

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES MAY 3, 2021**

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

**PUBLIC HEARING**

*6:00 PM Wastewater Planning Draft Report relative to wastewater treatment options*

**PRESENT**

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

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

**OTHERS:**

**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*

*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 ADMINISTRATIVE STAFF**

Mr. Wozmak opened the meeting to begin with the Public Hearing and requested the Department of Public Works (DPW) Supervisor, Jim Taylor, to speak to the report.

**PUBLIC HEARING - 6:00 PM**

**Wastewater Planning Draft Report relative to wastewater treatment options**

Mr. Taylor opened the meeting with a description of the work that has evolved regarding wastewater planning since 2019. He stated that DCP Engineering, an engineering firm out of Massachusetts, was hired to assist with the assessment of what would be required for Enfield to have its own wastewater treatment plant.

Justin Skelly, Project Manager for DCP Engineering, was introduced to review information and recommendations for the Town, as summarized in the report. He noted that an Asset Management Plan was executed in 2020, which identified all areas of the current structure, a proposed maintenance plan, and highlighted areas where aging assets should be addressed.

Mr. Skelly stated that DCP Engineering reviewed the potential costs of a possible wastewater treatment facility in Enfield and to evaluate the impact to sewer users, as well as to evaluate the current municipal agreement with Lebanon and its impact on sewer users. He noted that the current infrastructure is spread out over a large area, even though it serves a relatively small number of customers.

James Rivers, Project Engineer for DPC Engineering, presented possible site recommendations for a potential site for a wastewater treatment plant, should Enfield pursue having their own instead of sending wastewater to Lebanon. After reviewing site recommendations, Mr. Rivers presented a cost comparison between developing a wastewater treatment system on one of the two proposed sites, as well as the cost of the current regional partnership with Lebanon.

Mr. Rivers stated that the current practices for wastewater treatment and disposal through Lebanon was the ideal infrastructure for the Town of Enfield. He noted that the next steps would be implementing necessary upgrades for existing infrastructure, as presented in the Asset Management Plan, as well as integrating financial strategies to pursuing grants and low-interest loan opportunities.

Dennis Green, who works in the Wastewater Engineering Bureau, stated that, in terms of funding opportunities, a funding cycle starts on June 1<sup>st</sup> of every year. He stated the preapplications are accepted and depending on the amount of funds available in a year, and they can offer principal forgiveness on capital infrastructure loans.

It was noted that energy audits are being completed that will also contribute to the asset management plan and will help the town make cost effective decisions on prioritizing.

Mr. Taylor inquired if there may be federal financial appropriations that could be available for towns like Enfield.

Mr. Green stated that the infrastructure for the stimulus funds has not been finalized. He stated that the funds may be delivered through the SRF program with a higher interest, or through the Drinking Water Trust Fund, which may be more difficult to navigate. He stated it could be a multi-year process, but to increase the chances to access the stimulus money, they are advising towns to put in pre-apps this year.

Mr. Taylor stated that, to his understanding of the material presented, Enfield would need to have a much higher population or level of usage for a wastewater treatment plant to be considered.

Mr. Skelly stated that, if Lebanon changes their structure or charging system with Enfield, the situation may need to be reevaluated, but for the current conditions it is beneficial to remain with Lebanon for wastewater treatment services.

Mr. Rivers agreed that the current population and use in Enfield did not support a project of such as size as an independent wastewater treatment facility.

Ms. N. Smith inquired how many users would need to be added to make it worth developing an independent wastewater treatment facility.

Mr. Rivers stated that, if the user base were doubled to around 1,200 it would be more realistic, but even

that would likely be the bare minimum.

Mr. Skelly reviewed the infiltration and inflow (I&I) associated with water that is being sent to Lebanon and Enfield is paying to treat and the plans associated with reducing the I&I into the system.

Mr. Taylor stated that the plan which passed at Town Meeting 2021 included measures DPC Engineering had recommended to take to reduce I&I in the system.

Mr. Cusick inquired if there was an anticipated percentage of reduction in I&I was anticipated with the actions that will be taken in the plan passed at Town Meeting.

Mr. Skelly stated that part of the process will be identifying where the I&I is having the greatest impact on the system. He stated that some I&I may be hard to remove, but there is an assessment completed for each area identified to confirm the most cost-effective measure of management.

Ms. Ceroni stated her gratitude for the work and research involved in the project and reports. She inquired if there were environmental factors being considered, and if there were any environmental concerns that should require intervention to protect water sources such as the lake.

It was noted that, reduction of the I&I eliminates some of the rainwater getting into the system, which will avoid the necessity of paying to treat clean water. He noted that it would be environmentally helpful in reducing energy costs by reducing the unnecessary water flow.

With no further questions, the Public Hearing was closed.

