

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES MARCH 15, 2021**

**TIME:** 6:00 PM  
**LOCATION:** via Zoom Teleconference

**PRESENT**

**BOARD OF SELECTMEN:** Meredith Smith, John W. Kluge, Katherine D.P. Stewart

**ADMINISTRATIVE STAFF:** Alisa Bonnette, Assistant Town Manager; Jack Wozmak, Interim Town Manager

**OTHERS:** Emily Curtis, recording secretary; Shirley Green, Cecelia Aufiero, Tom Jellison, Dr. David Beaufait, Phil Shipman, Jeremy Ford, Sam Eaton, Jim Taylor, Amy Stewart, Charles Clark, Lindsay Smith, Tracy Young, Bridget Labrie, Debra Ford, Roberta Newberry

**CALL TO ORDER**

Mr. Wozmak called the Selectboard meeting to order at 6:02 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**

**ORGANIZATION OF THE BOARD****Accept motion or nomination to vote new chair of Board of Selectmen.**

Mr. Wozmak stated that, due to the recent election, the meeting will begin a little different than previously. He stated he would accept a motion or nomination from the Board of Selectmen (BOS) to vote for the new Board Chair.

Mr. Kluge made a motion to appoint Meredith Smith as the Chairman of the Board of Selectmen. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Wozmak introduced Ms. Smith as the new Chair of the Board of Selectmen and turned the meeting over to her.

**APPROVAL OF MINUTES – March 1, 2021**

Ms. Stewart made a motion to approve the minutes of March 1<sup>st</sup> as printed. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**BOARD REPORTS**

Mr. Kluge stated that he had nothing to report.

Ms. Stewart stated that she had nothing to report and noted that the next Budget Committee meeting would be held on May 1<sup>st</sup>.

Ms. Smith stated that a Lakeside Park meeting was held and stated that they are waiting for the temperature to rise so that the PVC trim can be added in April or mid-May. She stated they are working on more grant funding.

Mr. Wozmak inquired if the BOS would like to change their board assignments to committees.

Members of the BOS agreed that members would check the list of assignments and discuss at the next meeting.

**TOWN MANAGER'S REPORT****Town Manager Search**

Mr. Wozmak stated that interviews for the next Town Manager are continuing, including a series of interviews with the Screening Committee. He stated that the interviews have not been concluded yet, but that it was anticipated that candidates would be recommended to move forward to a second interview with the BOS. He added that there would be a nonpublic session at the end of the meeting to discuss details of the next round of interviews.

**Ambulance Billing**

Mr. Wozmak stated that new ambulance rates may be recommended for adjustment based on Medicare and Medicaid rates.

Mr. Wozmak stated that there were several bad debts related to ambulance billing that will be coming forward with the request to write them off. He stated that there are some Ambulance bills that are many years old and not collectible. He stated that a dollar amount and cut off point will be brought forward at a future meeting for discussion.

**Mascoma Lakeside Park**

Mr. Wozmak stated that there have been continuing staff discussions related to Lakeside Park

maintenance, including trash, security, and signage. He stated that the discussions will continue internally to see what can be accommodated.

**Recreation**

Mr. Wozmak stated that he has been working with the Recreation Department members regarding programming and activities offered. He stated that the department has functioned with regional capacities to include Canaan, Enfield, Grafton, Orange, and Dorchester, but has recently seen possible restrictions of funding from Canaan. He stated that the conversation is ongoing as to if Canaan will continue to assist regional recreation or not.

Mr. Wozmak added that there are other internal conversations that may come up regarding the positions currently held and whether it should be two part time or one full time position. He stated that the recreation department supports a host of opportunities for the community including: a summer camp, non-team sports, yoga, line dancing, holiday functions, soccer and baseball camp, adult painting, movies in the park, Small Business Saturday, farmers markets, afterschool skiing, etc. He stated that beginning the conversation regarding staff will help guide how the Town would like to structure the efforts going forward.

Dr. Beaufait inquired if Mr. Wozmak had met with Mike Sampson, and if so, what the results were.

Mr. Wozmak stated he had met with Mr. Sampson, who noted that he was expressing the Town of Canaan's frustration with the direct relationship regarding financial reporting and their ability to participate in decision making within the program. He stated he believes that there has been a communication lapse, and the conversations are continuing to develop.

