

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES APRIL 18, 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

**Excused:** Meredith Smith

**Administrative Staff:** Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Lindsay Smith, Town Moderator

**Members of the Public:** Celie Aufiero, Dr. David Beaufait, Tracy Young, Susan Young, Eric Russell, Nancy Smith, Sue Hagerman

**CALL TO ORDER**

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

Ms. Bonnette introduced the use of Microsoft Teams.

**PUBLIC HEARING**

**Warrant Article 17 – to Increase Board of Selectmen to 5 Members**

Ms. Stewart made a motion to open the public hearing at 6:02pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0)

Mr. Kluge opened Public Hearing to discuss the petitioned Warrant Article to increase the Board of Selectmen (BOS) to 5 members.

Mr. Young read the following excerpt of the petition with reference to Warrant Article 17:

*Our members of the Town of Enfield Selectboard work hard and diligently to manage town affairs and respond to the needs of the citizens of Enfield. Selectboard members, in addition to serving on the Selectboard itself, currently also serve on the following: Planning Board, Budget Committee, Heritage Commission, Old Home Days Committee, Mascoma Lakeside Park Committee, attend governmental training sessions, supervise and coordinate the Town Manager, and respond to public inquiries and requests in regards to daily issues. As the management of municipal affairs have become increasingly complicated, it has become apparent there would be benefits to having additional members on the board to share the time commitment and responsibilities of individual members. It will bring enhanced perspectives to the discussions and represent our diverse community of single residents, couples, families with children, seniors, and all groups of citizens. The larger Selectboard will allow residents to become more involved citizens and be beneficial town wide. For these reasons, we recommend an expansion of the current Selectboard size to 5 members as other towns of similar size such as Sunapee and Haverhill have done. We ask for your support in this request.*

Dr. Beaufait stated his agreement with most of the things as stated by Mr. Young. He stated that there are a number of Committees that need additional members, and he is concerned that getting someone to commit to the amount of work necessary may be difficult. He stated that there are advantages of having subcommittees without holding a quorum, and he inquired how other members that signed the petition might respond to those concerns, and how current board members felt about the article.

Mr. Kluge stated that the BOS did not have a part in the petition process, and stated that, while current members may have personal opinions about the article, he encouraged members of the public to express their thoughts.

Ms. Stewart stated that, with regard to the committee membership openings, in the past we have had the same number of openings, but they are only now being posted. She stated this is a great opportunity to invite more people to participate and have a diversity in the opinions being represented. She noted that, of the positions that were posted, there are only two positions that are still vacant.

Mr. Russell stated that, as an incoming member of the Selectboard, more participation by residents and more diversity in the voices being represented is important. He stated that the overall level of commitment is a concern, but there could be some benefit by sharing the responsibility among five members instead of three.

Mr. Kluge stated that there are not many people that run for the Selectboard and there has only been once where there was anyone else on the ballot when he was running himself.

Ms. Stewart stated that sometimes it can seem that the seat ‘belongs’ to someone, not in a negative way, but in a community minded way people don’t want to campaign against each other. She added that she likes the idea that she can give a BOS member a phone call to discuss an idea within a subcommittee before bringing forward to the rest of the BOS members. She added that she would like to use communication to advance involvement and cooperation without it constituting a quorum and having those opportunities would better serve the public as well.

Mr. Kluge stated that sometimes it can become more politicized when there are more members, and as a group of three, there is no room for a ‘clique’ as they must work together, or nothing will get done.

Ms. Stewart stated that the town of Bristol has 5 members on their Selectboard. She stated that there are other boards and committees that would benefit from having representation by the BOS including the CIP Committee and the Conservation Commission. She stated that the liaison piece is important but is not as realistic when there are only three people on the board.

Ms. Young stated that she is in favor of increasing the Selectboard to 5 members. She stated that we are still coming out of two years of COVID which serves as a reminder of the delicacy of having the minimum number of members present to hold a meeting. She stated that having 5 members will allow more flexibility for the Selectboard to function even when someone is out due to injury or illness.

Mr. Young stated that it is another opportunity for citizens to have another line of communication. He stated that having more access to members can lead to greater involvement in town affairs. He sees it as an opportunity to be involved in the town, and it is more eyes on town properties and roadways.

Dr. Beaufait stated he appreciates the discussion, and he supports the article, with some hesitation.