Mr. Kluge made a motion to close the public hearing at 6:46pm. Ms. Stewart 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 that the Planning Board has been involved with the balloon test regarding the cellphone tower that is to be erected on the Route 4 corridor.

Ms. Smith stated that a Lakeside Park meeting will be held tomorrow. She added that the Heritage Commission had a meeting last week and noted that the Heritage Commission will be sponsoring a business coffee in June at the Enfield Center Townhouse, with parking offered at the Union Church.

## **TOWN MANAGER'S REPORT**

Mr. Wozmak stated:

- Reminder that deeding processes will be discussed at the next meeting.
- The town attorney has recommended against the initial offer from FairPoint. He stated he would request a vote for the recommendation to not accept the offer.

Ms. Stewart made a motion to accept the attorney's recommendation to not accept the offer. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

- There has been discussion on whether to rent out the pavilion upon the completion of its construction. He stated he has a proposal based on revenue production as well as moderated public access, and he and Ms. Smith would bring a proposal to the BOS soon.
- The Recreation Commission will be meeting tomorrow evening at 6pm. He stated the group is eager to meet and plan to discuss many questions that can help support Ms. Labrie and Mr. Winters and bring forward ideas to the BOS.

- The Depot Street building is owned by the Town; however, the land is owned by the state. An abutter asked the state to purchase the land in front of their house. The state is currently assessing if it is surplus land that can be sold or not. He noted that the resident has initiated the review process at the state level. He noted that if the property were available for purchase, it would be brought forward to the BOS for evaluation. He stated there was also the possibility that the free use of the land could transition to a lease agreement with the State for use if purchasing were not pursued.
- The Fire Chief job has been posted. He has assembled a 9-person interview panel to assist with the hiring process – including Fire Chiefs from local departments, the Chief of Police, and other Enfield Fire Department members.

Mr. Wozmak requested any questions regarding the Town Manager's Report. With no further questions, Ms. Smith moved on to the next agenda item.

## **COMMUNICATIONS**

### **Railroad Land on Depot Street**

It was noted that the railroad land had been discussed in the Town Manager's Report.

Ms. Smith inquired if the DOT intended to claim the land as surplus.

Mr. Wozmak stated that the DOT is currently in the process of assessing if the land is surplus.

### **Letter from the Governor – American Rescue Plan (ARP)**

Mr. Wozmak stated that a sum of about \$468,000 is being given to the state and is being earmarked for Enfield. He stated that the money is coming from the Federal government to the state, to be given to the town; however, details are being outlined as to how the money will be required to be spent and further information is forthcoming.

## **BUSINESS**

### **Town Meeting Recap**

Ms. Smith stated she was very satisfied with the results of Town Meeting, especially the passing of the water and sewer.

Mr. Kluge stated he was satisfied with how the items passed smoothly, noting that the communications were good, the managers in charge of the items made good presentations, and he was pleased with the number of volunteers present to help everything run smoothly.

Ms. Stewart stated that she echoed Mr. Kluge's sentiments and wanted to thank department heads for being well prepared and for their excellent preparation of the presentations for each article.

Celie Aufiero stated that she was very disappointed with the Town Meeting. She stated only 65-70 people attended, and it was mostly people on the committees and town employees. She stated she did not think it was fair to introduce the warrant articles with so few people for the town.

Shirley Green stated she thought it was very well organized and went very well. She stated she did not know what the solution was to get more people out.

Dr. David Beaufait stated that he has heard observations that most of the people in attendance were people making things happen in this town. He stated that there was some disappointment with the small attendance and did not believe it was representative of the community.

Ms. Smith added that the cold weather could also have been a factor in the low number of people attending.

Ms. Stewart stated that attendance has been a consistent issue, with an average of 120 people. She added that we need to develop ideas to encourage attendance.

Ms. Smith stated that there had been an idea to assist with childcare, however, that approach has not been ideal to develop any further due to COVID.

Bob Cusick stated he was impressed with our town as a whole and wanted to recognize the work of the Selectboard as well as the Budget Committee, noting that most of the votes reflected a significant amount of hard work that was put forward throughout the year. He added that there is a lot of money available, and he encouraged the Town Manager hiring process to keep moving to have someone in a full-time position to help procure it for the town. He added the town should be commended and encouraged people to stop talking poorly about previous Town Managers.

Charles Clark stated that he enjoyed Town Meeting. He stated that he received news that Liberty Utilities will be doing an energy assessment for the Fire Department worth \$1,950 and that there are also rebates available for the work to be done on the DPW building and agreed with Mr. Cusick that there was funding available and should be sought after.

Shirley Green stated that sometimes a smaller crowd can show confidence in the leadership.

