

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES APRIL 4, 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; Roy Holland, Chief of Police; Phil Neily, Chief of Fire

Members of the Public: Celie Aufiero, Dr. David Beaufait, Shirley Green, Dan Kiley, James Buffington, Shara Buffington, Walter Madore, Gary Hutchins

CALL TO ORDER

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

Mr. Morris began the meeting by presenting Mike Merrihew who has completed Level 1 firefighter training and Richard Maheu who has completed Level 1 and Level 2 fire training. He stated that the State of New Hampshire requires 165 hours of training before a firefighter is allowed to take the certification test. He added that the Level 2 training is an additional 77 hours of training and focuses on more advanced fire suppression techniques. He stated that firefighters are not required to complete these trainings to be a part of the Enfield Fire Department, and their commitment to the community by volunteering their time and abilities is greatly appreciated.

Mr. Morris stated that there are other members of the Enfield Fire Department who have completed that same certification prior, and he would also like to thank them for their service as well. He stated that all members of the department volunteer and dedicate their time to support the safety of our residents and it is appreciated.

Chief Neily stated that, while it has not been practiced before, he and Mr. Morris would like to bring forward accomplishments from members of the Enfield Fire Department to recognize their dedication to the town. He stated that there are other members of the department who have already completed trainings prior to this presentation, and their contributions to the department are also greatly valued and respected.

Chief Neily stated that uncertified members of the department wear yellow helmets and certified members wear black helmets. He presented black helmets to Mr. Merrihew and Mr. Maheu.

Mr. Kluge thanked Mr. Merrihew and Mr. Maheu, on behalf of the Town of Enfield, and presented them with patches.

PUBLIC HEARINGS – 6:00PM

Hearings may start later, but not earlier than the posted time

Ms. Stewart made a motion to open the two Public Hearings at 6:06 pm and noted that the hearings would be held in succession. The first Public Hearing regarding a bond or note over \$100,000 will be in reference to the Whitney Hall expansion and renovation, and the second Public Hearing will be regarding the public safety facility.

HEARING #1**Article 7 – Whitney Hall Expansion & Renovation (\$5,802,150)**

Mr. Kluge opened Public Hearing #1 to discuss the to discuss the expansion and renovation of Whitney Hall (Enfield Town Offices and Enfield Public Library) currently estimated at \$5,802,150 (gross budget).

Mr. Morris stated that a vote came forward in 2007 for a proposal to update and expand the town offices and the library, followed by the proposal for a stand-alone library in 2016. He stated that the most recent efforts to review town owned properties started in 2018, when Jay Barrett was hired to do a Municipal Facility Optimization Study, which was completed in 2019. As a result of the Municipal Facility Optimization Study, the Municipal Facilities Advisory Committee (MFAC) was formed in 2019 to further study the facilities in the town and bring forward recommendations to the Board of Selectmen. He stated that MFAC hired Bread Loaf to develop designs for the Whitney Hall renovation and expansions as well as the public safety facility, which were completed in 2020. He stated that moving forward was paused until now due circumstances related to the transition of Town Manager leadership as well as the COVID-19 pandemic. He noted that through over twenty publicly held meetings, MFAC evaluated the buildings belonging to the Town of Enfield and identified unsatisfactory facilities which included Whitney Hall, the police station, the Union Street fire station, and the Depot Street ambulance building.

Mr. Morris stated that Whitney Hall is a Queen Anne/shingle style building built in 1900-1901. He stated that donors, such as Mr. Whitney, were largely responsible for the funding to build Whitney Hall. He noted that the building underwent renovations in 1976 and the town offices were moved into the building. He stated that in 1993 there was another renovation that included the installation of the elevator and renovations to the library and town offices.

Mr. Morris emphasized that the renovation portion of the proposal should be a key focus as it addresses major areas of concern including repairs and restoration, replacements, and insulating the building to make it more efficient. He noted that the expansion of the building would benefit the library in creating an ability to lower the stacks, which has proved to be a safety concern. He stated that having space for lower stacks would dramatically increase visibility, as well as accessibility of material for all ages.

Mr. Morris stated that there are severe issues with overcrowding and lack of storage in the town offices. He stated that there are governmental requirements for the retention of paperwork that impact the needs of storage. He stated that updating the space would increase productivity, provide more health and safety to employees, and it would restore the meeting hall space to be used by the Selectboard and other town boards and committees.