Ms. N. Smith stated that she knew people that would like to be involved if there were more members to share the responsibilities with.

Mr. Kluge stated that he didn't believe having more members meant there would be less work, but they would be doing more work with the benefit of having more people involved.

Ms. Stewart made a motion to close the public hearing at 6:19pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

#### **APPROVAL OF MINUTES – April 4, 2022 & April 13, 2022**

Ms. Stewart made a motion to approve both sets of minutes as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

#### **BOARD REPORTS**

Ms. Stewart stated she attended the Enfield Village Association coffee event held at the Community Building last week. She stated that Dawn Archambeault of Gen Y Creative hosted it and the event was well attended.

Mr. Kluge inquired about the status of the Master Plan.

Ms. L. Smith stated that there will be more public information sessions and she plans to bring information forward to Town Meeting. She stated that she would like the current portion of the Master Plan to be completed by June with the hope to pick up the next section of the Master Plan to address energy, recreation, conservation, heritage, and facilities, in September of this year.

#### **TOWN MANAGER'S REPORT**

Mr. Morris presented the following updates to the BOS:

- He stated that Open Houses are being hosted at Whitney Hall, the police station, the Union Street fire station, and the Depot Street ambulance building on Wednesday April 20<sup>th</sup> from 6-8p and Saturday April 23<sup>rd</sup> 9a-12p.
- Ms. Bonnette has worked hard to get the bond applications in by the deadline. Mr. Morris stated that once we lock in the bond we have funding, which may make it more challenging to get grants as some of the terms automatically disqualify applicants that have funding available.
- Mr. Morris is still working on the Scenic Byways Grant and an application is into the Department of Transportation for Route 4A and the parking along Mascoma Lakeside Park. He stated that drawings have been made and are being used for the discussion with DOT. He stated he will bring proposed plans to the next meeting.
- The first meeting for the rebranding and logo design will be held tomorrow at 4p at the Department of Public Works (DPW). He stated the meetings are public meetings and encouraged participation from residents.
- The town is still accepting applications for the recreation director position.
- He has set up a meeting to review a formal lease with First Light who utilizes space for their fiber optics in the DPW. He has reviewed the lease with the town attorney and has a proposal to bring forward to First Light. It was noted that the Town of Enfield has been paying for the electric to support First Light operations in the building, as well as the fact they have sublet the space they have available to them and have profited from the space. Mr. Morris added that Hub 66 has expressed interest in using more space as well.
- A discussion was held with the Enfield Village Association regarding parking and working with all the different agencies vying for use around the downtown area.

**BUSINESS****Town Meeting Review/Discussion/Preparation**

Ms. Bonnette presented a review of slides and information regarding each article which will be used as the script for Town Meeting.

Mr. Morris stated he will present slides from public hearings for appropriate articles. He stated that he will be speaking to CIP as two members are not able to be present.

Members of the BOS discussed the invitation for members of the public to speak at the end of the article presentations.

**American Rescue Plan Act (ARPA) Funds**

Mr. Morris stated that the ARPA funds can be used to cover revenue losses up to \$10 million, but the funds are still required to be spent on governmental services. He stated that the \$474,000 that we are receiving from ARPA funds could possibly be used to purchase the land for the public safety facility if the article passes.

Ms. Stewart stated that everyone could benefit from the use and access to emergency response facilities, and she supported exploring the opportunity. She stated that safety wise, there are sanitation and cleanliness issues as well as exposure to diesel fumes that is of great concern for the people we rely on for their emergency response services.

Mr. Young stated his support for the use of the ARPA funds to purchase the land. He inquired if a member of the BOS would be willing to speak to their support for the use of purchasing the land for the public safety facility at Town Meeting.

Members of the BOS agreed to speak in support of the recommendation made by Mr. Morris.

Ms. Stewart made a motion to authorize the Town Manager or their designee to accept the ARPA funds in the amount of \$474,349 as revenue loss, and hereby authorize the Town Manager or his designees to take such action and execute all documents that may be necessary. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

**Mascoma Sailing Club Concession Agreement – Mascoma Lakeside Park**

Mr. Morris stated that there has been an agreement in place, which was written by Mr. Wozmak, but it has not been signed or approved by the members of the Selectboard which is why it is being brought forward at this time.

