

**Enfield Board of Selectmen
Public Works Facility
Enfield, New Hampshire**

MINUTES of May 15, 2017

Board of Selectmen: B. Fred Cummings, John W. Kluge, Meredith C. Smith.

Administrative Staff: Alisa Bonnette, Interim Town Manager; Jim Taylor, Director of Public Works; Shelly Hadfield, Grant Administrator; Karol Hammer, Recording Secretary

Others: James Bonner (video); Sylvia Dow, Visions Executive Director; Fred Williamson, Visions Treasurer; Liz Nickerson and John Eller of Nickerson Consulting; and others.

BUSINESS MEETING

I. CALL TO ORDER

The Chair called the meeting to order at 6:00 PM.

II. APPROVAL OF MINUTES

Mr. Kluge made and Mrs. Smith seconded the motion to approve the minutes of the May 8 meeting as presented. The motion passed unanimously.

Review and approval of the minutes of the May 1 meeting were postponed to the next meeting due to a computer glitch.

III. COMMUNICATIONS

Ms. Bonnette pointed the Board to several communications received since the last meeting, including:

- The Grafton County Commissioners' proposed FY2018 budget, which included an increase of 5.7%. Ms. Bonnette noted that she had a copy of the entire budget should any Board members care to review it in greater detail. Wendy Piper had been unable to attend the meeting, but would be available for the Board's next regular meeting.
- Wetlands Permit Application for retaining wall work to be done at 45 Caleb Dyer Lane.
- Tax Collector's Report. Ms. Bonnette noted that the collections were on-target and in keeping with the numbers from last year.
- Tax Collector's Report of Tax Liens. The liens, which happened on May 10, were higher than only one other year since 2012. Mr. Kluge noted that the Town was always in the same ballpark.

IV. BOARD REPORTS

Mr. Kluge reported that the Planning Commission had met the previous Wednesday. In addition to reviewing a proposed Evenchance subdivision, the Commission had elected its officers for the year, as follows:

Dan Kiley, president
David Frack, vice president
Kurt Gotthardt, secretary

Mr. Kluge noted that there was one vacancy on the Commission.

Mrs. Smith said the application for the Center Townhouse stabilization grant had been filed in Concord.

V. TOWN MANAGER'S REPORT

Ms. Bonnette reviewed a situation at the Harris Brook reservoir, where persons involved with a property abutting the Town-owned parcel were claiming to be agents for the abutters, but had no proof. They had posted No Trespassing signs on the Town parcel and insisted that the Town remove signs referring to the trail.

Ms. Bonnette said she had spoken with a surveyor for the Wagner Estate, as well as with Alan Strickland and an attorney familiar with the property. The consensus of opinion was that the Town should send a cease and desist letter to the parties. The letter also would require that the parties provide written documentation of their status as agents for the property owners.

Ms. Bonnette showed the Board a draft of the proposed letter. The Board agreed that this was a good approach.

VI. PUBLIC COMMENTS

Dan Kiley asked if the Town planned to have a tax anticipation loan this year. Ms. Bonnette said it did, and that the loan already had been secured.

Mr. Kiley noted that there was approximately \$882,000 in the TIF fund. Ms. Bonnette said that yes, the money was there on paper, but that the amount did not reflect available cash flow, which was less.

VII. BUSINESS

Route 4A Sewer Extension:

Ms. Bonnette said that a lot of back and forth had happened in the week since the Board last met. The Shaker Landing Homeowners Association first indicated it would provide the easement the Town needed for the Lakeview project. Then the Town learned that conditions were being added to the easement. The current understanding was that the Homeowners Association would be meeting that evening, and were expecting to sign the easement during that meeting.

The Town was not withdrawing from the agreement, she stressed, but noted that the option of doing the project along Route 4A was back on the table, if needed.

Rod Finley, of project engineering firm Pathways Consulting, said that he had spoken with the Town Attorney, the State, and USDA staff, and that all was in place to use the 4A option without delaying the project any further.

Mrs. Smith noted that the Historic Commission had been asked to sign off on going through historic property the previous year, so that should still be in place.

Ms. Bonnette agreed, saying she also had spoken with the State, and that everything was good.

Mr. Kluge asked if the Shaker Landing homeowners were expected to sign an easement without attached conditions at their meeting. Ms. Bonnette said that yes, that was her understanding.

Lakeside Park:

Mrs. Smith said there would be a task force meeting the next day, and then another with State DOT the following day. There were differences of opinion between Sally Sharp and Victoria Chase on whether the project would go on as planned, or be postponed until July.

2016 Audit:

Ms. Bonnette said the audit was on the agenda as a placeholder and that there really wasn't anything new to report. The auditor was still working on it, though she understood he was finished for the most part. She believed there might be something to review at the next meeting.

Administrative Items:

The Board executed several items, as follows:

- First Issue Property Tax Levy
- Two (2) Property Tax Refunds
- Application for Current Use

Ms. Bonnette noted that the Board packets included Post-Issuance Tax Compliance Policies and Procedures for Board review and discussion at its next regular meeting.

Mr. Kluge noted that tax lien items were creeping up. Mr. Cummings asked when they would happen, and Ms. Bonnette said they already had been issued.

The Board discussed the date of its July meeting and settled on July 17, which would be right after the new Town Manager started in his position.

