

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MARCH 1, 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; Roberta Newberry, Celie Aufiero, Bridget Labrie, Kurt Gotthardt

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 – February 3, 2021 & February 16, 2021

**February 3, 2021, Joint Budget Committee/Board of Selectmen Meeting & February 16, 2021
Board of Selectmen**

Mr. Kluge made a motion to accept both sets of minutes as presented. Ms. Smith seconded.

Ms. Stewart stated on page 3 of the February 3rd joint meeting minutes, paragraph 8, the second sentence should be changed to state 'flow in and out', not 'float' as currently printed.

Mr. Kluge made a motion to approve the minutes with the correction as noted by Ms. Stewart. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Heritage Commission

Ms. Smith stated that the Heritage Commission met on Thursday. She stated that Ms. Johnson continues to write letters for the Town Newsletter and is working to get them posted to the Town of Enfield website.

Planning Board

Mr. Kluge stated that he stated that he has not attended the most recent Planning Board meeting but noted that he heard that the Master Planning subcommittee had a very productive meeting today.

Budget Committee / Planning Board

Ms. Stewart stated that there are no further Budget Committee meetings until Town Meeting. She added that she attended the most recent Planning Board meeting which included discussion regarding Lakeside Park including concerns about parking and trash removal, in addition to a Class VI road request. She stated that the Planning Board minutes will be available for review regarding those discussions.

Enfield Village Association

Ms. Stewart stated she sat in on the Enfield Village Association annual meeting. She stated that they are looking at four new members and working on their nominating committee, as well as discussing parking concerns.

TOWN MANAGER'S REPORT

Mr. Wozmak stated that the Planning Board met regarding Lakeside park and raised interesting questions regarding trash removal, water usage, and parking.

Mr. Wozmak stated that the Town Manager Screening Committee had an excellent meeting and have chosen six names to move forward to the Board of Selectmen (BOS). He stated the committee will spend all day on March 6th to interview the candidates and narrow the pool down to three or four candidates to move forward to interviews with the BOS.

Members of the BOS and Mr. Wozmak agreed to performing follow up interviews on Sunday March 14th.

Mr. Wozmak stated he was finalizing the language of the sewer ordinance as discussed in the public hearing held at the last meeting.

Mr. Wozmak stated that he will be late to the Mascoma Lakeside Park Committee Meeting tomorrow as he is attending a seminar on cybersecurity that is being co-hosted by the New Hampshire Municipal Association and Primex. He stated that cybersecurity issues with municipalities is a growing concern, and he is aware of municipalities that have had their information compromised.

Ms. Stewart thanked Mr. Wozmak and requested any further questions or comments regarding the Town Managers report. With no further inquiries, Ms. Stewart moved on to Communications.

COMMUNICATIONS

Nate Miller – Resignation from Tax Increment Finance (TIF) District Advisory Committee

Ms. Stewart stated that, unfortunately, Nate Miller has submitted a letter of resignation.

Ms. Smith made a motion to accept Mr. Miller's resignation with deep regrets. Mr. Kluge seconded.

Mr. Kluge noted that Mr. Miller has been an excellent person to have on the committee.

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

Ms. Stewart stated that the TIF Committee may need to be reconstituted and may be a conversation for a future meeting.

Mr. Wozmak stated that a notice can be posted to the town website to state the goals and mission of the committee and solicit volunteers.

Ms. Stewart requested any questions or comments from the public regarding Communications. With no further inquiries, she moved on to the next agenda item.

BUSINESS

Town Meeting/Election – March 9, 2021

Ms. Bonnette stated that the BOS should consider if they would wish to appoint a pro tem and getting it in place for Tuesday March 9th.

Mr. Kluge inquired if someone served as a pro tem for a previous Town Meeting if the paperwork needed to be refiled.

Ms. Bonnette confirmed that the information would need to be refiled for the appointment of the pro tem and requested that members submit names to her so that she could get the paperwork started.

Ms. Stewart stated she planned on being present. Mr. Kluge and Ms. Smith indicated they would each be assigning a pro tem.