Sharon Beaufait inquired if there was a poll that could be put out on the Enfield Listserv to survey as to why they do not attend Town Meeting. She stated that for all that was voted on, it is important for people to realize they will have a voice if they attend, and it is important to reach out and see why they are not attending. She stated that she attended the Enfield LEAPS session the following day and she noticed that there was a disconnect between how people associated with the Town and spoke of discontent.

Bridget Labrie supported the idea to reach out to the community and noted that if the Town were to do a survey, there are only about 600 residents on the Listserv out of a population of around 4,500, so a different outreach may be necessary. She stated that about 30-40 people came through for the LEAPS program held the day after Town Meeting and noted that they are anticipating being present at local farmers markets.

Dr. David Beaufait stated that a potluck has been proposed previously and noted that Lioness corned beef and cabbage dinners have been well attended the evening after Town Meeting.

Angus Durocher inquired if there had been any attempts at doing absentee ballots for Town Meetings.

Mr. Kluge stated that if Enfield were to be an SB2 Town, it would eliminate the process of coming together. He stated that people doing voting that way often vote without having all the information or without hearing other opinions, which is important in the Town Meeting process.

Ms. Smith and Ms. Stewart noted that the SB2 system had been attempted previously, but, historically, it can reduce participation.

Dr. Beaufait stated that, except for the SB2 alternative, there would need to be a change both through the Secretary of State as well as in the legislative process. He noted that there are even less people at the deliberative session when having an SB2 vote and added having fewer people can also distort the voting process.

Charles Clark stated that having the PowerPoint presentations in advance was extremely helpful and encouraged that process to continue.

Nancy Smith inquired if Town Meeting could be held in the evening instead, which may promote attendance.

Charles Clark stated that he has been attending Town Meeting for about 45 years and it was interesting to see, and the low temperatures likely helped in regulating the debate and discussion time on each item. He stated that people do not tend to come to the hearings that discuss the warrants prior to Town Meeting and people attending those meetings where warrant items are discussed would be beneficial.

With no further questions or comments, Ms. Smith moved on to the next agenda item.

### **DPW Vehicle Bid Results**

Mr. Taylor stated that both trucks that were approved at Town Meeting have bids. He stated bids for the vehicles and his recommendations were included the BOS packet.

Ms. Stewart made a motion to accept the highlighted recommendations as presented by Mr. Jim Taylor. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

### **Certified Resolution: Authorization to Submit Grant Application (Water Improvement Project)**

Mr. Wozmak stated that the request was to allow the town to actively seek and apply for grant funding related to the water improvement project which was approved at town meeting.

Ms. Bonnette stated that the matter would require a vote to approve resolution to authorize Mr. Taylor to submit application and sign the forms on behalf of the Selectboard.

Mr. Kluge made a motion to authorize Jim Taylor to sign the appropriate forms as previously presented. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Bonnette confirmed that the BOS would need to come into the Town offices to sign the resolution.

### **Community Building Rentals**

Ms. Bonnette noted she is receiving inquiries on when the Community Building will be open for rentals and private rentals again and inquired how the BOS would like to approach the use of the space.

Ms. Smith inquired if they would be required to sanitize after the event.

Ms. Stewart inquired as to what the reduced occupancy was.

Ms. Bonnette stated that the reduced occupancy of 50 people upstairs and 13 people downstairs is posted on the rental information page as well as the rental agreement.

She inquired if there were checks that cleaning is being completed in the building. She stated that the hired cleaning crew is cleaning once per day based on an event.

Ms. Bonnette stated that cleanings are being completed by the currently contracted cleaning crew. if an event is not held on a cleaning day, the renters are charged for the additional cleaning. She stated that, without COVID, there may be back-to-back events and people are to clean after themselves. She noted that if the next group entering the space sees that it is not cleaned, they are required to contact Ms. Bonnette with a phone call and/or emailed pictures prior to beginning their event.

Ms. Stewart inquired if any cleaning was being billed back to the renters, as she does not believe that the taxpayers should be paying for additional cleanings.

Ms. Bonnette stated that having events back-to-back on the same day would not work as cleanings have to take place in between. She stated if someone were to have back-to-back events on a day that there is not a cleaning scheduled, they are required to pay the additional charges. She noted that, with one event upstairs and one event downstairs once daily cleanings would occur.

Nancy Smith stated that you cannot expect people to clean enough, and cleaning should be a part of the rental fee and that a cleaning fee should be charged for any rental.

Mr. Kluge stated he did not believe that the Community Building should be opened for more booking at this time. He stated that waiting until June would be ideal.

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

### **Ordinance Relative to Face Coverings – Proposed Setting of Public Hearing Date to Discuss Amendment or Lifting**

Ms. Bonnette stated that things on the state level have been changing, and the Town Offices are anticipating opening on June 1. She stated that it would be prudent to discuss the possibility of making amendments or lifting the current mask ordinance. She stated it was important to begin the discussion in advance and possibly schedule a public hearing, even if a public hearing is not required for amendments or changes to the ordinance.