PUBLIC HEARING

Monday, May 15, 2017

6:15 PM

Public Works Facility, Enfield

Mr. Cummings read the Public Hearing notice, as follows: The Enfield Board of Selectmen will hold a Public Hearing on Monday, May 15th, 2017 at 6:15 PM at the Public Works Facility, 74 Lockehaven Road, Enfield, NH 03748, as required under 24 CFR 570.486 and NH RSA 162-L:14, to advise the public on the progress of the 2015 CDBG VISIONS Feasibility Study. Interested citizens are invited to attend and comment.

Interested persons are invited to attend and comment on the proposed application and planning documents. Please contact the Town of Enfield at 632-5026 if you need assistance to attend or participate

in the hearing. Anyone wishing to submit written comments should address them to the Interim Town Manager, Town of Enfield, PO Box 383, 23 Main Street, Enfield, NH 03748.

Ms. Bonnette noted that Public Hearings could start later than their published times, but not before.

Mrs. Smith made and Mr. Kluge seconded the motion to open the Public Hearing at 6:20 PM. The motion carried unanimously.

Sylvia Dow, Executive Director of VISIONS, thanked Shelly Hadfield and the Town for strong support of VISIONS and its application to receive grant funds for conducting an organizational long-term feasibility study.

She said the organization, whose purpose was to support people with developmental disabilities, currently had 10 residents and 16 employees, and was still growing. All 10 residents had paid employment in the community.

She planned to use the feasibility study results in support of grant and financing applications for long-term planning and also to help other groups replicate the successful model in other locations.

Ms. Dow introduced Liz Nickerson and John Eller of Nickerson Consulting, who had worked with the organization on its feasibility study.

Ms. Nickerson summarized their efforts, which included an energy audit and a construction needs assessment, which gave the organization a way to prioritize its efforts and provided valuable documentation for its pursuit of funding.

Based on those two analyses, she said her firm developed pro-forma documents delineating sources, operating expenses, income statements, cash flow, and also recommendations for potential funding sources. She offered to send electronic copies of the documents for Board review.

Next steps for VISIONS, Ms. Nickerson said, were to present the feasibility report to the Town and to the VISIONS board, and to obtain funding. Two sources already had been identified and applications were in process with the NH Housing Finance Agency.

A \$30,000 Technical Assistance Funds grant, if awarded, would help the organization apply for funds known to be needed at the current Sunrise Farm site.

A \$50,000 Emerging Opportunities Grant would help to add staff, which would allow Ms. Dow time to work with emerging groups who want to replicate the business/service model. The Emerging Opportunities application was to be presented to the NH HFA that week.

With the planning funds, Ms. Nickerson said the organization hoped to apply for a \$230,000 grant to help with the work currently needed on site.

Mr. Eller mentioned that the hope was that the NH HFA and others would have funding available in the current period. A number of Federal agencies had been unable to proceed since the November election, he said. New Community Development Block Grants, for example, had not yet been made available. The earliest anticipated round would be in July 2018.

Shelly Hadfield said that the 2018 Budget looked like it may eliminate block grants. HUD had only released half of its 2017 funding to date.

Ms. Nickerson said it had been exciting to work with the Dows and their model. She felt it could be replicated in other communities by similar organizations. They needed to get a facility, hire staff and comply with rules. It was a model that created more affordable housing in a non-institutional setting.

Mrs. Smith added that it also brought the residents into the community.

Ms. Dow agreed, saying she had just attended a conference where there had been a lot of talk about low income housing. She felt that missed the mark. Affordability was only part of the need; the people served by VISIONS needed supported housing, otherwise they just sat at home.

Mrs. Smith agreed, saying that affordable housing had been referred to by some as “concrete filing cabinets.”

Ms. Dow said that the VISIONS residents who had lived alone were isolated and depressed; once they moved into the VISIONS facility, they were supported and successful. She hoped to replicate the program and had already hosted three (3) forums in the Upper Valley. There were 25 interested families in the Lebanon, Hanover, Hartford area.

Mr. Eller said the Energy Audit yielded a list totaling about \$20,000 in direct energy improvements that were needed on the three (3) buildings. The improvements would reduce energy costs by about 81%, he said. That would mean more money available for the programs.

The Capital Needs Assessment held a lot of wisdom in the detailed of what needed to be done for each of the buildings; it was very precise. He said the property would need \$208,000 in work within 20 years; just over half of that (\$117,000) would be needed in the next five (5) years.

Ms. Nickerson had developed a model that would create a replacement reserve that’d be built up over time, with annual allocations. It would take those two (2) big hits in 20 years, but then maintenance would be repainting and repairing equipment.

Fred Williamson, the treasurer of VISIONS, thanked the Town for its help in getting access to Ms. Nickerson and Mr. Eller’s expertise. He said what they’d learned would help them beyond the 20 years.

Mr. Eller said he had worked with a lot of nonprofits over the years. Most weren’t prepared with the necessary paperwork that laid the groundwork for a feasibility study. VISIONS, he said, was among the most sophisticated he’d seen – even of the more mature organizations. They were postured to mature further with solid ways to move forward.

Mr. Kiley asked if they got any support from the agency for the developmentally disabled.

Ms. Dow said that yes, Pathways was the vendor through which about 10 of the current residents received such funding.

Mr. Kiley said the model should be replicated throughout the state, since the State has been looking for a better one.

Mr. Kluge made and Mrs. Smith seconded the motion to close the public hearing at 6:38 PM. The motion passed unanimously.

Next Meeting: Monday, June 5, 2017, 6:00 PM Public Works Facility Conference Room

Adjournment:

Mr. Kluge made and Mrs. Smith seconded the motion to adjourn at 6:39 PM, vote unanimous in favor of the motion, meeting adjourned.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen