

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MARCH 21, 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 (Zoom), John W. Kluge

Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Roy Holland, Chief of Police

Members of the Public: Celie Aufiero, Kurt Gotthardt, Erik Russell

CALL TO ORDER

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

PUBLIC HEARING

6:00pm to discuss the proposed Hazard Mitigation Plan.

Chief Holland stated that the Hazard Mitigation Plan (HMP) has been updated with the assistance of department heads, community stakeholders, and experts in the field. He stated that having an up to date HMP will make the town more competitive for grants and federal funding, and it will also be used for the Emergency Operation Plan (EOP).

Mr. Kluge inquired as to what significant changes had been made in the new plan.

Chief Holland stated that there have been additions made in areas that were not previously addressed, such as septic seepage and areas regarding flood zones and flood plains were reviewed.

Ms. Smith inquired if it addressed septic seepage into the lake.

Chief Holland stated that, if such an event were identified, the Department of Environmental Services, the highway department, as well as the local Health Officer would be involved in that process. He stated that the HMP is more of a long-term mitigation of environmental, weather, and manmade hazards. He stated that historical events are included in the plan as well. He added that the plan serves to help recognize how we can mitigate the effects of such events as well as the appropriate response and what resources we have available to use.

Chief Holland thanked Mr. Clark for his help in working on the plan.

Ms. Smith thanked Chief Holland, Mr. Clark, and all involved in putting the HMP updates together.

Mr. Kluge made a motion to close the public hearing. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to adopt the Hazard Mitigation Plan as presented at this meeting. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Chief Holland stated that Ms. Bonnette has paperwork that will need to be signed to finalize the adoption of the Hazard Mitigation Plan that is necessary to be considered for grants.

APPROVAL OF MINUTES – March 7, 2022

Mr. Kluge made a motion to approve the March 7th minutes as presented. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Members of the Board of Selectmen (BOS) gave updates according to their respective committee assignments.

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- He stated the non-native invasive species contract is confirmed and is beginning to move forward.
- He wrote a recommendation for Hub 66 to get a grant that would allow them to expand high speed internet access to more residents.
- The Grafton County Broadband Committee received approval from the County Commissioners and Counties Executive Committee for \$3 million to finish the final engineering for the middle mile project as well as the detailed last mile design for all cities and towns in Grafton County.
- Facility videos have been posted with the help of Jim Bonner, Chief Holland, Chief Neily, Chief Martin, and Eric Russell. He stated that the videos were made to show residents the conditions of each building, including health and safety concerns and are available on the Enfield Channel and the Enfield Channel Facebook page. He noted that videos of Whitney Hall and a local public safety facility are being planned to show as well.
- He is continuing to look for more funding opportunities and will plan to bring forward a discussion regarding the use of ARPA and GOFERR funds at the next meeting.
- The new light equipment operator and deputy town clerk have started. He added that the DPW is beginning the interview process for the buildings and grounds maintenance position.
- With the hope that the budget passes at Town Meeting, the search for a recreation director is ongoing and the facilities maintenance position is being prepared with a job description and an add.
- He has attended legislative update meetings hosted by the Municipal Management Association of New Hampshire to stay informed of issues that may affect the Town of Enfield and advocate in the towns best interest.

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

BUSINESS

Branding Discussion

Mr. Morris stated that finding something that encapsulates what Enfield stands for in a simpler form would be beneficial. He stated that many towns, including Enfield, have a Town seal, however, they are difficult to discern from one another from far away and many towns have moved toward having a town logo. He added that some towns use their logo to put on street signs, buildings, department vehicles, and town associated communications. He recommended forming a brainstorming group comprised of a member from the Enfield Village Association, the Heritage Commission, a member of the Recreation

department, a member of the Selectboard, a town staff member, and himself. He stated information gathered by the brainstorming group would then be brought forward to public meetings for further discussion.

Ms. Stewart made a motion to establish an ad-hoc committee consisting of the Town Manager and representatives from EVA, the Heritage Commission, the Recreation Commission, the Selectboard, and town staff, for the purposes of creating a logo for the Town of Enfield and presenting the logo and its meaning back to the Selectboard for final approval. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Town Facility Discussion

Mr. Morris presented a PowerPoint presentation regarding a summary of concerns for the current town facilities including Whitney Hall, the fire station, the police station, and the ambulance building.

Whitney Hall

- Whitney Hall was built in 1901 mostly from donations from Mr. Whitney
- In 1976 there were major renovations and contained the Town offices
- An open floor plan makes for a loud space which is challenging. COVID proved to be particularly difficult to manage how to operate within the space
- Computer server is not in a secured server room, due to a lack of space
- Storage is kept in the hallway, which is not ideal but sometimes necessary
- Paper products cannot be stored in or near the furnace as it is a fire hazard, which also reduces storage space
- Sensitive documents are stored around areas where there are water and sprinkler pipes.
- Inadequate meeting space
- Water infiltration causing mortar to crumble, plaster cracking
- Multiple issues with water leaking through the roof and ceilings
- Moisture spots in the library from water issues on the third floor
- Signs of mold
- Birds are found in the building on an ongoing basis – posing a health hazard
- Rotting and buckling issues with siding, clap boards
- Water is coming out of the soffit vents and coming out from underneath the shingles

Fire Station

- Missing insulation in many areas
- Cold storage door must be left open for access to storage
- No separation from contaminated area to training room and living spaces
- Apparatus bay is open to living spaces – affects the heating costs as well as exposes living areas to diesel fumes
- The cold air return is in the training room which pulls diesel fumes through the training room and kicks it back through to the bays
- No shower facilities in the station at all
- Drop sink where they clean masks and contaminated gear is in the kitchen
- Extractor washing machine but no regular washing machine for personal clothing that is contaminated
- Need to walk through living spaces to get to de-contamination areas.
- Bays were raised with concrete to support trucks which resulted in a trip hazard when going between living and bay areas

- Apparatus is close to the wall when parked in the bay and makes it not possible to work on or access the vehicle compartments. Firefighters need special training to move the truck.
- Limited storage and workspace

Police Station

- Structure was built in 1992 and housed police, water, sewer, planning, and building employees; the building transitioned to house only the Police Department in 2002
- Moisture and mold issues
- ADA access door is extremely difficult to open or utilize
- Building is not designed for today's technology and is not compliant with law enforcement standards
- Lack of space presents storage issues for files and evidence; the department is currently digitizing what they can, but some things cannot be digitized and must be kept in physical form
- The department used a former sally port to create a larger and more secure evidence room but they are currently running out of space
- Inefficiencies such as lack of insulation and multiple window seated air conditioners

Ambulance Building

- Train Depot built in 1890, purchased by the Town of Enfield in 1995
- When ambulance is parked in the building staff cannot open back doors of ambulance to access the ambulance for cleaning and restocking – they must park it halfway in the bay with the garage door open
- Antennas have been lost due to low clearance on garage door
- Diesel carcinogens are present in the training area which also prevents them from hosting State EMS classes/trainings in the building
- There is no designated office for confidential materials, using the desk in the training area is a risk for HIPAA violations
- Kitchen area is full of medical equipment
- Film of diesel soot on all surfaces in the building, including the storage room where equipment and supplies are kept
- Basement is a consistent issue due to water, rust, and mold. There have been multiple feet of water in the basement on multiple occasions, and the town has purchased many sump pumps in efforts to mediate the ongoing issue
- The floor is wood with a 4-inch layer of concrete to support the ambulance.
- Lally columns in the basement have already been replaced once, but due to consistent water and moisture issues they will need to be replaced again soon
- Water is coming in the wall near the electric panel

Mr. Morris stated that video tours of each facility are being aired on the Enfield Channel and can be found on the Enfield Channel Facebook page. He added that there are plans to do a video tour of Whitney Hall and the possibility to tour another safety facility as an example of how it could be constructed. He stated that he is also working with private landowners regarding other options for the potential location of a public safety facility.

Policy Review**Board Appointments (Oct. 2001)**

Mr. Morris recommended doing away with the Policy for Board Appointments, as term limits are not necessary. He stated that he is working with Ms. Bonnette to advertise board and committee positions that are available.

Ms. Stewart made a motion rescind the Policy for Board Appointments. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Conflict of Interest Policy

Mr. Morris stated that he believed the policy was well written but has not been reviewed since 1999 and he wanted to reaffirm with the BOS.

Ms. Stewart made a motion to reaffirm the Conflict of Interest Defined and Regulated. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Complaint Procedure Policy

Ms. Bonnette stated her recommendation to modernize the process.

Mr. Kluge agreed the modernizing the process would be beneficial.

Mr. Morris agreed with Mr. Kluge and Ms. Bonnette and stated that concerns are regularly received that do not rise to the level of a formal complaint which should be handled differently.

Ms. Stewart recommended changing the name to 'Formal Complaint' and recommended using a Microsoft online form for submission which can track the data electronically as well.

Mr. Morris recommended that he and Ms. Bonnette will make updates and changes will be brought forward to a future meeting.

Members of the BOS agreed.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

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

Ms. Stewart stated that there have been concerns about sharing the road and she noted that there may be some ARPA funds available for road sharing and planning. She stated that she is aware Chief Holland is working on more formal documentation and volunteers have come forward to disseminate information as well.

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Disqualified Seasonal Dock Notification – 195 Crystal Lake Rd., Map 45 Lot 32

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 7:01 pm. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:01 pm.

Meredith C. Smith, Chair

John W. Kluge

Katherine D. P. Stewart
Enfield Board of Selectmen