fully functional patrol vehicle will assist in keeping cruisers for a longer period of time and save money in the long run.

Mr. Ford stated that the Fire Department vehicle being requested will replace the current Car 1, which is mainly a utility vehicle. He stated that the vehicle has been on 58 of the 300 calls for service in 2020. He stated it is used for towing the boat, picking up hoses after calls, transporting mediation materials for HAZMAT incidents, and many other incidents that do not require a fire truck, but warrant fire department response and involvement. He stated that, as an example, the department responded to a call for a burst water pipe which did not require a full engine for response, and Car 1 was the ideal option for the task. He added that they are exploring a hybrid option for the pickup.

Mr. Kluge asked how old the current Car 1 is.

Mr. Ford stated that the current Car 1 is 15 years old.

Ms. Stewart requested questions or comments on the items presented.

Dr. Beaufait inquired how many miles were on the current Car 1.

Mr. Ford stated that he did not have the data but added that, due to idling on scene, the engine hours are what count and speak more to the utilization than the mileage.

Ms. Stewart inquired if there were any further comments or questions regarding Hearing 3. With no further inquiries, she closed Hearing 3 and moved on to open Hearing 4.

Hearing 4 – For Public Works facility improvements in the amount of \$133,793

Mr. J. Taylor stated that there are three different projects involved in the article which came out of the building facilities recommendations of the municipal facilities study that was completed. He stated that adding a four-foot extension to the overhang on the back of the building, as well as refacing of the concrete on the back wall of the building are included in one project. He stated that another project involves an exhaust handling system for the mechanics bay to test vehicles in the building. He stated that the current system is inefficient as when the fan is used it removes all the heated air in the garage. He stated that the third project involved installing better insulation as offices with exterior facing walls get extremely cold.

Mr. J. Taylor added that an energy survey by Liberty Utilities was extremely helpful in identifying several areas where energy efficiency could be improved, and these were three areas of focus which address six of their survey recommendations. He added that the lighting that the Energy Committee has been extremely beneficial as well and has shown a definitive cost savings for the facility.

Ms. Smith inquired if interior insulation was going to be utilized on the concrete exterior walls.

Mr. J. Taylor confirmed that it would.

Dr. Beaufait stated that he attended the Municipal Facilities Advisory Committee (MFAC) presentation which referred to the back wall, he stated it was either pay now or pay a lot more later. It should have been done originally, and it is time to spend the money now before it is more expensive.

Ms. Stewart inquired if there were any further comments or questions regarding Hearing 4. With no further inquiries, she closed Hearing 4 and moved on to open Hearing 5.

Hearing 5 – For improvements to the municipal water system in the amount of \$1,900,000

Ms. Bonnette stated that the total project is in the warrant for \$1.9 million, with the financial portion noting \$1.8 million borrowed and \$100,000 from the water fund, undesignated fund.

Ms. Smith inquired if a grant would still be applied for to assist with the costs.

Mr. J. Taylor confirmed that grants are being investigated, but so far, the project does not qualify for the grants available. He stated that the USDA financing package will offer a grant as well as financing. He stated that an inquiry has been submitted to the USDA to try to get more information as to what funding might be available.

Ms. Stewart stated that it was a challenge to not have visual presentations last year and added that there is information regarding the study and recommended improvements on the Town website. She added that the study assisted in identifying crucial areas that could potentially shut down the water system, which have been prioritized for replacement.

Ms. Aufiero stated that \$1.9 is a lot of money and a lot of money has been put into the sewer system already.

Mr. J. Taylor stated that the article was specifically related to water and includes two components – one is to replace some of the pipes from 1903 and the second is to get another well in the Marsh well field. He noted that all the bedrock wells are over 30 years old and typically they start to fall off on production at 30 years of use and the goal was to get ahead of that. He stated that since the project was voted on last year the construction costs have gone up 5%, and thankfully the interest rates have come down, but noted that the work is necessary. He added that the costs will be seen by water users and not all taxpayers.

Ms. Aufiero stated she believed that the details of the well should be included in the warrant and that it was an important detail for people to understand.

