

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES FEBRUARY 16, 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; Jim Taylor, Public Works; Shirley Green, Charles Clark, Joseph Wood, Bridget Labrie, Tim Camerato, Angus Durocher, Celie Aufiero, Lee Davis, David Beaufait, Mary Ellen Reinsel, Sharon Beaufait, Dr. Jerold Theis, Nicole Lovejoy, Justin Muri, Kelly Sam, Sam Eaton, Beverly Vermeer, Roberta Newberry

**CALL TO ORDER**

Ms. Stewart called the Selectboard meeting to order at 6:04 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 2, 2021**

Mr. Kluge made a motion to accept the minutes as presented. 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 Mascoma Lakeside Park Committee met on February 9<sup>th</sup> and they are hard at work finding more grants and funding sources. She stated they will be going before the Planning Board for a site plan soon.

**Planning Board**

Ms. Stewart stated that she attended the Planning Board meeting and noted that a setback was being discussed for a cellular tower near the golf course. She stated there were questions regarding Enfield LEAPS and what should be posted to the web site and Mr. R. Taylor is working on updates.

**Enfield Village Association**

Ms. Smith noted that the Enfield Village Association (EVA) is planning their annual meeting for March 1<sup>st</sup>, electronically. She stated the board is focusing on adhering to their bylaws and filling all board positions currently available.

**TOWN MANAGER'S REPORT****Mascoma Lakeside Park**

Mr. Wozmak stated that parking at Mascoma Lakeside Park is being discussed with Mr. J. Taylor and Mr. R. Taylor. He stated that inadequate parking for outdoor recreation at Mascoma Lakeside Park is a consistent problem, and they were actively looking for solutions to mitigate the issue.

**Recreation Program Funding**

Mr. Wozmak stated that he will be connecting with the Canaan Town Manager as he received information that the Town has decided against contributing money to the recreation program. He noted that they previously contributed \$10,000 towards the town recreation program and he will be meeting with local recreation department heads to see how to mitigate the loss.

**Hydrant Maintenance/Rental**

Mr. Wozmak stated that he was interested to discuss if the Town should be contributing money to the water fund in relationship to hydrants located in town. He stated that the hydrants serve the Town in the event of fires and for flushing the mains and he was working on collecting figures from other communities to see what other municipalities may contribute to the water and sewer. He added that municipalities typically contribute funds because the hydrants serve the entire town, and he was researching reasonable prices based on other communities and would present more information when it was available.

**Proposed Sewer Ordinance Amendment – Sewer Development Charge**

Mr. Wozmak stated that the sewer development charge, which will be discussed in the public hearing, will be added as an Enfield ordinance to establish a connection charge for new users coming on to the sewer collection system or an extended use of the system. He stated that as growth occurs, the sewer may need capital improvements made to it to support the additional users and the established fee. He stated

that the fees were established by the finance office of the City of Lebanon and will be readjusted periodically and will be variable based on usage.

#### **Town Manager Screening Committee**

Mr. Wozmak stated that the next steps in the Town Manager search will involve discussing specific individuals to establish a screening committee, which will be discussed in nonpublic session later in the meeting.

Ms. Stewart inquired if there were any questions from the Board of Selectmen (BOS) or public regarding Mr. Wozmak's report.

Mr. Wood stated that he is currently on town water but would potentially be a new user for the sewer. He stated that the amendments to the connection fees are based on the usage of 210 gallons per day and inquired if fees were prorated based on usage above or below the 210 gallons noted.

Mr. Wozmak stated he would like to consult Mr. J. Taylor for clarification, and if necessary, the question could also be posed directly to Lebanon to fully understand how it is being applied and ensure that it is being interpreted correctly.

Mr. J. Taylor stated that his understanding was that residential connections would be based on the number of bedrooms in the household and commercial use would be based on what the usage is, for example, a restaurant fee would be assessed based on the number of seats. He noted that there is a table in the ordinance that would apply to the Enfield ordinance, and stated that a single-family home with three bedrooms was around \$3,000, which is a one-time fee which would be in addition to the Enfield fees.

Mr. Wood requested to confirm that his household would be anticipated to pay \$2,500 as well as an additional \$3,000 for a three-bedroom home.

Mr. J. Taylor confirmed Mr. Wood's assessment.

Dr. Theis stated that there was a typographical error on the last page of the document, noting that it should state "...paid in accordance **with** any rule regulation...".

Ms. Stewart thanked Dr. Theis for his feedback and requested any further questions or comments regarding the Town Managers report. With no further inquiries, Ms. Stewart moved on to Public Comment.

#### **PUBLIC COMMENTS**

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

#### **Charles Clark – Norwich Solar**

Mr. Clark inquired if Norwich Solar had contacted Mr. Wozmak regarding increasing the size of the solar array for the Department of Public Works.

Mr. Wozmak confirmed that he had received the request and had given written permission for the updates, but noted he had not signed an updated contract or agreement.

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 further communications and Ms. Stewart moved on to the next agenda item.