Mr. Morris stated that the estimated costs in 2023 dollars for the proposed project is \$5,802,150. He noted that Article 7 requests to borrow up to \$5,558,086 as there are funds raised by the library totaling \$244,064 which will go towards the costs. He noted that the bond would be a 30-year term at 3% interest and would cost taxpayers approximately \$48 annually per \$100,000 of value, and \$144 annually for \$300,000 value.

Mr. Kluge requested comments from the public regarding Article 7.

Ms. Aufiero inquired if the proposed price included all new equipment that may be necessary.

Mr. Morris confirmed that the pricing includes estimates for new office furniture and new phone systems. He stated that some of what is currently existing will transfer over.

Ms. Aufiero inquired if Bread Loaf was hired for the construction or just the design of the building.

Mr. Morris stated that they were only hired for the design, and it is explicitly written that the construction will be put out to bid. He confirmed that MFAC put out a Request for Proposal (RFP) regarding the conceptual design phase and they selected Bread Loaf to complete that portion of the project.

Dr. Beaufait inquired about potential opportunities for savings in both facilities and requested elaboration on where savings may be able to be found in the project.

Mr. Morris stated that there were areas that he believed where savings could be made in addition to there being opportunities to seek funding to support the project. He stated that the decisions need to be made on the amount provided by the consultants and as we move forward opportunities will be presented for cost savings; however, it will be important to evaluate the opportunities for savings as it may be short sighted to cut costs, as happened with the Department of Public Works building.

Ms. Green stated that there is approximately \$400,000 raised and the Library Trustees Fundraising Committee will reach out to donors after the article passes to be able to utilize them, and she anticipated more would come in should the project move forward.

Mr. Kiley inquired if we believed that the building would be worth \$6 million after the work is completed. He stated it appears that the big problem was that Whitney Hall has not been maintained and he inquired about how the heating system would be improved to be more efficient.

Mr. Morris stated that it would be hard to put an appraised value that matches the historic value of Whitney Hall.

Ms. Green stated that the estimated cost to build the stand-alone library is very close to what it will cost for the Whitney Hall renovation and expansion. She stated that renovating and expanding Whitney Hall allows for the preservation of the historic value, an expansion of space for the library and town offices, and it would accomplish a lot more than just building a new structure.

Ms. Buffington inquired about the article that proposes \$150,000 in repairs and if it was being communicated that it is just a band aid for the overall problems in Whitney Hall.

Mr. Kluge stated that the article is there in case the warrant article does not pass and is a minimum need to keep the building intact until further work can be done.

Ms. Stewart stated that the Board of Selectmen (BOS) is aware that the secondary article amount is not sufficient to fulfill all the repairs needed for Whitney Hall, but it may be able to address the highest priorities such as water coming in the roof.

Mr. Kluge agreed with Ms. Stewart and stated that the article for \$150,000 is only meant to address the immediate issues if the renovation and expansion article does not pass.

Ms. Stewart stated that it may not be possible to get to a net zero level with Whitney Hall, but there are areas where energy efficiency can still be dramatically improved.

Ms. Green inquired if there were any estimated heating costs for the current facility.

Mr. Morris stated that it costs about \$32,142 per year to provide heat to all town buildings, but he did not have the average cost for Whitney Hall itself.

Mr. Buffington inquired if the town has a plan in place to keep up and maintain the \$6 million investment, as it was the lack of maintenance of Whitney Hall that brought the town to this point already. He stated that there should be a progressive maintenance schedule.

Ms. Stewart agreed that a maintenance schedule is important and stated that there is a position in the current proposed 2022 budget for a facilities maintenance staff member who would take on the development of a maintenance assessment and cycle for the town buildings.

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

HEARING #2

Article 8 – Public Safety Facility (\$7,259,066)

Ms. Stewart made a motion to open the second public hearing to discuss the construction of a public safety facility which is currently budgeted as \$7,259,066. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Mr. Morris stated that there are safety concerns for the current buildings where volunteers and employees are exposed to diesel exhaust, a lack of proper decontamination areas, and issues due to water infiltration and mold. He noted that there are many aspects of the current facilities in use that do not meet current compliance standards. He stated that all the facilities lack adequate space for operations, training facilities, and are not adaptable to current technology. He noted that having a public safety facility would increase efficiency for all departments in their ability to collaborate and communicate with one another, and it would also be convenient for the public to access all emergency services in one location.

