

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

MINUTES of July 17, 2017

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

Administrative Staff: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager; Jim Taylor, Director of Public Works

Others: James Bonner (video); Curtis Payne and Dan Kiley, Enfield Channel 8; Kristin Harrington, Old Home Days Committee; Melissa Hutson, Librarian; Bob Pollard

BUSINESS MEETING

I. CALL TO ORDER

Mr. Cummings called the meeting to order at 6:00 PM.

II. NON-PUBLIC SESSION

Mr. Cummings moved to enter non-public session at 6:00 PM, RSA 91-A:3 II (a) and (c); Mrs. Smith seconded, vote unanimous in favor of the motion.

Mrs. Smith moved to come out of non-public session at 6:35 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

III. APPROVAL OF MINUTES

Mr. Kluge moved to approve the regular and non-public minutes of June 5, 2017, Mrs. Smith seconded, vote unanimous in favor of the motion.

IV. COMMUNICATIONS

Tax Collector's Report – June 2017

Town Clerk's Report – June 2017:

Town Clerk revenues are up about \$21,000 over this same period last year.

V. BOARD REPORTS

Planning Board:

Mr. Kluge reported the Planning Board meeting was technical in nature.

Heritage Commission:

Mrs. Smith explained that a Moose Plate Grant application has been submitted to Historic Resources for repairs to the Enfield Center Town House. Results are not yet known.

The Committee continues to hope the Enfield Center Town House will make it on the National Historic Register.

VI. TOWN MANAGER'S REPORT**Town Manager's Report:**

Mr. Aylesworth, just finishing day 4 with the Town of Enfield, met with department heads and staff; all were very welcoming.

He is planning to arrange a focused session with departments and staff to get feedback on issues the Town is facing. He will be meeting with Steve Schneider, his predecessor, on Friday to get his perspective. He will be meeting with Sam Eaton, Budget Committee Chairman, on Wednesday and hopes to lay the groundwork for the meeting with the Town's auditor on July 31st.

Mr. Aylesworth will try to make as many board and committee meetings as possible to find out the issues we're facing and to meet as many of these individuals as possible. He plans to meet with State and County representatives, and members of the Enfield Village Association. He will be meeting with a group of Upper Valley managers to discuss regional concerns and has plans to reach out to area businesses.

His schedule also includes a meeting with Valley News reporter, Tim Camaratto, and attendance at a DOT meeting in Concord with Planning Board Chair Dan Kiley regarding Jake's Market.

He is looking forward to Old Home Days and the Saturday, July 29th Meet & Greet when he can introduce everyone to his family. He expressed to the Board that he is happy to be here.

Assistant Town Manager's Report:

Visions Appraisal Software – Vision is phasing out the version of assessing software we have been using and replacing it with a newer version. The estimated cost to Enfield for this replacement is \$20,000 - \$25,000. We are looking at options including the Visions update or switching to another program such as Avitar. This will be a major expense in 2018. Because we're due for a revaluation in 2019, Julie Huntley would like this in place as soon as possible in 2018 so it can be up and running smoothing before the revaluation.

Report of US Route 4 Sewer and Water Connection Waivers – The Board was provided with a list of property owners along the US Route 4 Sewer and Water Extension, with those connected and those who received waivers being identified. Ms. Bonnette informed the Board of the change of ownership of a handful of properties: A few property changes have taken place for those who requested waivers Colman Revocable Trust is now owned by Robert A. Lacroix Trustee, Robert Walsh is now deceased so the property is owned solely by Elaine Walsh and the Ian Messier property is now owned by the Charles Hale Revocable Trust. Of those not hooked up, the Paul Reagan property, is now owned by Robert A. Lacroix Trustee. This item will be added to the Selectmen's agenda for discussion at their next meeting.

Upper Valley Humane Society Charitable Exemption Application – The Board was informed that the Upper Valley Humane Society did not submit their application for a charitable exemption before the deadline, even though they were given an extension. Due to this, the property was coded as taxable and the first issue tax bill has not been paid. The Board was advised they should submit a request for

abatement after the final tax bill in December, as would be required of any other taxpayer. If, after application is received, the Selectmen approve an abatement of the 2017 property taxes for the Humane Society property, a refund would be issued for any paid taxes. The Upper Valley Humane Society will be notified of this process.

Roads Scholar Achievements – Don Lashua achieved status of Safety Champion; Mike Stearns achieved status of Roads Scholar One; Damian Hetzel achieved status of Senior Roads Scholar.

VII. PUBLIC COMMENTS

Keith Thomas – Shaker Boulevard:

Mr. Thomas asked when the potholes on Shaker Boulevard would be fixed and when the work will be done with the utility poles. It's been 6-7 months and nothing is happening.