Mr. Kluge inquired if the work is to be anticipated to be completed in one year, or if it would be spread over multiple years.

Mr. J. Taylor confirmed it would be spread over more than one year, adding that the permitting would likely be completed in 2021 with the project being completed in 2022.

Ms. Stewart inquired if there were any further comments or questions regarding Hearing 5. With no further inquiries, she closed Hearing 5 and moved on to open Hearing 6.

Hearing 6 – For improvements to the municipal sewer system in the amount of \$1,900,000

Mr. J. Taylor stated the project was on the warrant last year, and while it had a majority vote it did not pass with the required 2/3 vote. He stated that part of the project will be eligible grants, which will be reviewed, as well as any grants and financing available through the USDA. He stated that rehabilitating manholes as well as service connections where there is believed to be a high amount of inflow and infiltration, which is water coming into the system that is not being paid for by users, but Lebanon is paid to treat it. He stated that a couple of manholes are completed each year because they are expensive to rehab, but the payback on the repairs is noticeable. He added that, when manholes were repaired on Route 4A, which cost about \$6,000, that there was a notable savings of about \$3,500 per quarter.

Mr. Kluge stated his agreement with the practicality of the expense.

Ms. Aufiero inquired if there were any new connections or an extension of the sewer line.

Mr. J. Taylor stated the plans did not include any new connections or extensions.

Ms. Stewart stated that reports regarding the Water Asset Management Plan and the Sewer Asset Management Plan can be found on the Town website.

Ms. Stewart inquired if there were any further comments or questions regarding Hearing 6. With no further inquiries, she closed Hearing 6 and moved on to open the next Public Hearing session.

PUBLIC HEARING: 7:00 PM Acceptance of Unanticipated Revenue over \$10,000

Ms. Stewart opened the Public Hearing at 7:19pm to discuss the acceptance of grant funds in the amount of \$15,000 for Mascoma Lakeside Park improvements.

Ms. Smith stated that the \$15,000 grant is from the Emily Landecker Foundation, which will go towards a matching grant. She stated that the organization is also anticipating receiving a Land and Water Conservation Grant for \$125,000 which will need to be matched dollar for dollar. She stated that the total grant including the match is anticipated to be a total of \$250,000 and will pay for improvements to drainage, creating ADA accessible paths to the pavilion, developing trails, and for a planting program.

Mr. Kluge and Ms. Stewart expressed their gratitude for the work being done.

Dr. Beaufait inquired if the project was being privately funded.

Ms. Smith confirmed, and added that the plantings are being done by the intern who will recommend native species to be planted along the lakefront areas. She stated that there are many invasive species that will need to be removed.

Ms. Stewart inquired if there were any further comments or questions regarding the acceptance of grant funds for Mascoma Lakeside Park improvements. With no further inquiries, she closed the Public Hearing.

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

2021 Town Meeting Warrant

Ms. Bonnette reviewed proposed changes to Articles in the 2021 Town Meeting Warrant.

Ms. Bonnette stated that Articles 1, 2 and 3 required no further action from members of the BOS.

Article 4 – For the fire department Engine 4 replacement

Ms. Bonnette stated that the warrant article is for \$570,000 as recommended by the CIP Committee, and would be brought forward to the Budget Committee at the meeting on February 3rd to receive a vote of recommendation from the Budget Committee and from the BOS.

Article 5 – 10-Wheel Dump Truck

Ms. Bonnette stated that Article 5 was originally stated as a capital lease and, due to low interest rates, has been reworded to reflect authorization for borrowing \$195,000 for the 10-wheel dump truck.

Article 6 – Public Works Facility improvements

Ms. Bonnette stated that Article 6 is for the Public Works facility improvements in the amount of \$133,793, which includes \$4,209.24 plus accumulated interest from the Municipal Facilities capital reserve fund to go against the total amount, bringing the total amount to be borrowed to \$129,584.

Members of the BOS expressed their agreement with the updates to Article 6.

Article 7 – Water System Improvements \$1.9 million

Ms. Bonnette stated that the wording was updated with more general wording related to what funding sources would be utilized to support the project.

