

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES APRIL 5, 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; Roberta Newberry, Shirley Green, Tim Camerato, Dominic Albanese, Dr. David Beaufait, Cecelia Aufiero, Jeremy Ford, Bridget Labrie, Angus Durocher

**CALL TO ORDER**

Ms. Smith called the meeting to order at 6:00 pm.

**Virtual Meeting Preamble**

*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.*

**ROLL CALL OF ATTENDEES**

Mr. Wozmak stated that it was only required for members running the meeting to state their names and whether they are alone in the room, which is separate from participants. He stated that he did not believe it was legally required for all participants to state their presence and whether they were alone in attendance. He noted that if a member of the public speaks or participates in the meeting, their name would be requested for the record as is practiced at in person meetings.

**APPROVAL OF MINUTES – March 15, 2021 Regular & Non-Public**

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

**BOARD REPORTS**

Mr. Kluge stated he had nothing to report.

Ms. Stewart stated she had nothing to report.

Ms. Smith stated that a Lakeside Park meeting would be held tomorrow. She stated the Heritage Commission met and they have been working on the development of the Mill Heritage District. The Mill Houses have been identified by the New Hampshire Historic Resources as being very valuable for their history and will be thoroughly researched.

**TOWN MANAGER'S REPORT**

Mr. Wozmak stated:

- There have been a few new people appointed to the Recreation Commission. He stated that there has been many conversations regarding the future of regional recreation and his goal is to assemble members of the newly developed Recreation Commission to assist in the review their charge and outline their mission.
- Signs have been posted near the Huse Park basketball court to remind people to wear masks when playing close contact sports.
- Water flow on Sargent Street is under investigation by the Department of Public Works. He stated that water appears to be oozing out of the bank, but it is unclear as to why, and he is awaiting further communications from the DPW Director.
- A hydrant on the corner of Baltic St. and Route 4 will be replaced in the coming months.
- Since 2012 ambulance receivables have been booked utilizing a soft billing practice. He noted that soft billing practice does bill insurance companies but does not pursue any remaining balance to be paid by residents. He noted that, since 2012 the Town has been carrying around \$180,000 worth of receivables which are long overdue write offs as the funds are not collectible and writing them off would provide more practical assessment of Town reports.
- He has been meeting with members of the Fire Dept. and provided a report to the Board of Selectmen (BOS) and members of the public to underscore that there is a significant amount of training happening at the department. He read a list of 25 events that have taken place and noted that, even with COVID impacting the training circumstance, the department has been very active. He noted that standard operating procedures and guidelines have been reviewed and updated and noted that work has been put into the space and equipment management at the Union Street location.

He stated that two new members have been added to the department. He added that he met with many members of the department last Tuesday night regarding the fire chief selection process. He stated a 7-person review panel will be developed to assist in the process and he will bring forward more information to the BOS as that progresses.

- He noted that he is trying to get up to speed on the current facilities issues with Whitney Hall. He stated that, regardless of any proposed projects, when reading a report by the Heritage Commission he noted that there were items that should be addressed. He stated it would be useful to identify some of the structure issues that Whitney Hall currently faces, including foundation issues, deteriorated wood seams and siding, areas where rain leaks, etc. He stated that he was not pushing any agenda, but there were sincere maintenance issues that generally exist that should be

addressed. He stated regular maintenance of the building would be ideal, and it may be of use to review the financial burden of a new project vs. financial maintenance of what currently exists.

Ms. Smith inquired if there was an ongoing maintenance budget for all the Town buildings, or a list of items for upkeep for each building.

Mr. Wozmak stated that he did not believe anything was included in this year's budget that will be going before voters in May, but he believed that something could be planned for the following year.

Ms. Stewart said she agreed with Mr. Wozmak and noted she has raised concern to the BOS and Budget Committee for a lack of maintenance plan for current buildings as well as ensuring maintenance plans are developed for new projects.

It was noted that finding dead birds and bird feces are a common issue when cleaning the third floor in Whitney Hall, which could be considered a health hazard. It was also noted that ants are a common issue on the lower floors, which requires ongoing visits from the exterminator.

Mr. Kluge stated that having a large project in perspective may change how people choose to approach repairs and people may consider 'doing it all at once'; however, he noted that any large project is undetermined at this time and should not be reason to delay necessary repairs.