**BUSINESS****Town Manager Search**

Mr. Wozmak stated over 30 applicants have applied for the Town Manager position. He stated that resumes have been reviewed and telephone interviews have been conducted and it is anticipated five or six candidates will be advancing to meet with the Steering Committee, who will pass their recommendations on to the Selectboard. It was noted that further discussion would be held to select members for the Steering Committee in nonpublic session.

**Planning Board Representatives**

Ms. Stewart stated that Mr. Kluge is the current representative of the Planning Board and the vote would be to elect a temporary representative due to conflicts in his schedule.

Mr. Kluge stated that he has unavoidable conflicts between his regular job and the Planning Board schedule. He stated he was unsure the length of time that the meetings would conflict but confirmed it would only be a month or two. He stated he did not believe it would be necessary to replace him or his role in the Planning Board and noted he would continue his participation as much as possible.

Mr. Wozmak stated that the request was reviewed to ensure that procedurally it was not necessary to have an alternate designation but being that it is a short-term conflict he noted that it should not be an issue.

Ms. Stewart stated that, if there was not a quorum issue, it should not be a problem.

Mr. Kluge confirmed that, in his absence, there was no issue with having a quorum on the Planning Board.

Ms. Stewart confirmed no changes were necessary and moved on to Administrative Items.

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

- Veterans Tax Credit Application (Transfer to Surviving Spouse)
- Certification of Posted Warrant & Proposed 2021 Budget

Ms. Stewart 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**

Ms. Stewart requested if there was any other business to be addressed before entering the public hearing.

Mr. Kluge stated his concern for Canaan not contributing to the funding of the Recreation Department. He stated that there needs to be a plan of how to respond.

Ms. Stewart agreed with Mr. Kluge's concern and stated that she was not aware of any conversations or information that came forward prior to hearing the information.

Mr. Wozmak stated that he had learned of the information but had not received official notice from Canaan and noted he would be touching base with the Town Manager on Thursday. He stated he has touched base with Ms. Labrie regarding the loss of funds, and he hoped to have more first-hand information available soon.

## **PUBLIC HEARING**

### **6:30 PM – Proposed Municipal Sewer Ordinance Amendment Pertaining to Sewer Development Charge**

Ms. Stewart called the Public Hearing to order Tuesday February 16, 2021 via Zoom video conference at 6:30 PM. The BOS, acting as the water and sewer commissioners, will hold a public hearing to discuss and act upon amendment to the municipal sewer ordinance pertaining to a sewer development charge. A copy of the proposed amendment can be found online.

Mr. Wozmak stated that the proposed amendment is written to layout the history, purpose, an intent of the charges being imposed. He stated the amendment mirrors the City of Lebanon's to ensure the ordinances align. He stated that there is always a capital need for improvements, especially when adding more users to the system.

Ms. Stewart inquired if there were any questions from the BOS regarding the proposed amendment.

Mr. Kluge stated that it seemed clear in its intent and written purpose and had no questions.

With no further comments or questions from the BOS, Ms. Stewart invited members of the public for questions and comments.

Mr. Wozmak stated that members of the public with questions regarding their specific circumstances were welcome to reach out to himself or Mr. J. Taylor via email to ensure clarity.

Mr. Wozmak stated that the amendment and fees were not related to current users and only related to new connections to the system.

Ms. Aufiero inquired as to what Mr. Wozmak was suggesting regarding the fire hydrants.

Mr. Wozmak stated that currently, the Town does not pay any fees to the water district to use the water in the fire hydrants. He stated that a conversation which was held in another meeting which noted that any resident that has protection regarding having a hydrant available, is in some way benefiting from the water supply, even if they are not a direct customer. He stated that, from an equity point of view, they could be paying something to the water district to pay for the water which is used to put out fires and flush the water main system. He stated it is worth contemplating if the Town should be treated as a water customer or not.

Ms. Aufiero stated she was not in favor of his suggestion and inquired why the Town must go with the Lebanon ordinance.

Mr. Wozmak stated that, because Enfield is using the Lebanon sewer system, part of the fees that the Town pays recognize that the sewer treatment system is Lebanon's and not Enfield's. He stated that the bulk of the sewage treatment collection system is owned, operated, and maintained by Lebanon, and the fees being paid and assessed related to capital improvements necessary for Lebanon to continue to serve Enfield.

Ms. Stewart stated that the City of Lebanon proposed the fee about a year ago and the BOS questioned the fee and the Town Manager had been following up. She stated that Mr. Wozmak wrote an excellent memo to the BOS regarding follow up measures, and despite the good intentions to see what could be done for the users of the system, it was clear it was necessary to follow through with the ordinance as proposed.

Mr. Wozmak stated that the Town could institute its own sewer development charge to mitigate the capital costs as the Town grows, such as changes and improvements to the pipes and pumping stations. He stated that the more users on the system, the more the distribution of additional costs will be put to the new users and not existing users. He added that new connections to the system will front some of those costs.

Dr. Beaufait stated that he believed Enfield was below the capacity of use, and that looking at expansion would

Mr. Wozmak stated that the amount of flow that has been contracted for is not a target that has been hit. He added that seasonal events, such as major rainfall, the flow has increased up to 50-54%, which is a significant increase.

