

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MAY 2, 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; Lindsay Smith, Town Moderator

Members of the Public: Shirley Green, Dr. David Beaufait

CALL TO ORDER

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

ORGANIZATION OF THE BOARD

Ms. Stewart made a motion to nominate John Kluge to be the Selectboard Chair. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Members of the Board of Selectmen (BOS) discussed their respective committee assignments.

Budget Committee Ex-Officio– John Kluge
Heritage Commission Ex-Officio– Erik Russell
Planning Board – Kate Stewart
Enfield Village Association liaison– Erik Russell

Mr. Morris stated that it is not required but would be ideal to have a member of the BOS attend CIP Committee meetings.

Ms. Stewart agreed and volunteered to work with the CIP Committee.

Mr. Morris stated that Roby Taylor and Liam Ehrenzweig attend Mascoma Lakeside Park meetings, and communications can flow through the Town Manager.

APPROVAL OF MINUTES – April 18, 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 BOS gave reports regarding their respective committee assignments.

Mr. Russell and Mr. Morris stated that they would coordinate the initial communications for the first Budget Committee meeting of the year.

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- Announced that Matt Dickinson, who was promoted in March, passed his CDL B test and completed his certifications necessary for the light equipment operator position. Mr. Morris stated that he wished to recognize him for his hard work and initiative.
- Job applications are now being accepted for the Administrative Assistant and Human Services Director position.
- Further interviews have been held for the Recreation Director position and there hope to have someone in the position by June.
- The job description has been further developed for the facilities position. It is expected to be posted soon.
- Exchange of deed for 32 Johnson Street for abatement of property taxes. The deed has been finalized and signed over and it is now in possession of the town.
- He will be scheduling a meeting with the bond council and USDA to discuss what the best route is for the bonds. He noted that Ms. Bonnette is also in discussions with Mascoma Bank regarding their current rates to compare as well, and state and federal representatives are aware of the projects to assist in finding funding to support the projects.
- The Rebranding Logo Committee met and had a good discussion to brainstorm and discuss ideas of what might represent Enfield both in the past and the present. He stated that upcoming meetings will continue to develop those ideas.
- He is reviewing the fiber optic lease in the DPW building with First Light. He stated that there is extremely slow internet in the building, and he has asked them to support 1 gigabyte of internet for the DPW and municipal facilities. He stated that they are in discussions to finalize the monetary value for the lease of space and supply of internet services to incorporate into the agreement and payment structure.

Ms. Stewart requested clarification on the number of new positions that were added to the staff in Enfield. She stated she received a question from a member of the public as it was stated in Town Meeting that there were three new positions.

Mr. Morris noted that only one position was added, which is related to facilities maintenance. He stated that the other two positions that changed were the Town Clerk and the Recreation Director positions, which already existed but were increased from part time to full time.

BUSINESS**Town Meeting Recap**

Mr. Morris stated that Town Meeting went very well and thanked Ms. L. Smith for her role as the Town Moderator.

Ms. L. Smith informed the BOS that there was a potential that a recount may be requested for Article 8. She stated that the voter will need to apply to the Town Clerk within seven days with a list of ten voters,

and a board of recount including the Town Moderator, the Town Clerk, and the Selectboard would be formed for follow up.

Mr. Morris stated that members of the public noted that lack of parking was an issue for Town Meeting.

Ms. L. Smith stated that parking has been an issue in the past when it was held at the Enfield Village School as well. She added that many people have suggested using the high school, but the high school is not located in Enfield and requires the town to supply a mode of transportation for voters.

Ms. Stewart stated that she received an offer from someone to utilize a van for transportation should assistance be needed for Town Meeting to be held at the high school in the future.

Ms. Bonnette confirmed that, should Town Meeting be held at the high school, the only costs associated with using the space would be hiring a janitor for that day. She added that the audio and visual people who would assist with the sound system would not be any additional charge.

Mr. Kluge stated that he received feedback regarding the size of the 2022 Town Report stating it was very large and not the same as previous years.

Ms. Bonnette stated that the MS-737 (Budget) is too small and can be illegible. She stated that there is a lot of value in having a once per year document that is easy to read and more accessible.

Ms. Stewart recommended having a smaller document which had a basic summary and also cites where further information could be found on the website.

Ms. Bonnette stated that we do not have the staff support to do a town wide mailing and we would need to have it professionally organized and distributed.

Ms. Stewart agreed with Ms. Bonnette's recommendation.

Ms. L. Smith stated that she heard concerns from people at Town Meeting stating that they were not aware of what the warrant articles were because they did not receive the town report. She requested that the town moderator rules also be a part of the mailing.

Reforming the Municipal Facilities Advisory Committee

Mr. Morris stated that, with the passing of Articles 7 & 8, he would like permission from the Selectboard to re-form a Municipal Facilities Advisory Committee of four to six members of the public. He added that he would like to have an application process to assist in the selection of participants.

Members of the BOS supported his recommendations.

Federal Highway Administration Byways Grant

Mr. Morris presented a map which included an idea of what the project outlines, including additional parking areas along Main Street as well as walkways along Main Street and down to the Shaker Museum. He stated that the town is applying to the New Hampshire Department of Transportation for the project. He noted that they have received a letter of support from the Rail Trail Association for the proposed projects as well.

Ms. Stewart made a motion to authorize the Town Manager or their designee to apply for the federal highway administration 2022 Byways Grant in an amount not to exceed \$1million, and hereby 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).

