

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

TIME: 6:00 PM
LOCATION: Public Works Facility & Zoom videoconference
74 Lockhaven Road, Enfield

PRESENT

Board of Selectmen: Meredith Smith, Katherine D.P. Stewart, John W. Kluge

Administrative Staff: Jack Wozmak, Interim Town Manager; Alisa Bonnette, Assistant Town Manager; Emily Curtis, Recording Secretary

CALL TO ORDER

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

PUBLIC HEARING

6:00 pm To discuss deposits and withdrawals from Capital Reserve and Expendable Trust funds.

Ms. Smith opened the Public Hearing to discuss Deposits & Withdrawals from Capital Reserve and Expendable Trust Funds at 6:00pm.

Ms. Bonnette presented a summary of deposits and withdrawals.

Deposits

Ms. Bonnette stated that the appropriation to Capital Improvement Program (CIP) Capital Reserves, which was approved at Town Meeting, totals \$519,568. She noted that \$45,000 of that would come from the Unassigned Fund balance. She stated there is \$30,000 which will be deposited into the Employee and Retirement Benefits Trust Fund, which is coming from the Unassigned Fund balance per Town Meeting vote. She stated that the Cemetery Maintenance Expendable Trust Fund gets all the revenue from the sale of lots for which totals \$3,250. There is \$36 in trail map revenue, which will be put in a special fund to utilize towards printing more maps in the future. The Town Manager is authorized to deposit and withdraw from the Trail Maps Trust Fund. The Municipal Water System Capital Reserve Fund (CRF) and the Municipal Sewer System Capital Reserve Fund both have \$25,000 budgeted for deposit in 2021. Deposits to the Water and Sewer CRF require a vote of the Board of Selectmen. Total of deposits to all funds is \$602,854.00.

Withdrawals

Ms. Bonnette stated that withdrawals included pre-approved withdrawals, including the rescue pumper for the Fire Department, the 10-wheeler for the Department of Public Works (DPW), The DPW building improvements, the cruiser, and the F-350 were all Town Meeting approved expenses from the Capital Reserve Fund. She noted that due to the timeline for completion and cost of projects involving DPW building improvements, the proposal is to take \$7,052.60 from the CIP Capital Reserve Fund as cash rather than borrowing for the exhaust system upgrade to the highway bays. She stated that the gas tank replacement is on hold and the gas pump computer system is not ready yet. She noted that the steamer that was on the CIP list in the spring and was an approved CIP project was purchased and totaled \$14,949.80. She stated there are no current expenditures related to the municipal facilities but there may

be printing expenses in the future. She noted that there are currently \$21,823.68 in Employee and Retirement benefit claims to be withdrawn from the Employee and Retirement Benefits Trust Fund. She stated the fire department air packs were already approved, however, it cost \$175 more than was originally budgeted and it will need to be voted on again at the higher amount of \$40,175. She noted that Mascoma Lakeside Park Trust Fund expenses have not exceeded grant revenue and no withdrawals are necessary. She noted that the Old Home Days had no revenue and the expenses totaled \$925.83, which, as a restricted purpose expendable trust fund, the Town Manager is authorized to withdraw.

In summary of what would be voted to withdraw is \$252,202.25 from the CIP Capital Reserve Fund, \$21,823.68 from the Employee and Retirements Benefit Trust Fund, and \$925.83 from the Old Home Days Fund, for a total withdrawal from all funds of \$274,951.76.

Ms. Smith requested any comments or questions from the public.

Mr. Gary Hutchins stated that he was glad to hear that the gas tank for DPW is on hold as the Town should be making a commitment to utilize electric vehicle chargers.

Ms. Bonnette stated that Mr. Hutchins submitted a letter via the town website today and he is scheduled to be on the next meeting agenda regarding electric vehicles, charging stations, and overall energy use.

Mr. Kluge made a motion to close the public hearing. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to approve the withdrawals from reserve funds as presented. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0). [\$252,202.25 from CIP Capital Reserve Fund, \$21,823.68 from Employee and Retirements Benefit Trust Fund, \$925.83 from the Old Home Days Fund]

Ms. Stewart made a motion to approve the proposed deposit to water and sewer. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0). [\$25,000 to Municipal Water System Capital Reserve Fund, \$25,000 to Municipal Sewer Capital Reserve Fund]

APPROVAL OF MINUTES- November 1, 2021

Mr. Kluge made a motion approve the minutes as printed. Ms. Stewart seconded.

Ms. Smith stated that she believed that, regarding the discussion for the Recreation Department proposal, it should be made clear that the Mascoma Valley Parks and Recreation Coordinator position would be absorbed into the Town of Enfield Recreation Department.

Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Members of the Board of Selectmen (BOS) gave updates according to their respective Committee assignments.

TOWN MANAGER'S REPORT

Mr. Wozmak provided the following updates:

- He stated the town has been advertising for a part-time Deputy Clerk and they have not had any luck with meaningful responses. He stated that, in terms of succession planning and cross training, it makes more sense to offer the position as full-time.