Mr. Kluge inquired about the procedures for opening the Town Office and if there would be limitations as to the number of people allowed inside.

Ms. Bonnette stated that they are planning on having no more than two people in the lobby, no more than one person in the vestibule, and the rest of the people would be required to wait outside with appropriate physical distancing. She stated that all members of the office will be fully vaccinated by June 1 and inquired as to if they would need to continue wearing masks as well. She noted that there are partitions between employees and members of the public and most employees have work areas that are 6 feet apart. She added that it would be important to consider what recommendations may be made for stores to be consistent on expectations.

Dr. Beaufait stated that he has read science that notes the issue is not the physical distance or partitions, but how long you are breathing everyone else's air. He noted that, in an old building like the Town Offices, you are breathing other people's air all day long.

Ms. Smith stated she has resumed in person teaching at AVA; however, it is still with masks and social distancing.

Ms. Stewart stated that part of the leadership role is setting the example.

Ms. Bonnette requested when it would be revisited.

Members of the BOS agreed to revisit the conversation regarding the mask ordinance at the first meeting in June.

### **ADMINISTRATIVE ITEMS**

- Solar Exemptions (Approval pending receipt of applications)
- Charitable, Educational and Religious Exemptions

- Timber Tax Warrant/Yield Tax (Northwood Lands Inc.)
- Solar Exemption (Winter, Conway, Trichtinger, McCullough)
- Veterans Tax Credit (Wells)
- Current Use Application (Theis)

### **Exemptions**

Ms. Bonnette stated that, there are several solar exemptions which have not been submitted, but the residents are believed to have solar systems. Therefore, Ms. Huntley is looking to reach out to the homeowners, and the motion would be to approve the applications pending their submittal.

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

Ms. Bonnette stated that a vote is needed to approve the charitable, educational, and religious exemptions. She stated that most applications have been received but for any not yet received the BOS can vote its intention to approve or deny which will then be updated in the system when the submittal is received.

Ms. Stewart inquired if any of the organizations knew that they were on the BOS agenda for discussion. She noted the organizations be aware of their request for exemption by filing the paperwork but may not know that there is an opportunity to speak at the Selectboard meeting where their request is being discussed.

Members of the BOS discussed the history and details of exemption for Chosen Vale.

Ms. Stewart made a motion to exempt the entire parcel as done in the past for Chosen Vale. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The BOS moved on to discuss the partial exemption for the Dartmouth College Trustees, as well as recommendations put forward regarding exemptions for the Enfield Community Church Corp, the Enfield Historical Society, the Enfield Outing Club, the Enfield United Methodist Church, the Enfield Village Association, LaSalette of Enfield, Living Waters Bible Church, New England Forestry Foundation, St. Helena's, the Union Church of Enfield Center, the Upper Valley Humane Society, and the Visions for Creative Solutions.

Ms. Stewart made a motion to approve of the same exemptions as approved last year for the charitable, religious, and nonprofit exemptions number 2 through 13 as presented. The exemption for New England Forestry Foundation is denied as it was last year. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Sylvia Dow stated that only residents live on the property and the organization is a 501 (c) 3.

Ms. Stewart made a motion to approve a tax exemption for Visions Creative Housing Solutions. Ms. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (2-0) Mr. Kluge abstained.

Mr. Kluge recused himself from the vote for Visions for Creative Solutions due to a conflict of interest.

Ms. Bonnette noted that the Snow Sports, in anticipation of their application, can be kept exempt in the warrant for the first issue tax bill.

Mr. Kluge made a motion to exempt the Snow Sports Foundation, pending receipt of an application. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).



**OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN / PUBLIC COMMENTS**

Ms. Smith requested any other business to come before the meeting.

Dr. Beaufait stated that he was walking on the rail trail near the park and encountered several abutters and neighbors to the park area. He wanted to make the Selectboard aware that they have multiple concerns having adverse impact on the abutter and neighboring properties. He encouraged them to bring their concerns to the Lakeside Park Committee and the BOS.

Ms. Smith stated that the Lakeside Park Committee has heard many concerns.

Ms. Stewart stated that she has also heard comments and concerns regarding trash, dog droppings, and noise outside of construction hours.

Mr. Kluge agreed that a traffic plan and parking would be beneficial to address.

Ms. Labrie stated that the first Enfield Market is coming up this Saturday. She stated there are around 20 vendors, and encouraged attendance and noted that anyone interested in having a booth can email mvalleyrec@gmail.com

**INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Trustees of Trust Funds Report – 1<sup>st</sup> Quarter 2021
- NH Dept of Revenue (DRA) 2020 Equalized Values
- Potential Deedings
- Tax Collector's Report – April 2021

**ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 8:00 pm. Ms. Stewart seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 8:00 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