Mr. Albanese recommended that Mr. Wozmak reach out to Mr. Shipman, and recommended a meeting with the Library Trustees to ensure they are on the same page with Mr. Wozmak and members of the BOS. He added that financial funding was found through Annie Kuster's office and he wished to discuss it further with Mr. Wozmak.

Ms. Stewart stated that she had concerns regarding communications being included in the public record and encouraged that the BOS should discuss goal setting and priorities to ensure everyone is on the same page.

Mr. Kluge stated that the joint BOS and Library Trustees meeting in December of 2020 reflected to put forward a plan to the voters in 2022, and he was unsure what another meeting would accomplish.

Mr. Albanese stated that the Library Trustees is operating off the vote made on December 14, 2020, for the MFAC proposal to go before voters in 2022. He stated he had questions regarding the integration of the Heritage Commission as well as potential reservations he had heard voiced by a member of the BOS.

A brief technical malfunction was addressed and then Ms. Smith moved on to the next agenda item.

## **BUSINESS**

### **Wastewater Planning Project Draft Report – Feasibility of Enfield Wastewater Treatment Plant**

Ms. Smith inquired if Mr. Wozmak could speak to the report.

Mr. Kluge stated that he agreed with Mr. Wozmak's previous comment that the report would serve to show how much money can be saved by continuing to utilize the current system of sending wastewater to Lebanon.

Ms. Bonnette stated that a public hearing was required by the grant. She added that the public hearing could be scheduled for the next BOS meeting.

Mr. Wozmak stated that operating a wastewater treatment plant is extremely expensive, and by statute, it is an enterprise fund not to make a profit, but just to cover the costs of maintenance, capital, and operation. He stated that it was important to outline what the options are, but the current system is the best option.

Ms. Smith requested any further comments or questions regarding the Wastewater Planning Project Draft Report. With no further inquiries, she moved on to the next agenda item.

### **Ambulance Billing: Rates, Write-Offs**

Ms. Stewart inquired if we were well outside the bounds of collection on any of the items being proposed for being written off. She noted that there are several smaller amounts, and she is assuming this was the variance between allowable rate and billable rate, and the variance was not written off. She recommended improving the write off practices for the variances going forward.

Mr. Wozmak stated that the Town did not follow up with uninsured or underinsured people. He acknowledged it would be possible to pursue fees from residents, but he understood that it was not an approach that the Town wishes to practice.

Mr. Kluge confirmed that it was a specific Town decision when entering the Ambulance billing process to not pursue residents for remaining balances, even if they were uninsured or underinsured for the billed costs.

Ms. Smith stated that, since Mr. Aylesworth changed the billing company, the billing collections have dramatically improved.

Mr. Wozmak stated he would also follow up with the FAST Squad to ensure the process for submitting the data is completed in a timely manner and to ensure the billing company is receiving the information necessary to process the claims.

Ms. Stewart requested if it would be possible to have a month end close activity to help keep track of billable departmental items.

Mr. Wozmak stated a month or closing activity would be a great goal to put forward. He stated that the exact amount to be written off came to \$180,123.67

Ms. Stewart made the motion to approve writing off \$180,123.67. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

### **Board & Committee Appointments**

#### **TIF District Advisory Committee Applications (Bergeron, Shapiro, Bernier)**

Ms. Bonnette stated that the TIF District Advisory Committee had three new applicants, who she assigned an expiration date based on the order in which they were received, subject to BOS approval.

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

### **Board & Committee Reappointments**

Ms. Smith requested updates to the Committee members on the Town website including Madeline Johnson should be listed as an alternate member of the Heritage Commission and Pattie Fried should be listed as a member of the Lakeside Park Committee.

Members of the BOS discussed their interest in their committee assignments. It was decided that Mr. Kluge would work with the Budget Committee and Ms. Stewart would work with the Planning Board.

Ms. Bonnette reviewed the list of Board & Committee reappointments to be approved by the BOS:

- Capital Improvement Program – Sam Eaton and Ed McLaughlin seek reappointment.
  - It was noted that there is a vacant seat on the CIP Committee. She stated that there is a Planning Board representative and a Budget Committee representative serving with the CIP Committee. She stated it was possible to have a member of the BOS as a member, or it can be filled by someone else – however, there are no current applicants.
- Conservation Commission – Alan Strickland is not seeking reappointment. Jerold Theis is seeking reappointment.
  - A discussion was held regarding the number of members to serve on the Conservation Commission.