Ms. Stewart requested that the document to be formatted with the date the agreement was drafted at the top and a signature line with a date field for each member who will sign the document.

Ms. Stewart made a motion to accept the conceptual agreement between the Town of Enfield and the Mascoma Sailing Club and authorize the Town Manager or their designee. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Dr. Beaufait thanked the members of the BOS and stated that it was important to execute correctly to qualify for the federal grant that will be coming through the state.

**Smoking Concerns on Town Property**

Mr. Morris stated that he received a letter from Ms. A. Stewart about issues with smoking and tobacco use in recreation areas.

Ms. Stewart stated that on town property we have a duty to keep people, and especially children, safe and healthy, and stated that she supported banning the use of smoking or tobacco products on town property.

Mr. Morris stated he would like to have some flexibility in a policy in order to create a designated smoking area for employees and a designated smoking area in Huse Park.

### **Board & Committee Membership/Appointments**

Ms. Bonnette presented the BOS with a list of board and committee members, including members seeking reappointment. She stated that decisions regarding BOS representation would be made after May 2<sup>nd</sup> of this year, when the new Selectboard will be in place.

### **Zoning Board of Adjustment (ZBA)**

Celie Aufiero resigned and there is a new vacancy in the ZBA that will be advertised.

### **Capital Improvement Program Committee (CIP)**

Eric Crate is not seeking reappointment and there are three vacancies on the CIP Committee with no applicants.

Ms. Stewart made a motion to appoint Dan Kiley to the one-year spot on the CIP Committee. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

### **Conservation Commission**

Sue Hagerman is not seeking reappointment, and there are three vacancies on the Conservation Commission with no applicants. Shirley Green is seeking reappointment.

Ms. Stewart made a motion to reappoint Shirley Green on the Conservation Commission. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

### **Energy Committee**

Charlie Clark has requested to let his alternate status lapse. Kim Quirk and Jo-Ellen Courtney both seek reappointment. There is one vacant position and one vacant alternate position available.

Ms. Stewart made a motion to reappoint Kim Quirk and Jo-Ellen Courtney to be appointed for two-year terms. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

### **Heritage Commission**

Ms. Bonnette stated that Marjorie Carr and Shirley Green's terms are expiring, and they seek reappointment for three-year terms; Suzanne Hinman would like to be an alternate for a three-year term; Mary Ann Haagen no longer qualifies to be a member as she is no longer an Enfield resident; and Meredith Smith would like to be appointed as a member as she will no longer be the Ex-Officio.

It was noted that it is legally required to have an Ex-Officio for the Heritage Commission, and the BOS can wait until May 2<sup>nd</sup> to decide who on the Selectboard will take that position.

Ms. Stewart made a motion to approve the changes as outlined by Ms. Bonnette. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

It was noted that the approval of the appointment forms will be completed on May 2<sup>nd</sup>.

**Mascoma Lakeside Park**

Ken Warren and Meredith Smith are seeking reappointment. It was noted that there is an optional Selectmen's Representative spot and there is one vacant position.

Ms. Stewart made a motion to reappoint Ken Warren and reappoint Meredith Smith effective May 1, 2022. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Mr. Morris suggested revisiting the MLPC to set a number of people for the Committee after May 1<sup>st</sup>. He stated that they are a town committee at this time, and they should have set roles and responsibilities, as well as a set number of members to assign a quorum and adhere to public board standards.

**Old Home Days Committee**

Meredith Smith and Pam Smith have applied for appointment. It was noted that it was optional to have a Selectboard representative for the Old Home Days Committee.

Ms. Stewart made a motion to reappoint Meredith Smith for a one-year appointment and accept Pam Smith's application for a three-year appointment. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

**Planning Board**

David Fracht and Phil Vermeer applied for reappointment. Kurt Gotthardt has requested being moved to the alternate position, and Tim Jennings has submitted an application for appointment.

Ms. Stewart made a motion to approve the reappointment of David Fracht and Phil Vermeer for three-year terms, Kurt Gotthardt as an alternate, and accept a new application from Tim Jennings for a two-year term. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

**Recreation Commission**

Amy Stewart seeks reappointment and James Ibey applied for appointment. There is a vacancy due to the resignation of Joel King on March 26, 2022.