Ms. Beaufait requested clarification regarding the 4<sup>th</sup> paragraph of the document:

*"This is because charges set forth in this article allow the investment made by existing customers in core facilities on behalf of future customers, and capital costs of serving new customers to be recognized."*

She inquired if this applied to existing customers and if it implied that payments made indicated she was making an investment on behalf of future customers.

Mr. Wozmak stated that it is intending to say that charges for future customers are what is served by the capital cost of the new customers. He stated that the effort is to align the cost of new users with the sewer development charge. He stated his agreement that the wording is cumbersome, but the effort was made to mirror the ordinance issued by Lebanon.

Ms. Beaufait inquired if the language could be changed to be clearer. She inquired if voters of Enfield will vote on the ordinance or not.

Mr. Wozmak stated the ordinance would be voted on and approved by the BOS and not residents.

Ms. Beaufait stated it does not discuss circumstances if a resident is a current user and if they must do something to put in a new pipe.

Mr. Wozmak stated that, if you are not enlarging your system, then you will not be subject to the sewer development charge. He added that if you are not changing the pattern of use and only maintaining or repairing a pipe, then no charges would apply.

Ms. Beaufait inquired how the amount was determined and if more than 210 gallons per day would be limited or not.

Mr. J. Taylor stated that the number is based on a state generated number, which was aggregated based on the number of bedrooms and is a state average which was used across the state.

Ms. Beaufait clarified that, if current use does not change, the charge will not change.

Mr. Wozmak confirmed Ms. Beaufait's assessment.

Mr. J. Taylor stated that, based on the existing structure, the charges would not change until a building permit was acquired to make modifications to the structure that exists.

Mr. Muri stated he lives on Route 4A and stated that public infrastructure helps people's property values rise. He stated that if we want to get a business in Town, we must have the capacity and ability to service those customers, whether they are commercial or not. He inquired if the Town was looking to expand or to cap what we have and keep Enfield small. He stated that the pipes do not extend to Route 4A, and he believes it does not invite new industry to come in which may limit opportunities for development and tax revenues in the future.

Mr. Wozmak stated that the absence of being able to connect to a municipal sewer system is a huge detriment to developments for businesses and industries. He stated that the opportunity for municipal sewer treatment is an excellent goal but noted that planning and zoning ordinances and the Master Plan really steer what the community wants to see for growth and development. He stated that the ordinance does not change the community standards of what residents want the community to be. He stated the ordinance is not a representation of the character of the community, but it is a recognition that there will be more connections in the future and allocates the cost towards the newer users on the system.

Ms. Stewart stated that locations for sewer development have been looked at and where the Town is in the Master Planning process and those exercises will help the Town determine the future.

Mr. Kluge stated that thinking about running the sewer system down Route 4A has major ramifications, and it is not clear that the area up near or past Proctors will be available for planning and zoning.

Ms. Aufiero requested clarification about the zoning.

Ms. Stewart stated that there are current zoning ordinances that do not apply to all properties based off when the ordinances were developed. She stated, as an example, that some lots that are less than one acre that are currently located in a one-acre zoned area. She stated there will be a lot to learn in the Master Planning process and to understand the current as well as making the future plan.

Ms. Stewart requested any other comments from the public regarding the hearing on the municipal sewer ordinance.

Ms. Stewart closed the public hearing at 6:56pm.

Ms. Stewart confirmed that a change was requested to be made to add the word 'with' on the last page of the document presented.

Ms. Smith inquired if the language clarification could be put in parenthesis next to the Lebanon wording.

Mr. Wozmak stated that he supported clarifying the wording.

Ms. Stewart inquired if the BOS vote to approve would stand without having the wording finalized in the meeting.

Mr. Wozmak stated that the only changes that will be made are for clarification purposes and do not substance and impact of the ordinance.

Ms. Smith made a motion to approve the ordinance as presented, with authority to the Interim Town Manager to adjust wording as discussed. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart stated that, with the public hearing and business portion of the meeting complete, the BOS would be entering into nonpublic session.

**Non-Public Session pursuant to 91-B II (c) re: Matters if which discussed in public would likely have an adverse effect to the reputation to a person other than a member of the Board.**

Ms. Smith made a motion to enter non-public session under RSA 91-B II (c) at 6:59 pm. 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 non-public session at 7:30pm. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Wozmak stated that during nonpublic session, a decision was made to constitute a seven-person Screening Committee. He stated that names of selected members of the committee will be disclosed later after the candidates have accepted their invitation to participate in the committee.

#### **INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Town Clerk's Report – January 2021
- Permit by Notification – Mark & Lisa Buck, 31 Ranier Road, Beach Replenishment, Map 28, Lot 4
- Amended Shoreland Impact Permit 2020-02160 – Lisa DeGeorge, 43 Foster Circle, removed existing structure & replace, Map 22, Lot 26
- Trustee of Trust Funds Report – Quarterly Report as of December 31, 2020
- Trustee of Trust Funds Investment Policy

#### **ADJOURNMENT**

Mr. Kluge moved to adjourn at 7:32 PM. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:32 pm.

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Katherine D. P. Stewart, Chair

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Meredith C. Smith

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John W. Kluge  
Enfield Board of Selectmen