Ms. Smith inquired if there was any effort for the recreation department to collaborate with the local library.

Ms. Labrie stated that her recent recreational survey brought forward suggestions of activities that were previously supported by the library, such as knitting, and stated she would be happy to reach out to the library for collaboration.

**Fire Chief**

Mr. Wozmak stated that the Town is in the early stages of the selection process for a new Fire Chief. He stated he has met with Assistant Fire Chief, Jeremy Ford, and will continue to meet with other members of the department to launch a transparent hiring process. He stated that even though it is a volunteer department, it will be treated as any other job placement within the Town.

**PUBLIC COMMENTS**

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

Ms. Stewart stated that the Enfield Village School (EVS) art teacher had reached out to request approval for an outdoor art display. She noted that it is supposed to be an outdoor exhibit, with appropriate social distancing measures.

Ms. Stewart stated that the Girl Scouts have a bin located across from EVS to collect plastic bags as a part of a program to be turned in and have a bench made.

Ms. Smith requested any additional comments for items not on the agenda. With no further inquiries, she moved on to the next agenda item.

**COMMUNICATIONS**

Ms. Smith stated there were no items for Communication and, with no further comments or inquiries, she moved on to the next agenda item.

**BUSINESS****Jellison Request to Upgrade Class VI Road for Property Access**

Ms. Smith invited Mr. Jellison to speak to his request to upgrade the Class VI road.

Mr. Jellison stated he has owned a parcel of property at the top of Morehouse Lane for about 20 years. He stated that it is a steep and treacherous driveway that exits onto Route 4, and he is requesting permission to use the Old County Road, which is a Class VI road. He stated Old County Road is about 700 feet long and is currently in poor condition. He stated he didn't believe there would be any other repercussions.

Ms. Smith requested input from Mr. J. Taylor regarding the request.

Mr. J. Taylor stated that Mr. Jellison came to him and after reviewing the Class VI road policy with Mr. R. Taylor, they did not believe it would be an issue. He stated it would be an improvement to the drainage at the bottom of the road, and if upgraded it will assist with some of the water issues. He added that the parking spot proposal would also be helpful and added the improvements that would be made would offer safer access and would be better for drainage. He added that, regarding Morehouse Lane, the plat had a handwritten note that forbids the noted property from utilizing Old County Road. He stated that, if Mr. Jellison builds on the property he owns, it will be the third dwelling on the road, which is where the threshold is for the request of a Town spec road and the handwritten note may need to be investigated further.

Mr. J. Taylor stated that Mr. Jellison is prepared to make the upgrades and maintain the roadway himself, which is a benefit to the Town. He stated that the policy stated that there will be no exhausting of funds on Class VI roads, which Mr. Jellison's proposal abides by.

Ms. Stewart made a motion to authorize Mr. Jellison to upgrade access to Old County Road in compliance with Town policy and under the direction and supervision of the Department of Public Works. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Jellison stated his appreciation.

Ms. Smith requested any further comments or questions regarding the Jellison request. With no further inquiries, she moved on to the next agenda item.

**Town Meeting/Election Recap**

Ms. Smith turned it over to Ms. L. Smith for review of the ballot voting that took place on March 9<sup>th</sup>.

Ms. L. Smith stated that 610 voters cast ballots, which is in the normal range for turnout, and about 87 of which were absentee ballots. She stated that the use of the Community Building went well again, and that Assistant Moderators were helpful in running curbside voting.

Ms. L. Smith stated that, because the second part of Town Meeting is not immediately following the ballot, it is up to each Committee if they want to bring new people on board or retain current seats until after Town Meeting. She stated that the Secretary of State is allowing each Town to make their own choice.

Ms. L. Smith stated that Town Meeting is planning to be held on May 1<sup>st</sup> in Huse Park. She stated tents have been ordered, and it is being planned to do the radio broadcast as was done last year. She stated a small team of people are assembled to get the space set up and has been speaking with Chief of Police for collaboration as well. She added that last year there were no presentations, and she would like to leave it up to the BOS if there will be a time limit for the presentations. She stated that it will require additional tools for projection, etc.