It was noted that, with Ms. Stewart's name on the ballot she would not be participating in any job associated with collecting or counting ballots, and the moderator would assign her role at the polling station accordingly.

Ms. Stewart inquired if there were any questions or comments regarding the ballot voting to be held on March 9, 2021.

Mr. Wozmak stated he would not be available to be present for the ballot voting on March 9th.

Jellison Request to Upgrade Class VI Road for Property Access

Ms. Stewart stated the request presented to the BOS was the same request which had been submitted to the Planning Board. She stated the owner is asking permission to update the road to be utilized for access to their property on Moorehouse Lane. She stated that, at the Planning Board meeting, the requestor stated their intention to place a parking spot at the end so that people can walk up the class VI road. Ms. Stewart stated that the abutting Hanover property owner has requested signs put up to deter people from walking all the way over.

Mr. Kluge stated that a similar accommodation had been made to a short section on Dustin Road. He stated that there were stipulations that they had to keep it free of obstruction, that it would remain a public road, and that they could not plow snowbanks that would block roadway access.

Ms. Bonnette stated that the BOS looks at the request and gives their approval, contingent on the Planning Board approval, and meeting the Department of Public Works standards for the road. She acknowledged that the timing of the request submission to the Planning Board and BOS overlapped due to the timing of

meetings but gave the opportunity for the Planning Board to review the information at their most recent meeting.

Mr. Gotthardt stated that the applicant presented the Planning Board with a conceptual, and the Planning Board discussed the condition of the road. He stated the Planning Board moved the request forward to the Selectboard as they are the authority to give approval to build on a Class VI road, at which time the requestor can submit a formal application to the Planning Board. He stated the most recent Class VI Road policy he found was from January 1998 and stated it should be reviewed because he believed the RSA's have changed since the document was written and it does not reference the most recent RSA language regarding Class VI roads.

Mr. Gotthardt stated that the Planning Board had questions including how many lots were being proposed to use the road as driveway access, and if the width of the road was known based on the layout or a sense of the right of way regarding the abutter's property.

Mr. Gotthardt and members of the BOS discussed details of the request, including reviewing the tax map for the property, and additional questions to be asked for clarification from the applicant. It was noted that it could be stipulated that the allowance would only be for access to the requestors property and any other properties bordering it would need to go through the same process to request access.

Ms. Stewart stated she would like to discuss the request with Mr. J. Taylor.

Mr. Kluge stated that he would like to see a survey map and requested to postpone the decision until the next meeting.

Members of the BOS agreed with Mr. Kluge's recommendation.

Mr. Wozmak stated he agreed with consulting Mr. J. Taylor regarding the roadway and added that the Fire Department should also be consulted for access.

Ms. Stewart requested that Mr. Wozmak or Ms. Bonnette reach out to clarify the questions raised in the meeting.

Ms. Aufiero stated that she believes that the main road would need to be given up by the Town, which would need to go to Town Meeting.

Mr. Wozmak stated that if the Town had interest to abandon a road it would need to go to Town Meeting, but he did not believe that was the intent of the request.

Mr. Kluge stated that towns are not likely to abandon roads and noted, much like the decisions made in Lebanon, towns are recognizing the value of the roads, particularly regarding recreation.

Ms. Stewart stated that the landowner was being proactive to suggest making a parking spot to indicate the roadway could be used for recreation. She stated that Mr. J. Taylor and the property owner will be requested to join the next meeting.

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

Energy Committee Appointment Application (Gary Hutchins)

Ms. Stewart stated the BOS received a letter of request to appoint Gary Hutchins to the Energy Committee.

Ms. Smith made a motion to appoint Gary Hutchins to the Energy Committee. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

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

Ms. Stewart stated that members of the BOS could stop by the Town Office to sign the minutes and the appointment document.

