

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES FEBRUARY 15, 2022**

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

PRESENT

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

Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Emily Curtis, Recording Secretary

Members of the Public: Dan Kiley, Celie Aufiero

CALL TO ORDER

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

APPROVAL OF MINUTES – February 1, 2022 & February 2, 2022

Mr. Kluge made a motion to approve the February 1st minutes as presented. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to approve the February 2nd minutes as presented. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Members of the BOS gave updates according to their respective Committee assignments.

Ms. Smith stated that if anyone knows of a project in Grafton County that could use a Master Gardener to contact Patti Fried.

TOWN MANAGER’S REPORT

Mr. Morris presented the following updates to the BOS:

- He thanked the Enfield fire and police departments who responded to the fire on Wells Street on Monday, February 14th, as well as responding towns that assisted.
- He thanked the Mascoma Lake Skating Association for hosting an Ice Day on Saturday, February 12th. He stated it was a great event and he was happy to see many local organizations participating.
- He has received updates regarding the Invasive Species RFQ and he and Mr. Wozmak have selected a company that they will be reaching out to for an interview.

Mr. Kluge inquired if community education would be a part of the plan for dealing with invasive species.

Mr. Morris confirmed that community education would be incorporated in the plan. He added that the company plans to use their work in Enfield as a model of how Towns can deal with invasive species.

Ms. Smith inquired if the company plans involve area organizations such as the Upper Valley Land Trust and the Mascoma Lake Association.

Mr. Morris confirmed that they have started discussions with area organizations that should be involved.

- He reminded the public that the Grafton County Broad Band Committee is hosting regional meetings on February 16th from 5-7pm in Plymouth, and February 17th from 5-7pm via Zoom.
- He stated that he has been notified by the State of New Hampshire Department of Transportation (NHDOT) that a roadway project is being planned for Route 4 and they will be out this year looking at properties and talking with people to begin the project. He noted that the state is beginning with an existing inventory survey this year and that letters have been sent to residents with whom they plan to meet.
- He has familiarized himself with the current facilities with reference to the proposed projects for Whitney Hall and a public safety facility. He stated that he has been in contact with local town managers who have been through the building process recently and noted that the Town of Bristol has put together videos regarding their presentation for a Public Safety Facility and Enfield may follow that model.
- He had a conversation with Dr. Theis and discussed the Conservation Commission and projects being handled by the Department of Environmental Services (DES). He stated that there is an understanding that it is in DES's hands, and the town needs to follow its own zoning and bylaws.

Members of the BOS expressed concern for the leadership and practices taking place which are affecting other members of the commission and the community.

Mr. Morris stated that it is a work in progress, and he will continue to work with Dr. Theis.

- He noted that the Deputy Clerk position was re-posted. He noted that there are currently 11 applicants, and he anticipates beginning the interview process soon.
- He stated he began advertising for the Recreation Director position yesterday and as of today four applications have already been received. He stated that he was aware the position would still be brought forward as a part of the budget at Town Meeting, and added the position was widely supported and it was important to begin the process.

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

BUSINESS

ARPA Funds

Mr. Morris stated that the Director of Public Works, Jim Taylor, met with representatives from the United States Department of Agriculture and State Revolving Fund (SRF) programs and it was agreed that utilizing the SRF loan was a better option at this time.

Ms. Stewart made a motion to authorize the Town Manager to borrow up to amount not to exceed \$1,900,000 for Wastewater Systems Improvements, as approved by the voters of Enfield on May 1st, 2021, from the New Hampshire Clean Water State Revolving Loan Fund and to accept American Rescue Plan Act grant funds in an amount up to \$950,000 for the same, and hereby authorize the Town Manager or his designees to take such actions and execute all documents that may be necessary. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Proposed declaration of vehicles & equipment as surplus property

Ms. Stewart made a motion to surplus the 2003 Ford F350, the 2013 Ford Taurus police cruiser, and the 2002 Hydro Tek trailer steam pressure washing unit, as printed on the memorandum dated January 31, 2022. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Depot Street Property

Mr. Morris stated that the town has received a letter from Lou Barker regarding property in front of the property owned by Susan Brown at 15 Depot Street. He stated that the state is still working on a proposal regarding the property under the Depot Street ambulance building. He stated that the town has first right of refusal on the land, and he recommended waiving the right to purchase as the land in discussion as it was not of use for the town.