Ms. Bonnette stated they are having a hard time finding anyone to take a part-time position without benefits. She noted that it is not necessary to have all hours dedicated to being a Deputy Clerk and the position could be utilized to help with other departments as well.

Ms. Stewart stated that the job market is very competitive, and we are more likely to find a quality candidate who can help where it's really needed.

Ms. Bonnette noted that, with only one person available, office hours may need to be scaled back. It takes a full month of watching and learning before they are allowed to do motor vehicle registrations.

Mr. Kluge expressed he was supportive of advertising for the position to be full time.

Ms. Stewart agreed with Mr. Kluge to advertise for full time.

- He stated that tax bills are being generated to be sent out.
- He stated that Bread Loaf is getting close to have the brochure finalized to discuss Whitney Hall and the Library. He is working with them to have it completed, printed, and mailed out to postal patrons in Enfield and Enfield Center. He noted that once the brochures have been sent out the dates for public information sessions will be set.
- He noted that the deadline for Request for Proposals (RFP) regarding invasive terrestrial species on town owned land is the 17th of November. He stated that there are not a lot of companies that will practice the entire remediation effort and more discussion will come forward after the RFP's are reviewed.
- He noted that there is a question on whether to turn the water off to the spigot at the pavilion in Huse Park. He noted that the Lions Club has requested that the spigot be left on for use during the Christmas tree sale. He stated the water line risks being fractured if it is not turned off and drained properly.

Mr. J. Taylor stated the meter is usually taken out in October of each year. He stated that the line has been damaged in the past when it was left on, which is why the decision was made several years ago to remove the water meter in October of each year. Mr. Taylor's recommendation was to come up with an alternative, such as using a water cooler rental for the period they use it or transporting water from the Community Building.

Members of the BOS supported the water meter to be removed from the pavilion until the spring, noting that here are other alternatives that are cost effective and reasonable.

- He noted that there was a question regarding the deeding of an island in the Mascoma River.

Mr. Durocher stated he had survey documentation that reflected the river and all the land under was deeded to the Shakers. He stated subsequent deeds around the river only went to the edge of the river and the island never changed hands from the original deed.

Ms. Bonnette and Mr. Wozmak requested a copy of the documentation and deed and noted it should also be passed on to the Assessing Department.

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

COMMUNICATIONS**Old Home Days Committee resignations**

Ms. Smith stated that there are four resignations from the Old Home Days Committee including Kristin Harrington, Stephanie Hill, Ron Hill, and Lori Bliss-Hill.

Ms. Stewart made a motion to accept resignations with regrets. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Ms. Smith recommended they each be sent a letter of thanks for their service on the Old Home Days Committee.

BUSINESS**Huse Park Pavilion Water Line**

Ms. Smith confirmed the topic had already been addressed under the Town Managers Report.

YouTube Video Setting Options for Board & Committee Meetings

Ms. Bonnette stated that she worked with Mr. Durocher and reviewed the options for the YouTube video settings. She stated there are two options, posting it unlisted or posting it publicly. She noted that a public posting would be able to be found under a Google search, whereas an unlisted post would only be available by a link through the Town website.

Mr. Durocher stated he was in favor of having the materials completely public as it makes it easier to find and more accessible.

Ms. Stewart stated that closed captioning would also make the videos more accessible to all members of the public.

Mr. Wozmak inquired if there was a way to tell how many people have accessed the recordings.

Mr. Durocher stated that it will show how many 'views' it has, and as the owner of the channel you can see more detailed information, including where the views came from and other statistics.

Members of the BOS expressed their support for the videos to be publicly posted and agreed to focus on the Planning Board, Zoning Board of Adjustment, Budget Committee, and Board of Selectmen.

Mr. Wozmak stated that the videos are an experiment as courtesy to the public.

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

ADMINISTRATIVE ITEMS**Second Issue Property Tax Warrant**

Ms. Bonnette stated that the most up to date property tax warrant was available and needed to be signed by members of the BOS. The Board approved the second issue property tax warrant as presented.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN**Public Comments Regarding Items on the Agenda**

Ms. Smith requested any further comments to come before the BOS. With no further comments, members of the BOS moved on to adjournment.

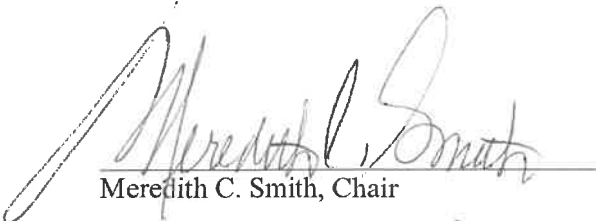
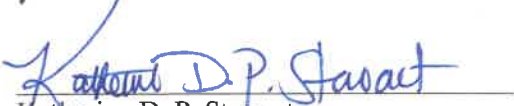
INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Town Clerk's Report – October 2021
- Tax Collector's Report – October 2021
- Accepted Shoreland Permit by Notification: Mascoma Lakeside Park
- Public Health Council Notice of Annual Meeting

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 6:58 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:58 pm.


Meredith C. Smith, Chair
John W. Kluge
Katherine D. P. Stewart
Enfield Board of Selectmen