PUBLIC COMMENTS

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

Kurt Gotthardt – Enfield Channel 8 / Meeting Accessibility

Mr. Gotthardt stated that he was unable to attend the candidate debate and was disappointed that the recording did not work to be available to review. He stated that the event raised a question regarding the cable access for Enfield Channel 8. He stated that, since COVID started, meetings are not being recorded by Enfield Channel 8, and there is nothing being posted online. He stated that money is being designated from the Comcast franchise for the Enfield Channel and he was wondering if that financial allocation would be reviewed as so much is going through Zoom. He inquired if the money spent was serving the town, if it was being well spent, and if the Town should reconsider who can host videoing and broadcasting. He stated that there is another company that offers services including having archive footage available on a web page.

Mr. Kluge stated that in person meetings have not been held, so there is not much to currently record.

Ms. Stewart stated that Zoom meetings have been being recorded, but with the current license it can only be saved to the drive of the person recording. She stated it may be possible to save to OneDrive and offer a password access link, so there may be other options available. She noted that the New Hampshire Secretary of State indicates that the Enfield Channel came to an administrative dissolution, which could mean that paperwork was not turned in and should be investigated further.

Ms. Bonnette stated that it may be possible to share the recordings, however, there is not currently a way to edit the recordings when there is a nonpublic session. She stated that she can give the right for others to record, and when the BOS enters nonpublic session, they will be left in the waiting room. She stated that if someone wished to record the meeting to post it, they should attend the meeting.

Ms. Stewart stated, regarding the candidate's night, it was decided that because it was a political event that it would not be hosted on the Town Zoom account. She stated the coordinators of the event were very disappointed to find that the recording was not successful. She added that the COVID Q&A presentation was recorded on the Town Zoom account, and the library was given access and they posted it to their YouTube. She stated that there may some possibilities to post meetings to YouTube and stated that approach may be desirable as it could offer greater access for community members.

Mr. Wozmak inquired if there was a Board of Directors for the Enfield Channel that may be contacted for follow up.

It was indicated that Curtis Payne, Dan Kiley, and Vicki Powell were involved in the leadership of the Comcast Local Public Access Channel.

Ms. Stewart requested any additional comments for items not on the agenda. With no further inquiries, she moved on to Other Business.

OTHER BUSINESS

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

Ms. Bonnette stated she had no other business to bring forward.

Mr. Wozmak stated he would reach out to Mr. Payne regarding the public access channel.

Mr. Kluge stated that most public Town meetings, including the Selectboard, Planning Board meetings, and Zoning Board of Adjustment meetings, were recorded until COVID. He stated it would be important to discuss if it would be a temporary measure while navigating COVID, or if it would involve permanent changes.

Mr. Gotthardt agreed that part of the issue was due to COVID and having meetings via Zoom but stated that even prior to COVID access to the meetings was limited to only those who had access to Comcast, and there was never any online access to archives to watch at a future date. He expressed desire for the Town to investigate it further and to reach out to other cable access channels to see what other services may be provided, and if there are cost benefits to changing the current structure.

Mr. Wozmak inquired as to the contract terms for the local cable company.

Ms. Smith stated that the current channel is supported by fees that Comcast pays.

Ms. Bonnette stated that it is Comcast customers in Enfield that pay a fee to Comcast which supports the public access channel.

Ms. Stewart stated that the Comcast renewal on the website is from 2010 and stated that there may be a physical file with a more up to date contract to reference for terms and conditions.

Mr. Wozmak stated that it sounds like some residents do not have the infrastructure for cable to be available to have access to a public channel, regardless of the provider – be it Comcast or not.

Ms. Stewart stated that it would be ideal to have public recordings available to residents and noted that meetings via the Zoom platform have been well attended.

Members of the BOS agreed it was a matter that should be investigated.

Ms. Aufiero stated that the Mascoma Lake Skating Association is being featured on the New Hampshire Chronicle tonight at 7pm on channel 9.

Ms. Stewart requested any further business to come before the meeting. With no further comments or inquiries, the BOS adjourned the meeting.

ADJOURNMENT

Ms. Smith made a motion to adjourn at 6:55 PM. Mr. Klug seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:55 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen