

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES MAY 16, 2022**

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

**PRESENT**

**Board of Selectmen:** Katherine D.P. Stewart, John W. Kluge, Erik Russell

**Administrative Staff:** Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager.

**Members of the Public:** Bud Lynch, Mascoma Lake Association; Grace Glynn, Dubois and King; Dr. Dave Beaufait, Dr. Jerold Theis

**CALL TO ORDER**

Mr. Kluge called the meeting to order at 6:00 pm.

**APPROVAL OF MINUTES – May 2, 2022**

Ms. Stewart made a motion to accept the minutes as printed. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**BOARD REPORTS**

Members of the Board of Selectmen (BOS) had no updates for their respective committee assignments.

**TOWN MANAGER'S REPORT**

Mr. Morris presented the following updates to the BOS:

- We are currently organizing interviews related to the Department of Public Works (DPW) Administrative Assistant and Human Services Coordinator.
- An offer was made and accepted for the full time Recreation Director position and they will start on June 13<sup>th</sup>, pending the finalization of a background check. Mr. Morris noted that the candidate has extensive experience in social media marketing and has agreed to assist with other aspects of the town social media management, and he will also be a part of the community development plan.
- Progress has been made with the facilities position job description and the position will be posted as soon as it is finalized.
- He stated that the Rebranding Committee continues to meet.
- On Safewise.com Enfield was listed as the 7<sup>th</sup> safest town in New Hampshire. He stated he contributes that to the great work of our local police department and thanked them for their contributions and service to the community.
- The retaining wall project has started at the Mascoma Lakeside Park.
- Surplus equipment has been posted for sale including the Ford F-350 truck, the Ford Taurus, and the pressure washer system as approved by the BOS. He stated that bidding on the items is open for another ten days.
- A packet was distributed to members of the BOS regarding a Right to Know request from Sam Eaton as the Chair of the CIP Committee regarding any transactions done with MTD Contractors in the last five years.

Mr. Morris stated that the information has been compiled per the request, however, it is noted that the request is outside of the prevue of the CIP Committee, and it is viewed as a personal right to know request. He added that he did not see it appropriate to spend taxpayer money to mail Mr. Eaton the information, which included 70 pages of documentation. He stated that, per RSA 91-A:4, it is appropriate to charge a fee for the documentation provided in response to the Right to Know request. He added that, when including staff time in compiling the information, the cost to the town to process the request, and therefore the taxpayers, totaled \$350. He stated that the fee assessed for the 70 pages will help recuperate some, but not all those costs.

## **BUSINESS**

### **Fire Department Surplus Equipment**

Mr. Morris stated that Chief Neily has submitted a request to dispose of outdated equipment belonging to the Enfield Fire Department. Chief Neily has reached out to a company that may be able to reuse or repurpose 18 SBCA units and recommended disposing of several old radios. It was noted that no monetary value could be found for either item and Chief Neily requests authorization to dispose of them.

Ms. Stewart made a motion to authorize the Fire Chief to dispose of the equipment as listed. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

### **Dubois & King: Invasive Species Inventory & Management Plan Kickoff Discussion**

Grace Glynn, the Field Naturalist with Dubois and King, introduced herself and presented information regarding the five-year project. She stated that the start of the project will be taking an inventory of terrestrial and aquatic plants in Enfield. She stated that an Existing Conditions report will be delivered to the town in the fall which will include an assessment of 66 miles of roadway and 380 acres of town owned land. She noted that the report will also include management guidelines and recommendations to the town based on the species that are found and treatment methods and timelines.

Mr. Morris stated that public education and working with committees such as the Mascoma Lakeside Park, the Mascoma Lake Association, and the Conservation Commission will also be a large part of the project.

Mr. Kluge inquired if any other local towns such as Lebanon had any awareness of invasive species and if they were attempting to deal with them as well.

Ms. Glynn stated that she was not aware of any town wide attempts and most efforts are made on a parcel wide basis.

Mr. Kluge stated that it is concerning that when the New Hampshire Department of Transportation (NH DOT) works on shoulders and ditches it is disrupting the Japanese Knotweed and it would be important to consider how we work with other people in our area.

Ms. Glynn confirmed Mr. Kluge's concerns and stated that surrounding towns can have an impact and it will most definitely be a collaborative effort to communicate and raise awareness.

Dr. Beaufait stated that the rail trail runs through the town and is owned by the state and there are sections that have invasive plants. He inquired if that would be a part of the project.

Mr. Morris stated that the town project is for town owned properties only, however communications can extend to Friends of the Norther Rail Trail.

Dr. Theis stated the Conservation Commission issued a Natural Resources Inventory Report which is posted on the Town of Enfield website and can offer additional information.

Mr. Lynch inquired about what aquatic plants might be investigated in town.

Ms. Glynn stated that the project will likely focus on terrestrial plants, but she is aware that milfoil and frog-bit are known invasive aquatic species and will be inventories.

Mr. Lynch stated that the Mascoma Lake Association has been working on controlling the milfoil for several years, and they are seeing an improvement. He noted that some of the lake shore is also in Lebanon.

Mr. Kluge stated that the Mascoma Lake Association has done an excellent job combatting the milfoil.

Ms. Glynn stated that doing an inventory of the aquatic species would be beneficial to identify other species that have the potential to be invasive.

Members of the BOS thanked Ms. Glynn for her attendance.

With no further comments or questions, the Mr. Kluge moved on to the next agenda item.

