

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES JANUARY 3, 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:** Jack Wozmak, Interim Town Manager; Alisa Bonnette, Assistant Town Manager; Emily Curtis, Recording Secretary; Lindsay Smith, Town Moderator; Dr. David Beaufait

**CALL TO ORDER**

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

Mr. Wozmak stated he needed to depart the meeting early and requested to begin the meeting with the Town Manager's Report and the review of the 2022 Draft Warrant.

**TOWN MANAGER'S REPORT**

Mr. Wozmak presented the following updates:

- He stated signs regarding mask wearing have been distributed to local businesses, per the Board of Selectmen's (BOS) request.
- He noted that two public information sessions have been scheduled regarding the concepts of the expansion and renovation of the Whitney Hall facilities and a public safety building on January 24<sup>th</sup> and January 27<sup>th</sup> at 7pm. He stated brochures have been distributed and the public information sessions will be an opportunity for discussion and feedback from residents to potentially support a warrant article to allow the town to move forward with design plans. He stated he would be facilitating those meetings and invited members of the BOS and Library Trustees to participate.

Ms. Smith stated that Whitney Hall is in desperate need of repairs and inquired if there would be an alternate warrant article to allocate \$150,000 for repairs if the proposed concepts were not supported.

Mr. Wozmak confirmed that there was an alternate warrant article was included to propose \$150,000 to allocate for Whitney Hall repairs. He stated that he hoped at least one of the projects would pass as the roof is leaking and there are serious concerns with the building that need to be addressed. He added that there needs to be enough citizen support to have it as a warrant article. He noted in the draft warrant article there is language that discusses both options. He stated that the warrant will be completed on February 1<sup>st</sup>, and adjustments may be made after the public hearing regarding the 2022 proposed budget on February 2<sup>nd</sup>.

- He has met with the incoming Town Manager to discuss town business and to inform him of the current meeting schedule.

- Mr. Wozmak stated that there is a new statue that requires the town to have a Board of Health. He stated that the BOS could serve as the Board of Health and the current Inspection Services & Facilities Planning Administrator, Liam Ehrenzweig, would deliver information as well as look to members of the Board of Health for support in carrying out his tasks.

Mr. Wozmak proposed a motion to be made that the BOS will act as the Board of Health.

Ms. Stewart requested a copy of the RSA to understand what the responsibilities were involved in serving as the Board of Health.

Mr. Wozmak stated it is not an urgent matter and can be tabled to revisit in the next meeting.

- He noted that taxes stand as 89% collected as of the end of the year, which is very good.

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

### **2022 Town Meeting**

Ms. Bonnette stated that last year the business session was held on May 1<sup>st</sup>. She stated decisions regarding when and where Town Meeting will be held will need to be made by February.

Ms. Smith inquired what Ms. L. Smith's recommendations were at this time.

Ms. L. Smith stated that the business session has been postponed for the last two years and a decision needed to be made as to if it would be held in person the Saturday after ballot voting or if it would be postponed this year. She stated that postponing the business session can present challenges with the budget when it is not approved until later in the fiscal year.

Ms. Stewart stated that finding a venue to accommodate an in-person meeting is the largest challenge.

Ms. L. Smith stated that it is the duty of the Selectboard to find a location for the business session. She stated that, legally, the public should be alerted at least two weeks ahead of time if the business session will be postponed. She stated that there are other factors that need to be considered including the availability of sound equipment and the space to hold it.

Ms. Bonnette stated that it would be ideal to have a decision made by February 1<sup>st</sup>, which would allow it to be included in the warrant.

Members of the BOS discussed and agreed for the business session of Town Meeting to take place on Saturday, April 30<sup>th</sup>.

With no further discussion regarding Town Meeting, members of the BOS moved on to review the 2022 draft warrant as presented by Ms. Bonnette.

### **2022 Draft Warrant**

Ms. Bonnette reviewed the drafted warrant articles and noted the following:

- There is a warrant article related to proposed expansion and renovation to Whitney Hall, Town Offices, and Library. She stated it is up to the BOS whether the principal and interest payments come from the CIP Capital Reserve Fund or if it should be paid for out of taxes. She noted that, due to the timing of the informational meetings and drafting of the warrant articles, a public hearing can be scheduled, and the article can be removed from the warrant and the public hearing canceled, if necessary.