Reappointment of Amy Stewart for three-year term and appoint James Ibey as a new applicant. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

**TIF District Advisory Committee**

There are currently two vacancies in the TIF District Advisory Committee.

Ms. Bonnette stated that Mr. R. Taylor, who acts as the administrator has been asked to assist with scheduling a meeting after May 1, 2022.

**Representatives of Outside Organizations****Advance Transit Board of Directors**

Mr. J. Taylor is a member of the Advance Transit Board of Directors with a term expiring in 2023.

**Enfield Village Association**

Members of the BOS discussed the evolution of Selectboard member role and representation with EVA.

Mr. Morris stated that having a town representative, whether it is a member of the Selectboard or the staff, and even if they are not a voting member, would be beneficial.

Ms. Bonnette stated that further discussions regarding EVA structure and Selectboard representation can be held on May 2<sup>nd</sup>.

**Mascoma River Local Advisory**

Ms. Bonnette stated that there is one representative whose term has now expired, Alv Elvestad, and there has been no response to contact through email or phone relative to desire for reappointment. She noted that there are two vacancies, and without Alv seeking reappointment would leave all three seats vacant.

**Enfield Shaker Village Scenic Byway Committee**

Mary Ann Haagen no longer qualifies to be a member as she is no longer an Enfield resident, which leaves four vacancies. Meredith Smith will be removed as the Selectboard representative but will remain a member of the board until the end of her term in 2023.

Mr. Morris stated that there has not been a lot of activity recently, but with the grant application there may be an increase in activity.

**Conservation Commission Resignation (Struckhoff)**

Ms. Stewart made a motion to accept the resignation as presented with regrets. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

**ADMINISTRATIVE ITEMS****Current Use Applications (Patch, Burritt)**

The Board approved the Current Use applications as presented

**Veterans Tax Credit (Garnier)**

The Board approved the Veterans Tax Credit as presented.

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

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

Dr. Beaufait presented three slides which were sourced from the CDC or the NHDES and represent regional transmission of COVID. He stated that there are currently nine active cases in Enfield, and six in Canaan, and a total of 450 per 100,000 of the population in the state of NH. He stated the information does not indicate that the BOS should take action at this time, but serious consideration should be taken regarding what metric or criteria should be considered to take action on COVID mitigation factors such as masking again. He stated the number of cases should be closely monitored and thought should be put into when the town may take action to support more rigorous mitigations.

Ms. Stewart stated that the CDC has classified Grafton County as medium, and the recommendations are that if someone is at a high risk for a severe illness, individuals should seek guidance from their health care providers to discuss whether it would be in their best interest to get the vaccines and/or wear masks. She stated that she is comfortable with following the current CDC guidelines.

Mr. Morris agreed with Ms. Stewart and stated that keeping masking when people gather in larger numbers for meetings is an appropriate mitigation effort. He noted that there are no mask requirements in town offices, but it is requested people who are of high risk wear a mask.

Dr. Beaufait thanked the BOS for their consideration.

Mr. Kluge inquired if mask wearing was required for functions held at the Community Building.

Mr. Morris stated that town functions require masks, but public functions do not require masks. He added that there are signs to recommend mask wearing.

Ms. Stewart stated that there are two vaccine clinics coming up that will be hosted at the Community Lutheran Church in Enfield as well.

Ms. Hagerman, a New Hampshire Senator from District 5, updated Mr. Morris and the BOS regarding current bills she is working on that benefit small communities such as Enfield. She stated that she is working on an emergency medical reimbursement increase, which will be the first increase in several years. She stated that other projects including developing a vacant building registry, COLA increases for retirees to assist with property tax relief, tax caps for communities, developing public health networks, landfill permitting.

Members of the BOS thanked Ms. Hagerman for her time and the information she brought forward.

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

#### **INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Tax Collector's Notice to Board of Tax & Land Appeals – Mail Date of 2021 Final Tax Bill
- NH DES Notice of Outstanding Items (French) 65 French Rd, Map 17, Lot 24, Land Resources Management File 2020-1702
- Shoreland Permit Application (Nylund Properties LLC) NHDES File #2022-00457, 9 Depot St, Map 34, Lot 44

#### **ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 7:49 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

The meeting was adjourned at 7:49 pm.

---

Meredith C. Smith, Chair

---

John W. Kluge

---

Katherine D. P. Stewart  
Enfield Board of Selectmen