Ms. Smith inquired if the land under the Depot Street building had been appraised yet and stated that a town appraisal on the property would be important to have available for when the state brings their proposal forward. She added that the practice was of benefit when acquiring the land for the Lakeside Park.

Ms. Stewart made a motion to waive the Town of Enfield's right to purchase the land adjacent to Susan Brown's property at 15 Depot Street as presented in the New Hampshire DOT letter of February 4, 2022. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

Set Public Hearing date – Bonds or notes over \$100,000 (Whitney Hall, Public Safety Facility) Must be 15-60 days prior to vote: March 1-April 15

Ms. Bonnette and Mr. Morris stated that another public hearing must be held within 60 days of the Town Meeting. They made a recommendation to hold the public hearing on April 4th, which is a Monday and can be scheduled during the standing Selectboard meeting.

Fraud & Investment Policy Review

Mr. Morris stated he plans to review financial policies on an annual basis to give the BOS an opportunity to reapprove or update as needed. He noted he has been working to look at ordinances and policies and will look to review a couple at a time within meetings. He stated that he is working on a schedule and added that the policies to be discussed will be sent to the BOS in advance of meetings.

Ms. Stewart inquired if there was any indication that the current policies were not working in terms of operations that would suggest changes to be made. She added that some policies that may be appropriate for a committee to review would be helpful for training.

Ms. Stewart made a motion to reaffirm the Fraud Policy as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to reaffirm the Investment Policy as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Old Home Day Committee appointments – Term expirations

Ms. Bonnette stated appointments for the Old Home Day Committee were made at the previous meeting, but the term expirations were not outlined at that time. Ms. Bonnette assigned expiration based on the order in which applications received and requested the approval of the BOS.

Members of the BOS agreed to the term expirations assigned by Ms. Bonnette.

ADMINISTRATIVE ITEMS**Yield Tax Warrant (Maple Street Enfield Acquisition)**

The BOS members signed the Yield Tax Warrant.

Abatement (Well Street Property)

Ms. Bonnette stated that a tax abatement in the amount of \$400.44 would be issued due to the fire at the 17 Well Street property.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Ms. Smith requested any other comments or questions to come before the BOS.

Mr. Kiley stated that the CIP Committee will be coming forward with a recommendation for the BOS as they are the agents to expend. He added that trustees have set up investments to they all come due at one time and the CIP Committee is looking to break it out to June and December.

Ms. Bonnette stated the Trustees of Trust Funds should be consulted as it is in their prevue to change the timeline.

Ms. Aufiero inquired if the invasive species project has been brought to the attention of the Conservation Commission.

Mr. Morris stated that the Conservation Commission was made aware that the bid was going out.

Ms. Aufiero inquired if the BOS understands the implications of giving the Town Manager the authorization to move forward with borrowing on projects such as the building projects being proposed this year.

Members of the BOS stated their understanding of the law regarding the approval of bonds at Town Meeting.

With no further comments, members of the BOS moved on to adjournment.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Tax Collector's Report – January 2022
- Town Clerk's Report – January 2022
- NH Dept of Revenue 2019 Assessment Review and Town response
- Grafton County FY21 Annual Report
- Shoreland Permit Application: Addition, attached garage, septic replacement at 37 Foster Cir (Lyons)

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 6:36 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:36 pm.

Meredith C. Smith, Chair

John W. Kluge

Katherine D. P. Stewart
Enfield Board of Selectmen