Mr. Morris stated that two properties have been identified as possible locations for a public safety building including property that currently belongs to the SAU and property that currently belongs to Shaker Hill Granite. He noted that there are cost differences between the land costs, as well as the cost of site development in each location. He noted that the development of the SAU site was estimated to cost \$1.7 million. He stated that the Shaker Hill Granite property may cost more to purchase the land, but the land is more ideal in that it is clear, and level and it already has water, sewer, and power available, and therefore will cost dramatically less to develop. He added that, in working with the Department of Transportation, it may also be possible to request for direct access from a fire bay onto the Route 4 roadway.

Mr. Morris stated that the estimated cost for the building in 2023 dollars is \$7,259,066. He stated that the current bond amount would be a term of 30 years with 3% interest and using the current town valuation would cost taxpayers about \$62 annually per \$100,000 valuation, and \$186 annually for a \$300,000 valuation.

Mr. Morris stated that the library is continuing to solicit private donations, and it has been communicated that more donations are anticipated if the project moves forward. He stated he and Chief Holland have been doing research and have found grants that are available to apply for, but the grant applications

require taxpayer approval of the project.

Mr. Morris reiterated that, should both projects be approved at Town Meeting, the annual cost to taxpayers would be a total of \$110 per \$100,000 of value, and \$330 per \$300,000 home.

Ms. Green stated that the Library Trustees sent out an information letter of support for the project when it was initially moving forward and from that correspondence, they received a \$25,000 donation and the same donor offered a \$25,000 match.

Mr. Madore inquired if the cost of the land needed to be purchased for a public safety facility was included in the costs presented or if it was a separate cost.

Mr. Morris stated that it was not covered in the initial write up, but he believes it could be covered in the existing cost proposal. He stated that the one caveat is that there will need to be a separate vote to approve the purchase of the land. He added that the cost for the site development at the SAU property was included in the proposal, which was estimated to be \$1.7 million, and he believes that the purchase of the Shaker Hill Granite land and the sitework necessary would fit within the current proposal costs.

Dr. Beaufait stated there would be substantial additional costs and delay in time to acquire the school district land. He inquired if there would be any delay with the purchase and development of the Shaker Hill Granite property, and if the owner was willing to wait until town approval was received for the purchase.

Mr. Morris stated that a tentative agreement is in place with the property owner which states the purchase would be pending the Town Meeting vote. He stated he has talked with the town attorney and confirmed a tentative purchase agreement could be signed by both parties, pending a vote from the town to purchase the property. He stated that it is possible to hold a special meeting to vote for purchase, but there is a year of architectural and engineering design work involved in the process, and he believed it would be possible to remain in the timeline to keep the projects moving forward.

Ms. Green stated that there was a \$100,000 pledge which had been made previously and the donor requested to revisit the pledge once a plan for the library was moving forward.

Ms. Stewart stated that she believed there was a standing authorization which allowed the Selectboard to purchase property for the town.

Mr. Morris stated that the Selectboard has the authority to purchase property, it is the funding portion that will need to be approved. He stated that a purchase and sale agreement can be entered, pending the outcome of the vote.

Ms. Aufiero stated she is concerned that kids are involved with the Police Department, but if the department is moved to the town line, they will not have the same access and she believes it will detract from the goal to keep the community together. She recommended looking at land closer to the village.

Mr. Kluge stated that a significant amount of research went into looking at land and he stated there is not a lot of land that is suitable for building a facility on. He stated that the benefits of the Whitney Hall project keep the town offices and the library in the same location, which is the center of the community. He stated he did not believe that it was necessary to have the police in the same location.

Chief Neily stated that many of their programs do not originate at the fire station, and instead, many visits are made to the school by the Fire Department. He stated that he believed the only community event that

is hosted at the fire station is trick or treating.

Ms. Aufiero inquired about the police station and having it available for people who may be walking by and having an ease of access to the department.

Chief Holland stated that he agreed with Chief Neily, and in his time with the department it is more likely that someone will flag down an officer out on patrol or for officers to visit the schools. He stated that most towns are moving their public safety facilities away from the center of town due to the traffic of vehicles coming and going, which creates a safer environment. He stated that he and Mr. Aylesworth toured many properties in town and spoke with many property owners when they were looking for a location to build the facility.