- Ms. Bonnette stated that the presented material was only the first draft and updates will be made as petitioned articles are received. She added that bonds or notes for \$100,000 or more are listed first, and then the BOS can choose the order.
- Ms. Bonnette stated that there is a \$150,000 warrant article for repairs to Whitney Hall to address issues such as the leaking roof, rotting window trim, etc. She stated the article can be left in whether the proposed Whitney Hall project is approved or not.
- She noted that there is an article regarding replacing the Oak Hill Road bridge. She stated that quotes for replacing the Oak Hill Road bridge came in much higher than expected and it is anticipated it will cost at least another \$130,000 to complete the project. She noted that \$150,000 was approved for borrowing last year, and the additional \$130,000 could appropriate the funds from the unassigned fund balance or it could be borrowed. She stated that the current recommendation was to use the unassigned fund balance to cover the additional costs for the Oak Hill Road bridge replacement, which will have no effect on the 2022 tax rate or CIP CRF balance over time.
- She stated that there is a request for \$120,000 for a roadside mowing unit. She stated that the options were to finance the equipment or utilize the unassigned fund balance. She noted it was being recommended to use the unassigned fund balance.
- Ms. Bonnette stated that the recommended total budget for 2022 has not been finalized yet.
- She stated that an article is proposed to approve \$500,768 to go into the CIP Capital Reserve Fund.
- She noted that an article was proposed to approve \$30,000 into Employee and Retiree Benefits Expendable Trust Fund. She stated she did not have a current balance for the Employee and Retiree Benefits Expendable Trust Fund, but there has been \$28,000 worth of expenses and there is still an additional retirement package which has not come out of the fund yet, so it is being recommended to approve the \$30,000 to the fund.
- She stated that there is an article to adopt an Enfield Community Power Electric Aggregation Plan which is being proposed by the Energy Committee. She noted the Energy Committee is holding community information sessions and is working on finalizing the wording for the warrant article.

Ms. Bonnette stated that the Budget Committee's next meeting will be held on January 13<sup>th</sup>. She inquired if the BOS agreed with the recommendations to use the unassigned fund balance for the articles related to the Oak Hill bridge and the roadside mowing unit.

Members of the BOS stated their agreement with the use of the unassigned fund balance for the articles as recommended.

Dr. Beaufait stated that, when discussing proposals such as the expansion and renovation of Whitney Hall and building a public safety facility, it is important to involve as wide a group as possible in the discussion. He also recommended having a Zoom option for the Municipal Facilities Informational meetings.

Ms. Smith inquired if there were any further comments or questions from the public.

No comments or questions were brought forward.

Mr. Wozmak excused himself from the meeting at 6:27pm.

**APPROVAL OF MINUTES - December 20, 2021**

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

**BOARD REPORTS****Enfield Village Association**

Ms. Stewart stated that Hometown Holidays events were well received and thanked everyone that contributed.

Ms. Smith stated that July 4<sup>th</sup> would be another great opportunity for the Enfield Village Association to collaborate with local businesses and organizations.

Ms. Stewart agreed and stated that ideas from the community were welcome and could be sent to herself or directly to the Enfield Village Association Event Committee.

**Heritage Commission**

Ms. Smith stated that the Heritage Commission will be holding a meeting to move forward with a warrant article for the Enfield Center Historic Triangle. She stated the article would establish the Enfield Center School House, Town House, and Union Church, as the local historic district. She noted that having a local historic district is necessary in order to become a Certified Local Government Town, which opens opportunities for planning and funding.

With no further comments or questions, members of the BOS moved on to the next agenda item.

**COMMUNICATIONS****Old Home Day Committee Resignations**

Ms. Stewart made a motion to accept the Old Home Day Committee resignations with regret. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

**BUSINESS****Mascoma Lakeside Park Fund -Acceptance of grant in the amount of \$5,000**

Ms. Stewart made a motion to accept the grant in the amount of \$5,000 with thanks. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

**Enfield Center Town House – Acceptance of donation in the amount of \$1,000**

Ms. Stewart made a motion to accept the donation in the amount of \$1,000 into the previously established Trust Fund. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

**ADMINISTRATIVE ITEMS****Municipal Registration Agent Appointment Recommendation**

Ms. Bonnette noted that the process for appointment involves the BOS making a recommendation and then the State of New Hampshire Department of Safety approves of the appointment.

Ms. Stewart made a motion to recommend Wendy Huntley to be appointed as the Municipal Registration Agent for the Town of Enfield. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

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

Ms. Smith requested any public comments to come before the BOS.

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

**ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 6:37 pm. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:37 pm.

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Meredith C. Smith, Chair

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John W. Kluge

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Katherine D. P. Stewart  
Enfield Board of Selectmen