Mr. Wozmak requested further clarification on the involvement of the Police Department in the assistance of the Town Meeting as to if it would be paid time and would follow Department of Labor laws, and if they would need to be sworn in as ballot clerks to potentially be involved with collecting ballots.

Mr. Clark inquired as to why the votes on the ballot did not each add up to the total number of voters.

Ms. L. Smith stated that voters do not have to vote for every individual on the ballot, and there were also ballots that requested multiple votes of two or up to three members, which can lead to a number disparity as well.

Mr. Wozmak confirmed that the number of voters does not always directly match the votes cast, as described by Ms. L. Smith.

#### **Status of Municipal Facilities Advisory Committee (MFAC)**

Ms. Smith requested Mr. Shipman, as chair of MFAC, to speak to their request.

Mr. Shipman stated that after MFAC completed the work as outlined by the BOS, except for hosting meetings to educate the public or support the proposal, which was not completed due to COVID-19 circumstances. He stated that, because the item has been postponed for any further action until 2022, he believed the Committee should be dissolved and, if something becomes more imminent, the BOS decide as to who they will use to help with that. He stated that he did not believe it was appropriate to leave the Committee intact for the public to request further research, requests of which are beyond the original charge of the Committee, unless the BOS desired to amend it. He stated he wished to have a clear decision made for the Committee and the public at this time.

Ms. Stewart stated that the BOS has accepted the work the Committee has completed, and it is wise to thank the Committee for their time and dissolve it at this time.

Mr. Kluge and Ms. Smith supported Ms. Stewarts recommendation.

Ms. Stewart made a motion to thank the MFAC for their many hours of evaluating Town facilities and buildings and developing a plan and presenting it to the Board, and that we go forward with dissolving the Committee at this time given they have completed their work. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Dr. Beaufait stated that he would hate to see the hard work the Committee has completed go to naught with the delay in the timeline. He acknowledged concerns due to the pandemic as well as economic concerns but urged that the Committee review the materials to try make it less expensive, and possibly more palatable to the Town and voters. He stated he would support a short continuance, with the charge from the Selectboard to the Committee before they sign off completely.

Mr. Shipman stated that he understood that the Committee's proposal would go to the BOS and at that point the BOS would accept or deny the proposal. He stated that, if or when it moves forward to be put

out to architects to build, that would be the appropriate time to make further changes. He stated the further requests, including energy efficiencies, would be included in the request for the architect to build to.

Mr. Shipman stated he would like to request that the Town send a letter to Bread Loaf for their time and energy put into the project. He stated the letter should acknowledge that the fee paid for their services does not really cover the hours that they spent on the project, as well as include an indication of the Town's current standing with the project timeline. Mr. Shipman stated he wanted to express his gratitude to the members of the Committee, and for the minute taker, Ms. Curtis, for their contributions.

Ms. Bonnette agreed to draft a letter to present to the BOS to be approved and signed at the next meeting.

Members of the BOS expressed their gratitude to the Committee for their work.

Ms. Green stated that, when public meetings begin to explain the plans, it would be important to have the original Committee and Bread Loaf available for public discussions.

Mr. Shipman supported revisiting the subject with former Committee members when public discussions were ready to be held.

#### **Recreation Commission Applications (Stewart, Curtis, King, Young)**

Ms. Smith inquired if all members could be approved in one vote.

Ms. Bonnette stated that all members could be approved in one vote, and noted that, if all current applicants were approved it would constitute a full Board for the Recreation Commission for the first time in a long time.

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

Ms. Bonnette stated that there are specifics for the four openings, including a one-year term expiring in 2022, one term expiring in 2023, two terms expiring 2024. She requested if the BOS would like her to assign the terms at random.

Members of the BOS agreed to assign the terms at random.

Ms. Stewart encouraged communication to indicate that whoever receives the shorter term should be encouraged to reapply when the term expires.

#### **Annual Arbor Day Proclamation**

Ms. Smith requested further details regarding the Arbor Day Proclamation.

Ms. Bonnette stated that the BOS would adopt the resolution as it is stated in the BOS packet.