It was explained that the Town is doing work on Shaker Boulevard and new poles needed to be set. One has to be drilled. Fairpoint and Comcast are involved in this project and the Town has done what it can until these entities complete their work. Mr. Taylor added that the Highway crew will be out with a hot box on Tuesday and he'll mention the need for pothole repair on Shaker Boulevard.

Keith Thomas – Fireworks:

Mr. Thomas feels the new fireworks ordinances worked well this year, but he recommended that the Board allow fireworks on the day before major holidays as well. Some people drive home on the holiday so want to shoot fireworks the night before.

Mr. Cummings said the Board can look at the ordinance again before the next 4th of July.

Keith Thomas – Private Driveway Used as Turnaround:

Mr. Thomas explained that people visiting a local business are using his neighbor's driveway to turn around and there's concern for her dog. She has put up a sign to no avail. Mr. Thomas was informed she would likely have to post No Trespassing signs in order for this to be enforced.

VIII. BUSINESS

Old Home Days:

Prior to the start of the meeting, Kristin Harrington, co-chair of the Enfield Old Home Days Committee, distributed Old Home Days programs and magnets to the Board of Selectmen and Town Manager for Old Home Days which will be held July 28, 29 & 30. Shirley Green, also a member of the Committee, was invited to comment. Mrs. Green said she attended the meeting because it was Ryan Aylesworth's first night. She added that the Committee is hoping the Selectmen will ride in the parade. Mr. Cummings said his attendance would depend on his work schedule.

Enfield Channel 8:

Curtis Payne and Dan Kiley came before the Board to discuss Enfield Channel 8. The Board was informed that the Channel moved from the Public Works Facility to the Copeland Block where they now have a studio and technical area.

When the Channel was originally set up they were going to get ½ of the franchise fee received by the Town from Comcast. The franchise fees received are now about \$62,000/yr. Currently the channel gets \$24,000 of these revenues. They want \$30,000 in 2018. In addition to \$6,000/yr. in rent which they now have to pay, they want to expand the station by adding live streaming, and creating a new website so anyone, not just Comcast subscribers, can stream meetings and see Channel 8 content.

Mr. Aylesworth asked if the content would be archived. He was informed by Mr. Kiley and Mr. Bonner that it would.

Mr. Kiley also discussed their desire to start a program with the high school where students can take part in an internship at the Channel, learn to run the cameras, film content and submit it for airing. There is currently a high school who is very interested in radio who would like to expand to film.

Mr. Cummings agreed the plan was to provide 50% of revenues.

Mr. Kiley responded that they capped it at \$24,000 because they could live with that. Now they are reaching the \$24,000 mark in expenses and need a bit more for programming and equipment.

Mr. Bonner added that they are looking at doing programming with local musicians as well as a videograph of the history of the Town.

The Board was supportive of this as a budget item for the 2018 budget.

Curtis Payne thanked Jim Bonner for his work.

Deeding of Property:

Mr. Cummings informed the audience that the Board discussed the deeding of property in non-public session and agreed to continue to work with all 3 of the parties involved. There are no new deedings, just ongoing discussion.

Huse Park Maple Tree:

Mr. Taylor explained that one of the maple trees at Huse Park located close to the parking lot is in poor condition due to lawn mower nicks, weed whacker nicks and winter salt used on the parking lot. This is the only tree without a mulch base. They would like to remove this tree and replace it with a similar tree. Boy Scouts are often looking for a project such as this. There were no objections to this plan.

Huse Park Sign:

Mr. Cummings informed the Board that the Fire Department and Lions Club have had some discussion about replacing the sign in front of the Community Building with one that is similar to the one at the high school.

Dan Kiley pointed out that the only issue is a violation of the Town's sign ordinance. While the Town doesn't have to following its own ordinance it has tried to do so.

Mr. Kluge noted that the Town would be on more solid ground when enforcing the ordinance if the Town goes through the process as well.

Mr. Cummings will inform them they have to go to the ZBA for a variance.

Main Street Improvements/Lakeside Park:

The Board was informed that the State is paying for the improvements, including the landscaping of the area of the Lakeside Park. The Town has provided boulders and the Water/Sewer Department was on site to oversee work on the manholes.

Mrs. Smith added that the boulders were placed to prevent parking in that area.

Mr. Cummings said the access road is a little narrow for fire trucks which is not good.

Mr. Kluge said it was not constructed as a full-fledged road which would have required environmental permitting. The permitting requirements would have made the project more difficult. A full-fledged road would also have resulted in less usable land at the park site.

The Board discussed the plans for the Main Street improvements included additional sidewalks to connect to existing sidewalks. The project is due for completion August 11th.

18 High Street Property:

Conditions on the sale of this property by the Town were included in the deed of this property to Donald Roberts and Evelyn Patton:

- (i) The building will not be allowed to be demolished, except under extenuating circumstances, and must be renovated and architecturally preserved in the spirit and intent of its historic 19th century origins,
- (ii) Substantial construction/renovation, as determined by the Building Inspector, must be completed within a 12-month period of the sale – failure to complete renovation will result in the automatic reversion of the property to the Town of Enfield, and
- (iii) Upon completion, a plaque must be placed by Donald E. Roberts and Evelyn P. Patton on the building denoting the site as one which may have been the location of the village’s earliest school houses.