Mr. Hutchins stated that Enfield has built buildings too cheap, and the current state of the fire and ambulance buildings is extremely disappointing. He stated that the current design is no where near where it needs to be, and the building needs to be bigger than what we need today to plan for 10 years ahead. He stated the current design was based on a wood frame, low-cost structure. He stated we need to take a hard look at the current design as no plan was made for accommodating all the vehicles, and there is not enough room in the police station to store all their equipment inside, and that space should be planned for now. He stated the building should be net zero and solar should be installed now, not down the road.

Ms. Stewart stated that the design is a conceptual, and the numbers are the best estimate, and you never get exactly what you have in your conceptual as the final product. She added that Mr. Morris has a background in fire service, and he will have excellent insight, and there are opportunities to take the best information available to us now and use it.

Ms. Aufiero inquired as to how an estimate could be attained if we are only working from the conceptual and not the final plan. She inquired how it was possible to know the project will not cost more than the current proposed \$7 million.

Ms. Stewart stated that Bread Loaf is a professional business that is well trained in developing and estimating the building process and the estimate is based on real data and uses current market pricing. She stated that once the bond amount is voted on, the maximum dollar amount is locked in.

Mr. Kluge stated that, at the end of the day, we need to be realistic and have a sensible budget. He stated he believed that Mr. Morris has done an excellent job outlining the discrepancies in the current buildings, and it is humiliating that he works in those building as well. He stated that the state of the buildings affects the health and safety of our volunteers and employees, and it gets in the way of getting the work done, and we know we need to fix this. He stated that it is not likely we will get everything we want, but we can get what we need.

Mr. Kiley stated that he recommended to take the school property from the list of options as it requires both a vote for purchase by the town and also a vote by the school board to sell it, which could push the building portion of the project out two more years. He stated he was unsure as to whether the school was still supportive of the idea to potentially sell land.

Ms. Green stated that the sooner we apply for a bond, the lower the interest rate is going to be.

Mr. Morris stated that he has been in discussions with the bond bank, and they are working with the town to make sure that we get the lowest interest rate. He added that an application has been prepared and is pending the Town Meeting vote for submission to be able to lock in the lowest rate.

Ms. Stewart stated that many properties were reviewed, and information is available on the town website. She encouraged anyone that knows of property that may be available to contact Mr. Morris to investigate it further.

Dr. Beaufait stated that he attended many of the MFAC meetings and he was critical of the process, and he stated that the evaluation of available properties or land to build on was extensive.

Chief Holland stated that he has been assisting Mr. Morris in looking for grants and this is an important year to look for federal grants because of the closing of the pandemic. He stated that there were millions of dollars in grants that would be available to apply for. He stated that we have seen scenarios where multi-million-dollar projects were voted down, and they lost the opportunity for millions of dollars in grants, and when the project was finally approved the grants were no longer available.

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

APPROVAL OF MINUTES – March 21, 2022

Ms. Stewart made a motion to approve the March 21st minutes as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- He stated the video tour of the Sunapee Public Safety Facility will be posted to the Enfield Facebook page and the Enfield Channel soon. He stated that there is a plan to have a video tour of Whitney Hall, as well as a plan to host open houses at the current facilities on April 20th from 6-8pm, and April 23rd from 9a-12p.
- We have been notified by the State Department of Environmental Services that we qualify for a \$570,000 American Rescue Plan Act (ARPA) grant to use towards the \$1.9 million water project, which includes 10% forgiveness of the remaining \$1.3 million loan.
- An offer has been made for the building and grounds maintainer position, and they are anticipated to begin on April 18th.
- He is continuing to work on interviewing candidates for the recreation director position.
- We will be moving to Microsoft Teams, which will be effective after today. He stated that Rob Taylor and Alisa Bonnette have been working diligently to understand the inter workings to utilize it.

He noted that new users may need to download the Microsoft Teams application prior to being able to join a meeting.

Ms. Stewart stated that if you have an Office 365 account it will prompt you to use one of those accounts to access Microsoft Teams.