Article 8 – Sewer System Improvements \$1.9 million

Ms. Bonnette stated that there was no fund balance in the sewer system to be utilized toward the expense, but otherwise was stated similarly to the water system improvement article.

Articles 9-11 – Vehicle Purchases

Ms. Bonnette stated that former Article 6, which was for a combined three vehicles, was separated into three separate articles – now 9, 10, and 11, based on lower interest rates and financing options available. She stated that the BOS can now approve for a vehicle to be purchased with cash from the Capital Reserve Fund instead of borrowing if so desired.

Article 12 – Budget Committees budget of \$7.49 million

Ms. Bonnette noted that the proposed budget will be discussed at the February 3rd meeting, where the BOS can vote and recommend or to propose a different budget and reword the article, as necessary.

Article 13 – Capital Improvement Program Capital Reserve Fund

Ms. Bonnette stated that the article included the usual amount, which is an additional \$26,200 each year, plus \$45,000 to come from the unassigned general fund balance. She stated that in 2020, some IT infrastructure improvements were approved, and money was utilized from the capital reserve fund to pay for them; however, grant money was acquired for the IT infrastructure improvements and the grant money will be utilized to repay the fund.

Article 14 - \$30,000 to be placed in the Employee and Retiree Benefits Expendable Trust Fund

Ms. Bonnette noted that the funding comes from the unassigned fund balance and would not affect the tax rate. She added that \$36,000 was withdrawn from the account in 2020, when only \$30,000 had been put in. She recommended that \$30,000 be planned for this year as there are two retirements expected in 2021.

Article 15 - \$35,000 from Master Planning from the Unassigned General Fund Balance

Ms. Bonnette noted that Article 15 was an item that would not affect the tax rate and was tabled in 2020 due to COVID.

Ms. Bonnette stated that the document will be cleaned up and sent off to the Budget Committee for the hearing tomorrow.

With no further discussion regarding Town Meeting Warrant Articles, Ms. Stewart moved on to the next item on the agenda.

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

- Veterans Tax Credit Applications (Smith, Harp)
- Property Tax Refund (Harp)
- Timber Yield Tax (Dole)

Ms. Bonnette inquired if members of the BOS had questions regarding any administrative items.

Members of the BOS indicated they had no questions and agreed to go to the Town offices to sign the documents.

OTHER BUSINESS

Town Manager Search

Ms. Stewart stated that, as a part of the hiring process for a Town Manager, she has asked Mr. Kluge and Ms. Smith to submit names for recommendations for a screening committee. She stated that they are looking for five to seven members to be a part of the screening committee.

Ms. Stewart stated the BOS received a notice from Allan Gould of Municipal Resources Inc. (MRI) who is running the search process. She stated that the BOS as well as department heads worked with MRI to establish a profile for the Town of Enfield and a job description. She added that, from 30 applicants, 13 were selected to move forward to an essay section of the application process.

Ms. Stewart read the following statement from MRI for the record: *“The remaining candidate pool represents a broad spectrum of candidates. Some are experienced managers while others have significant relatable experience but have never been a Town Manager. The candidates come from regions across the country and include several residing here in New Hampshire. Based on the quality of the essays, there are some very strong candidates.”*

Ms. Stewart stated that there is a current pool of 10 candidates moving forward to phone interviews. She added that the Screening Committee will be formed to be a part of the process moving forward.

Ms. Stewart requested any other business before moving into nonpublic session. She added that members of the public were welcome to stay in the meeting until the BOS came out of nonpublic session.

Non-Public Session pursuant to 91-A:3 II (c) re: Hardship Abatement

Mr. Kluge made a motion to enter non-public session under RSA 91-A:3 II (c) at 7:38 pm. Ms. Smith 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. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to grant the hardship abatement as discussed in nonpublic session. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Correspondence re: Owner Responsibility to Repair Water Leak
- NH DES Letter of Deficiency – 360 Crystal Lake Road, Map 46, Lot 16
- Tax Collector’s Report – December 2020

ADJOURNMENT

Ms. Smith moved to adjourn at 7:41 PM. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:41 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen