

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MARCH 7, 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, John W. Kluge

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

Members of the Public: Dr. David Beaufait

CALL TO ORDER

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

**APPROVAL OF MINUTES – February 15, 2022 & February 24, 2022
February 15, 2022, minutes**

Mr. Morris requested an update to the Town Managers report at the end of page 1 to state: **to create a model of how towns can deal with invasive species.**

Ms. Stewart requested a spelling correction on page 2, fourth bullet down should state: **Dr. Theis.**

Ms. Stewart made a motion to approve the February 15th minutes as amended and the February 24th minutes as printed. Mr. Kluge 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 a Building and Grounds Maintainer was hired last year, who will be promoted to the Light Equipment Operator position at the Department of Public Works (DPW). He is reviewing the Building and Grounds Maintainer position with Mr. J. Taylor and then it will be posted with hopes to hire someone for the spring.
- The McConnell Well, which serves as a back up water source, is working again. He stated that research is being done to evaluate the cost of a backup pump for the primary well due to the down time that occurred to get the McConnell Well back up and running.
- As of today, roads have been posted for the 6-ton weight limit. He stated that if anyone has a request for travel for a vehicle over the weight limit, they should reach out to the DPW Director, Jim Taylor.
- The Grafton County Broadband Committee was not able to secure the grant they had applied for. He stated that no one in the state of New Hampshire received funding from the grant, but the Chair of the committee has reached out to Senator Hassan's office for follow up.

- At the next BOS meeting, there will be a presentation of firefighters who have completed their Firefighter I certifications. He stated that it has not been done in the past, but he has been working with Chief Neily and they believe it is important to recognize the firefighters and the work they have put into their certifications.
- The Hazard Mitigation Plan has been approved by the Department of Safety Commission of Homeland Security and Emergency Management. He stated that a copy of the Hazard Mitigation Plan has been forwarded to members of the BOS to review and vote for approval at the next meeting.
- He stated that video tours of the police, fire, and ambulance department facilities, as well as Whitney Hall, are being completed to give citizens a closer look at current facilities with regard to warrant articles to be voted on at Town Meeting. He stated that there is also a plan to take a video tour of the Sunapee safety complex to give citizens an idea of how other towns have built their public safety facilities.
- He stated he would like to thank Dolores Struckhoff and Meredith Smith for the vigil that was coordinated. He stated it was wonderful to see members of the community to come together, including the police, fire, and ambulance crew members who were in attendance to assist with safety.
- He stated that there have been issues related to people dropping into public Zoom meetings and causing disruptions. He is working with Mr. R. Taylor regarding solutions, including possibly moving to Microsoft Teams, which would be more secure and cost less.

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

BUSINESS

Award Non-Native Invasive Species Management Plan

Mr. Morris stated he worked with Mr. Wozmak so select a contractor for the Non-Native Invasive Species Management Plan. He stated that he has also calculated and reviewed the working hours that can be managed within the current year's budget of \$30,000 with the contractor.

Ms. Stewart made a motion to authorize the Town Manager to enter a contract with Dubois & King, Inc. for the inventory, mapping, and creation of control plan of non-native invasive species on town land and to authorize future contracts for the implementation and monitoring of this plan on an as needed basis for an initial amount not to exceed \$85,565. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

DWSRF Application for and acceptance of ARPA funding

Ms. Stewart made a motion to authorize the Town Manager to borrow up to \$1.8 million for water system improvements as approved by the voters of Enfield on May 1, 2021, from the Drinking Water State Revolving Fund, and to accept American Rescue Plan Act grant funds in an amount up to \$1.8 million, and hereby authorize the Town Manager or his designees to take such action and execute all documents that may be necessary. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

Policy Review

Capital Reserves Policy

Ms. Stewart made a motion to reaffirm the Capital Reserve Policy. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Debt Management Policy

Mr. Morris stated that he and Ms. Bonnette reviewed the debt ratios and approve of the current policy. He added that, over the next year, they will plan to look at other policies within the state of New Hampshire and the Government Finance Association to see if there are any other recommendations that would suggest a change in the policy.

Ms. Stewart made a motion to reaffirm the Debt Management Policy. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Building Rental Policy

It was noted that the Enfield Center Townhouse was not listed in the rentals, but can be used for town functions, which would be handled internally.

Members of the BOS discussed current rental policies as outlined by Ms. Bonnette.

Ms. Stewart stated that the rules for rentals seem like an operations function and can be handled by the Town Manager and Assistant Town Manager and does not need formal approval by the BOS.

Mr. Kluge agreed with Ms. Stewart.

Approve 32 Johnson Street Map 14 Lot 5 Agreement

Mr. Morris stated he is working with Nancy Sanborn and an attorney to review the deeds and verify what legally needed to happen to move forward with Ms. Sanborn giving her rights to the property over to the town, at her request.

Ms. Stewart made a motion to authorize the Town Manager to offer to abate all past due and future taxes for 32 Johnston Street Map 14 Lot 5, in exchange for all deeded rights to the property as required by the agreement through the State of New Hampshire in the land transition dated December 2001. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Authorize Town Manager to apply for Leadership Upper Valley

Mr. Morris stated he did not need approval from the BOS to attend, but the application process requests two letters of recommendation, and he would like to request a letter of support from the BOS.

Ms. Smith stated she would write a letter of recommendation for Mr. Morris.

Review of Masking Policy in Municipal Facilities

Dr. Beaufait stated that he informed the School Board he believed moving forward to being mask optional was premature. He noted that the state moved forward with their recommendations which steers the School Board decisions, and it may make sense to follow the CDC recommendations.

Mr. Kluge stated he agreed with following the CDC recommendations at this time for optional mask wearing.

Mr. Morris stated his agreement and stated that it could still be stated the recommendation to mask when having meetings and bringing larger groups of people together.

Ms. Stewart stated that Mr. Wozmak had handled the operations within municipal buildings and offered for Mr. Morris to handle that aspect of recommendations.

Ms. Stewart made a motion to sunset the resolution relative to face coverings as of March 8th at 11:59pm, and that the Selectboard recommend that, if you are at high risk for severe illness, to talk with your healthcare provider about whether you need to wear a mask and take other precautions, and to stay up to date with COVID-19 vaccines and to get tested if you have symptoms. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart stated that the wording was taken directly from the CDC recommendations.

Mascoma Lakeside Park Fund Donations: \$900 in aggregate

Mr. Kluge made a motion to accept the \$900 for Mascoma Lakeside Park. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

Exemptions & Tax Credits

The Board of Selectmen reviewed and approved qualifying Veterans Tax Credits presented.

Property Tax Abatement (Verdine, 9 Depot St.)

Mr. Morris stated that Mr. Wozmak worked with Mr. Ehrenzweig to mandate that the property owners take down the condemned structure located at 9 Depot St. He stated that the building has been removed and the landowner is requesting an abatement of taxes.

Ms. Stewart made a motion to accept the Joseph Verdine, 9 Depot Street abatement request and authorize the Town Manager's office to refund \$1,478.40. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

Retirement Letter for Canaan's Fire Chief Bill Bellion

Mr. Morris stated he included a letter of retirement from Canaan's Fire Chief Bill Bellion and recommended the Town of Enfield send him a letter of congratulations.

Members of the BOS supported Mr. Morris' recommendation.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

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

Mr. Morris stated that the town is currently interviewing for the Recreation Director position. He stated that there are three finalists who will move forward to submit an exercise related to the position. He added that it is hopeful a candidate will be selected by the end of the week and an offer can be made.

Ms. Smith inquired if it was necessary for the budget to pass before anyone is hired.

Mr. Morris stated that the budget will be passed before the person is fully hired, and he felt confident in moving forward now.

Dr. Beaufait inquired if the current Recreation Director had been informed of the process.

Ms. Bonnette confirmed that she is informed and has been participating in the interview process.

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Shoreland Permit Application (Nylund, 9 Depot Street)
- Tax Collector's Report – February 2022
- Town Clerk's Report – February 2022
- Amended Shoreland Permit 2017-01759 (Klorer Revocable Trust, 11 Rainer Rd.)

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 6:53 pm. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:53 pm.

Meredith C. Smith, Chair

John W. Kluge

Katherine D. P. Stewart
Enfield Board of Selectmen