### **2022 Paving Bid**

Ms. Stewart made a motion to accept the bid pricing offered by Blaktop Inc. in West Lebanon, NH, as recommended by DPW staff. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

### **Facility Funding Discussion and Approval**

Mr. Morris stated he has been working with the NH Bond Bank, USDA, Mascoma Bank, and the Town's bond counsel regarding the financing of the projects approved at Town Meeting. He stated that, based on his findings and conversation with town counsel, his recommendation is to take out two loans, one in the amount of \$3,264,098.50 and another in the amount of \$5,759,066, which reaches just under \$10million in the current calendar year. He stated that this allows room for the Oak Hill Bridge project and the DPW truck purchase and remain under the \$10 million threshold, which allows the town to have lower interest rates. He stated that it leaves \$1.5 million for each project to seek grants and funding to support the project and gives room to make cost reductions in the current proposals. He stated as of January 2023 the projects can be assessed to see if any further loans would be necessary.

Members of the BOS discussed the use of the Huse Park site for a potential public safety facility. Based on deeds and previous assessments of the property, it was deemed not the best use of Town resources to house a public safety facility.

Mr. Morris stated that Chief Holland has stated that many public safety agencies are moving away from having facilities located in a downtown area.

Dr. Beaufait inquired if the loans for the proposed facilities projects will impact the loans required for completing the water and sewer projects.

Mr. Russell stated that the funding has already been secured for the water and sewer projects and should not impact the facilities projects.

Mr. Morris stated he would confirm that he will confirm those details to be sure.

Mr. Russell inquired if, with regard to the Mascoma Bank loans, there was a limit as to how much the rates may be adjusted in 20 years.

Mr. Morris stated that there are rules that need to be followed and added that there would be more negotiations with Mascoma Bank. He stated that if interest rates go down it may also be possible to refinance in the future, which would not be possible with other funding methods.

Ms. Stewart made a motion to authorize the Town Manager to enter into loan agreements for the public safety building and the Whitney Hall renovation projects in an amount not to exceed \$9,750,000 in calendar year 2022, and further authorize the Town Manager or their designee to take such action and execute all documents as necessary. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Donation to Mascoma Lakeside Park Fund: \$5,000 from Eastman Charitable Foundation**

Ms. Stewart made a motion to accept the donation with thanks. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Donation from Enfield Fire Association: 1 – 8' Confined Space Tripod Kit valued at \$2,994.64**

Ms. Stewart made a motion to accept the donation from the Enfield Fire Association with thanks. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Board & Committee Memberships**

**Mascoma Lakeside Park – establish number of members**

Mr. Morris stated that he attended the most recent Mascoma Lakeside Park Committee meeting and they confirmed at that time that they would like to have nine members.

Ms. Stewart made a motion to formally set the number of members for the Mascoma Lakeside Park Committee to nine. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

**Mascoma Lakeside Park Committee Applicant (Koburger)**

Ms. Stewart made a motion to appoint Penny Koburger to the Mascoma Lakeside Park Committee. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Heritage Commission – Full Member Applicant (Johnson)**

Ms. Stewart made a motion to appoint Madeleine Johnson to be a full member of the Heritage Commission. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Budget Committee Resignation (Patten)**

Ms. Stewart made a motion to accept the resignation of Jean Patten. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Mascoma River Local Advisory Committee Reappointment (Elvestad)**

Ms. Stewart made a motion to reappoint Alv Elvestad as the Enfield Representative on the Mascoma River Local Advisory Committee. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Municipal Facilities Advisory Committee Appointments**

Mr. Morris stated that this will be an ad-hoc committee to the Town Manager to assist him with the RFP and design process. He stated that it is expected to be a year long commitment, or until the design phase is completed. He stated that department heads will also be a part of the process, in addition to the ad-hoc committee.

Mr. Morris stated that 21 applications were received with interest for the five positions on the committee available, which will be discussed in nonpublic session.

Ms. Stewart stated that she appreciated how many people applied for the committee and commended them for their willingness to serve their community in this capacity.

### **OTHER BUSINESS**

Mr. Morris presented a notice to voters regarding the date, location, and time of the September 13<sup>th</sup> primary elections and requested the approval of the BOS to post it.

Ms. Stewart made a motion to authorize the Town Manager or their designee to hang up the sign as presented. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

### **Post Dated Checks**

Mr. Morris stated that there have been issues with receiving postdated checks. He stated that attorneys at NHMA, and they have developed verbiage that will be printed on future tax bills.

Mr. Russell stated that once a check is submitted for payment there is no legal backing to the date it was written for.

Mr. Morris stated that he has expressed checks will be cashed when they are received, regardless of the date written on the check.

### **ADMINISTRATIVE ITEMS**

Members of the BOS signed paperwork related to Administrative Items as presented by Ms. Bonnette.

- MS-232 Report of Appropriations
- 1<sup>st</sup> Issue Property Tax Warrant
- Land Use Change Tax (Fox)
- Timber Tax (J&B Bonardi, T&J Bonardi, Sharp, Kober, Hackeman)
- Property Tax Abatements (Licks, Savage)

### **OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN**

Mr. Kluge requested any other comments or questions to come before the BOS.

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

### **Non-Public Session: RSA 91-A:3 II (c)**

Ms. Stewart made a motion to enter non-public session pursuant to RSA 91-A:3 II (c) at 6:48pm. Mr. Russell seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to exit non-public session at 7:35pm. Mr. Russell seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The Selectboard came out of non-public session at 7:35pm.

Ms. Stewart made a motion to reaffirm the decision made during the non-public session to appoint the following members to the Municipal Facilities Advisory Committee (Design Team): Tracy Young, Kim Quirk, Tate Picard, Reed Bergwall, and Travis Boucher. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Tax Collector's Report – April 2022
- Town Clerk's Report – April 2022

**ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 7:37 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:37 pm.

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John W. Kluge, Chair

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Katherine D. P. Stewart

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Erik Russell  
Enfield Board of Selectmen