Mr. Kluge made a motion to accept the Arbor Day proclamation as printed. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Smith added that a tree, donated by the Eastman Foundation, is anticipated to be planted near the pavilion to be used as a part of other Town festivities. She stated they were thinking of planting the donated tree on Earth Day.

**Upper Valley Land Trust – Bicknell Forest Report**

Ms. Smith moved on to discuss the Bicknell Forest Report submitted by the Upper Valley Land Trust.

Mr. Kluge stated that it was a comprehensive and interesting report.

Ms. Bonnette stated that it was noted in the report that one of the neighboring property owners is continuing to utilize part of the land as a snow mobile trail and may require follow up.

Ms. Smith inquired as to who owned the land.

Ms. Bonnette stated that the Town owns the property, and the Upper Valley Land Trust manages it.

Mr. Kluge agreed that the matter should be investigated as it has been an ongoing issue.

Ms. Bonnette stated that the Chief of Police had spoken to the property owner the year before last, and perhaps it was worth requesting assistance again.

Members of the BOS supported having the Chief of Police speak with the abutting landowner again regarding the use of Town property as snow mobile trail access.

Ms. Stewart made a motion to go into nonpublic session pursuant to RSA 91-A:3, II to discuss the hiring of a person as a public employee at 7:04pm. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to exit nonpublic session at 7:25pm. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Wozmak stated that, as a result of deliberations in nonpublic session, the BOS agreed to conduct a second interview with one of the finalists on a date to be determined.

Mr. Wozmak requested any other business to be brought forward in the meeting.

Ms. Bonnette stated that there were abatements to be approved by the BOS.

**ADMINISTRATIVE ITEMS****Property Tax Abatements / Refunds (Clancy, Hammond, Chase)****Clancy**

Ms. Bonnette stated that it was recommended by the assessor to deny the 2020 request, noting that the value will be adjusted for 2021 related to obstructed view.

Ms. Stewart made a motion to accept assessor's recommendation. Mr. Kluge seconded. A roll call vote was taken. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**Hammond**

Ms. Bonnette stated that an old mobile home was removed from the property in 2020 and the taxes were abated to reflect there was no longer a mobile home on the property, and is an abatement of \$338.45, and a refund of \$259.63. She stated the information was reviewed by the assessor and he supported the abatement and refund as presented.

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

**Chase**

Ms. Bonnette stated that the adjustment recommended was with regard to a fire that occurred in January of 2020 which resulted in total loss of the building on the property.

Ms. Stewart inquired if the adjustment included the new three bay structure.

Ms. Bonnette stated the recommendation was for 2020, and if the structure was built after April 1, 2020 then it will show up on the 2021 adjustment.

Mr. Kluge made a motion to accept the recommendation for Chase's Auto Salvage. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

**Elderly Exemptions (Alwyn/Thayer, Alekseunas, Smith, Richardson)****Alwyn/Thayer**

Ms. Bonnette stated that, regarding the Alwyn/Thayer exemption, the applicant only exceeds the maximum allowance to be eligible for the Elderly Exemption by \$46.17 and it is being recommended the BOS waives that and accepts the application.

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

**Alekseunas/Smith/Richardson**

Mr. Kluge made a motion to approve all three Elderly Exemptions. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Smith inquired as to what the qualifications were regarding Elderly Exemptions.

Ms. Bonnette stated there are three age and exemption brackets, 65-74 years is \$46,000, 75-79 years is \$69,000, and 80 and older is \$92,000, and exemptions come off the value of the property. She stated that there are net income limits of \$26,000 or less, married \$36,00 or less, and assets cannot exceed \$70,000, excluding the primary residence.

**Veterans Tax Credit (Stone)**

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

**OTHER BUSINESS**

Ms. Smith requested if there was any other business to address.

Ms. Bonnette stated all other items were information items only.

**INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Town Clerk's Report – February 2021
- Tax Collector's Report – February 2021
- Tree City USA Application Approval
- Dept. of Revenue Administration – Enfield 2019 USPAP Report



- Dept. of Revenue Administration – Equalization Ratio Report

**ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 7:35 PM. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:35 pm.

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Meredith C. Smith, Chair

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John W. Kluge

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Katherine D. P. Stewart  
Enfield Board of Selectmen