- Mr. Morris stated that there is an ongoing discussion about applying for the scenic byways grant. He stated that there are ideas for rebuilding the parking on Main Street by Lakeside Park along and to connect Lakeside Park down to the Shaker Bridge and building a multi-use path from the Shaker Bridge down to Shaker Village. He stated the grant would involve some funding from the town and more information would be brought forward to the BOS for further evaluation. He stated that a letter of intent is due by next week, which he will be submitting.
- The Town Offices will be closed on Wednesday April 13th for training.

COMMUNICATIONS**Recreation Commission Resignation**

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

BUSINESS**Acceptance of \$5,000 Grant from Eastman Charitable Foundation for Mascoma Lakeside Park**

Ms. Stewart made a motion to accept the grant from the Eastman Charitable Foundation in the amount of \$5,000 with thanks. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Proposed Moose Plate Grant Application for Enfield Center Town House

Mr. Morris stated that he believed it was a good practice to bring forward grant information prior to application when possible. He stated the Moose Plate Grant would be used for preserving the Enfield Center Town House as the Moose Plate Grants are focused on historic preservation.

Ms. Stewart made a motion that the Selectboard approve the proposed Moose Plate Grant application for the benefit of the Enfield Center Town House, to accept funds granted the Town under this grant program, and to 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 (2-0).

GOFERR Funding Request

Mr. Morris stated that there is \$50,000 worth of ARPA funds available, and Chief Holland has done a lot of work to ensure that the request being put forward meets the funding criteria. He stated that they are seeking authorization to accept and expend for the purchase of a Stryker Medical cot for the Enfield FAST Squad as well as an LED message board to be installed in front of the Enfield Community Building. Mr. Morris stated that the electronic sign will have a stagnant message and will adhere to current town ordinances regarding signage.

Ms. Stewart made a motion to authorize the use of \$50,000 worth of funds for the purchase a Stryker cot and the sign in front of the Enfield Community Building. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Arbor Day Proclamation

Mr. Kluge proclaimed April 29th, 2022, as Arbor Day in the Town of Enfield, New Hampshire, and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and further we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Selection of Selectboard Representative on ad hoc Branding Committee

Ms. Stewart volunteered to be the Selectboard Representative on the ad hoc Branding Committee.

Ms. Aufiero stated that she would like a Public Hearing to take place before the information comes before the BOS for approval.

Mr. Morris stated that the meetings for the Branding Committee are public meetings, and the recommendations brought forward to the BOS from the Branding Committee will be presented in public meetings.

Sewer Connection Request (P. Melendy, 12 Melendy Lane) (Vote Required)

Mr. Kluge made a motion to authorize the connection. Ms. Stewart seconded. Vote unanimous in favor of the motion (2-0).

Policy Review**Release of Information Policy**

Mr. Morris stated that he did not see reason for changes to the policy at this time, however, due to the nature of the RSA 91-A, it is a policy that should be revisited on an annual basis.

Ms. Stewart made a motion to reaffirm the Release of Information Policy and Right to Know Statute. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Formal Complaint Policy

Mr. Morris presented the updated Formal Complaint Policy. He noted that there is a signature line for an employee to acknowledge they have been informed of the complaint at the end of the complaint review process.

Ms. Stewart made a motion to rescind the Complaint and Observation Procedure Policy from February 3, 2003, and replace it with the Formal Complaint Policy, which includes the policy and the Formal Complaint form. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

ADMINISTRATIVE ITEMS

- Intent to Excavate (Conkey)
- Gravel Tax Levy (Conkey)

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

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

Ms. Aufiero inquired if the Intent to Excavate is a request on a new lot and added that the land is near wetlands. She stated that another site was recently excavated and inquired if the topsoil had been laid as it is supposed to be.

Mr. Morris stated that Mr. R. Taylor of the Planning and Zoning Department has visited the site and is ensuring they are following all guidelines.

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Follow-up Enfield 2019 USPAP Report
- Shoreland Impact Permit 2022-00221 (Lyons, 37 Foster Cir., Map 22 Lot 22)
- NHDES Notification of Shoreland Permit Application Received – 2022-0733 (Parker Family Nominee Trust, 296 Shaker Blvd., Map 26 Lot 13)
- Tax Collector's Report – March 2022

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:34 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:34 pm.

Meredith C. Smith, Chair

John W. Kluge

Katherine D. P. Stewart
Enfield Board of Selectmen