Ms. Bonnette stated that the Conservation Commission is a 7 member committee, and with Mr. Strickland not seeking reappointment this leaves a vacant seat. She noted that anyone interested should submit a letter of interest which will be forwarded to the Conservation Commission to make a formal recommendation to the BOS for approval.

It was noted that there is no statutory requirement to have a member of the BOS serve on the Commission.

- Energy Committee – Kurt Gotthardt is not seeking reappointment, which leaves a vacant seat.
  - It was noted that there are two alternates who have expressed that they do not wish to be appointed as regular members.
- Heritage Commission – Suzanne Hinman and Linda Jones seek reappointment.
  - Ms. Bonnette stated that Ms. Smith has been serving as an ex-officio member to date.

Ms. Smith noted that Madeline Johnson should be listed as an alternate member on the Town's website.

- Mascoma Lakeside Park – Doug Smith and Shirley Green seek reappointment. Jo-Ellen Courtney does not seek reappointment.
  - It was noted that Ms. Smith has been serving as a BOS representative, which is not a required position.
- Old Home Days Committee – Shirley Green and Stephanie Hill seek reappointment.
  - It was noted that there is a vacancy, however, there are currently ten members which may be as many as the Board wishes to have appointed at this time.
- Planning Board – Erik Russell seeks reappointment.
- TIF District – Lori Hill is not seeking reappointment; however, three new members have been newly appointed.

- Ms. Stewart noted that Ms. Hill had offered to train some of the new members to ease the transition. Ms. Stewart also expressed interest in serving on TIF to get a sense of how it serves the Town's needs.
- Enfield Village Association –Ms. Smith expressed that she wished to serve on the Board for EVA but did not wish to be a BOS representative.
  - Ms. Bonnette stated that, to her understanding, EVA did not require a BOS representative.

Ms. Stewart stated that she would be attending the April 21<sup>st</sup> meeting at 5pm EVA meeting regarding their social media account and due to the attendance of two members of the BOS, may need to be represented as a joint meeting.

- Public Health Council of the Upper Valley – Liam Ehrenzweig, the Inspection Services and Facilities Planning Administrator for the Town, has offered to serve.
- Upper Valley Lake Sunapee Regional Planning Commission - Ed McLaughlin seeks reappointment to the Board of Directors.
  - It was noted that there is currently a vacancy, which is typically held by the Town Manager. Mr. Wozmak is willing to serve in this capacity until a new Town Manager is hired.
- Enfield Shaker Village Scenic Byway Advisory Board – Linda Jones and Shirley Wajda seek reappointment. Rob Taylor is willing to serve as a representative of Town Planning. Father John Sullivan is not interested in reappointment.

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

### **Town Meeting Presentations**

Ms. Bonnette stated that There is no LED screen available for PowerPoint presentations, which would allow presentations to be visible when projected outside. She inquired if the Board wished to have printed handouts or if anyone wished to present via Zoom.

Ms. Stewart requested if it would be possible to create more than one access point to include a link to a page where a presentation could be viewed on a personal electronic device.

Ms. Bonnette stated that the PowerPoints could be loaded to a page and have a link available on the Town web page for people to follow and access the documents. She added that copies of the Town Report can also be available to be provided to the public.

Ms. Smith confirmed paper copies and digital links would be available regarding Town Meeting presentations. With no further questions regarding Town Meeting presentations, she moved on to the next agenda item.

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

- Gravel Tax Levy (Conkey)
- Intent to Excavate (Conkey)
- Yield Tax Levy (Darmstaedter)
- Current Use Penalties (Ibey, Mullen Oseid, Peter) – (Signatures - high priority)

Ms. Smith inquired if members of the BOS had reviewed the documents regarding Administrative Items and if there were any questions. No questions came forward and members agreed to stop by the Town Office for signatures.

### **OTHER BUSINESS**

Ms. Stewart stated she was contacted regarding the crosswalks are not well visible. She stated she has forwarded the inquiry to Mr. J. Taylor to follow up with the state.

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

- NH Dept. of Transportation – Enfield Paving Notice (Copied to Director of Public Works)
- State & Municipal 2020 Bridge Red Lists
- Tax Collector's Report – March 2021
- Town Clerk's Report – March 2021

### **ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 7:07pm. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:07 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