Mascoma Lakeside Park Update

Mr. Morris stated that a contractor has been selected to complete the retaining wall project and it will be in progress soon. He stated that the next project on the list was supposed involve rebuilding the parking lot, but there are concerns with how to approach the project. He stated he is working with Mr. R. Taylor and Mr. Ehrenzweig to map out the appropriate phases including working on the design of paths and walkways through the park, adding a bike rack, designing where portable tables and picnic benches, and working on adding parking areas as well as developing the current parking lot.

Ms. Stewart stated that the town should be making decisions related to operations, including the feasibility of proposals and who completes the work.

Mr. Morris stated that he is keeping a running list of ideas for amenities that could be added to the Mascoma Lakeside Park. He stated that it was not the intention to add every amenity on the list, but to keep track of recommendations and ideas for review.

Ms. Stewart stated that when proposals are made, she would like to see the upfront costs in addition to any maintenance or staff time that would be related to the implementation or upkeep of amenities.

Mascoma Lakeside Park – Establish Number of Members

Mr. Morris stated that it would be in the best interest to set a maximum number of members for the Mascoma Lakeside Park Committee.

Mr. Kluge stated that he was in favor of having the Mascoma Lakeside Park Committee discuss the number of members they think would be appropriate and make a recommendation to the BOS.

Ms. Stewart stated that she believed nine members would be good as that is the current number of people on their membership list. She inquired if there was an original motion that may indicate how the committee was created that could help shape the discussion.

Ms. Bonnette stated that the committee was established in February of 2018, and many of the original fundraisers for the project transitioned to being members of the committee.

Mr. Morris stated he supported reaching out to Mascoma Lakeside Park to discuss within the committee and request their recommendation.

Board & Committee Membership Applications

CIP Committee (Young)

Ms. Stewart made a motion to appoint Tracy Young to the Capital Improvement Plan Committee. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

Exemptions (Votes Required)

Members of the BOS discussed how to organize the annual decisions related to exemptions.

Ms. Stewart stated that it would be ideal to have a document that outlines tax exemption decisions made by the BOS each year, including any necessary details in the decision making process, which can be used as a reference for future Selectboard members.

Mr. Russell recommended utilizing an Excel spreadsheet that would track the organization name, the assessor's recommendation, and the decisions made by the BOS each year.

Mr. Kluge agreed with Mr. Russell's recommendation.

Chose Vale

Mr. Kluge made a motion to approve the tax exemption for Chosen Vale, the same as the previous year. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Community Lutheran Church

Mr. Kluge made a motion to approve the tax exemption for the Community Lutheran Church. Mr. Russell seconded. Vote unanimous in favor of the motion (2-0). Ms. Stewart abstained.

Dartmouth

Ms. Stewart made a motion to approve the 75/25% split on the tax exemption for Dartmouth. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Enfield Village Association

Ms. Stewart made a motion to approve exemption for the Enfield Village Association. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Historical Society

Ms. Stewart made a motion to grant full exemption for the Enfield Historical Society. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Upper Valley Humane Society

It was noted that the assessor recommended not including the housing unit on the property, however, the BOS typically approves the exemption including the housing unit.

Ms. Stewart made a motion to grant the Upper Valley Humane Society the same exemption as was approved in 2021. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

La Salette

Ms. Stewart made a motion to grant La Salette a full exemption. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Living Waters

Ms. Bonnette stated that the BOS typically approves the exemption but denies the exemption on the excess acreage.

Ms. Stewart made a motion to approve exemption for Living Waters as granted in 2021. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Methodist Church

Ms. Stewart made a motion to grant a full exemption to the Methodist Church. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

St. Helena's

Ms. Stewart made a motion to grant the full exemption for St. Helena's. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Union Church

Ms. Stewart made a motion to grant the full exemption for the Union Church. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Upper Valley Snow Sports

Ms. Stewart made a motion to grant the full exemption for the Upper Valley Snow Sports Foundation. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Visions for Creative Housing

Ms. Bonnette stated that Visions for Creative Housing actually qualifies for tax relief under a different RSA, and the correct way to provide that relief is to enter into a PILOT (payment in lieu of taxes) agreement and then abate the amount of the PILOT to achieve the same results as approving a full charitable exemption.

Ms. Stewart made a motion to enter into a pilot agreement to be negotiated by the Town Manager's office or his designees and to authorize the Town Manager's office or designees to abate the taxes of said pilot for Visions for Creative Housing. Mr. Russell seconded. Vote unanimous in favor of the motion (2-0). Mr. Kluge abstained.

Current Use Application (Paro) & Property Tax Abatement (Sanborn)

Ms. Bonnette presented documents for signature related to the Current Use Application and Property Tax Abatement approvals.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

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

Ms. Green stated that she was happy that both articles passed at Town Meeting, and she is looking forward to working with the Library Trustees to seek more funding for the project.

Ms. Stewart recommended that Mr. Morris connect the Library Trustees with the upcoming Municipal Facilities Advisory Committee.

Mr. Morris confirmed he would be in contact with the Library Trustees.

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Trustee of Trust Funds Report – 1st Quarter 2022
- GL Beyond Income Fund Letter to Shareholders dated 04-15-2022
- NH DES Inspection Notice – Smith Pond Dam
- NH DES Notice of Closed File #2021-02669, 11 Rainer Rd (Klorer)
- Shoreland Impact Permits #2022-00655, 302 Shaker Blvd (Richards), #2022-00733, 296 Shaker Blvd (Parker Family Nominee Trust)
- Lien Execution

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:05 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:05 pm.

John W. Kluge, Chair

Katherine D. P. Stewart

Erik Russell
Enfield Board of Selectmen