Two of the three conditions have been satisfied. The third condition was the placement of a plaque on the building noting it may have been the site of one of the Town’s earliest schoolhouses. This has not been done to date. The Heritage Commission met on June 22, 2017 and was of the opinion that the plaque is “unnecessary due to the lack of evidence that this was, in fact, the site of the first schoolhouse.” The Board of Selectmen concurred with the Heritage Commission.

Mr. Kluge moved and Mrs. Smith seconded a motion to approve correspondence to Mr. Roberts and Ms. Patton stating that conditions (i) and (ii) of the deed have been completed to their satisfaction and condition (iii) is waived; vote unanimous in favor of the motion.

Sewer/Water Connection Request – Jake’s Market, Route 4:

Mrs. Smith moved and Mr. Kluge seconded a motion to approve the Sewer/Water Connection Request, vote unanimous in favor of the motion.

Route 4A Sewer Extension:

Schedule – The Board was informed that work will be starting on Route 4A this week. Kingsbury will be installing their traffic sign package once the traffic control package is approved by NHDOT. This includes temporary traffic lights at drilling and receiving pits. Ledge probing and setup for directional drilling work is expected to start Thursday. Kingsbury has been asked to get their message signs out today or tomorrow to provide some advance notice to motorists.

Assessments/Liens – In accordance with the amendment to the sewer ordinance, Lakeview property owners will be charged assessments for repayment of the loans for this project. Liens will be placed on the properties at that time.

Local realtors and loan officers have concerns about the effect of the liens on the sale of units at Lakeview and inquired if the Selectmen would allow pre-payment of the full assessment due so the lien can either be avoided altogether or removed. The Board was informed that a decision on the amount is not required at this time. A Town Office staff member suggested hiring a CPA to assist with determining pre-payment amounts since, if allowed, they could occur anytime during the loan repayment.

Mr. Cummings was in favor of the concept of pre-payment. Moving forward for complex calculations we should have outside help to avoid errors.

Mr. Kluge is not in favor of hiring a CPA to work on a regular basis and is opposed to hiring for a project we're already extending ourselves for.

Mr. Aylesworth has heard good things about the NH Municipal Association. Oftentimes organizations such as this have debt calculators.

It was noted that perhaps the Town's auditor could help.

Mrs. Smith likes the idea of asking NHMA as there may be a need for outside eyes.

Mr. Aylesworth also wonders about the legality of charging interest up front as it runs counter to what we're used to for pre-payment of debt.

Mr. Kluge said he is not in favor of approving pre-payment until a process can be determined.

As there was no decision by the Board at this time, whether Lakeview owners will be allowed to pre-pay is undetermined.

Abatement Requests:

The Board reviewed three requests for abatement and recommendations of the Town's assessor.

Mrs. Smith moved to accept the assessor's recommendations on the presented abatement requests, Mr. Kluge seconded, vote unanimous in favor of the motion.

Administrative Items:

The Board reviewed and approved the following documents: Junk Yard Permit Renewal, Property Tax Abatement, Notification to State of NH re: Opt-Out for filing of PA-28 Inventory of Property, Deed for Redemption of Property, Additional Property Tax Levy.

Other Business:

Library Book Sale – Melissa Hutson, Librarian, was asked when the Library would have its book sale. She informed the Board that it would not be this year. Oftentimes when seeking donations they would receive musty, moldy books that had to be disposed of. They've considered doing a book sale as part of the annual Town-wide Yard Sale. Limited storage is a problem.

IX. NEXT MEETING

Monday, July 31, 2017, the Board of Selectmen will join the Enfield Budget Committee's meeting with the Town's independent auditor. This meeting may also be attended by the CIP Committee and TIF Committee. 6:30 PM, Public Works Facility, 74 Lockehaven Road.

Monday, August 7, 2017 – Regular Meeting, 6:00 PM, Public Works Facility, 74 Lockehaven Road

X. PUBLIC HEARING

The Board of Selectmen will hold this public hearing to discuss the acceptance of grant funds from the Byrne Foundation for the purchase of computer software.

Mr. Kluge moved to open a public hearing at 7:29 PM, Mrs. Smith seconded, vote unanimous in favor of the motion.

The Byrne Foundation donated \$8,000 for the purchase of computer software for the Police Department rather than the anticipated \$7,500.

Mr. Aylesworth explained that the software allows the Police Department to extract data from cell phones in the course of criminal investigations. The program typically sells for about \$16,500, but it is being offered at a steep discount to the Town. With the acceptance of the grant funds there will be no cost to the Town.

Mr. Kluge would have liked the Police Chief to be here to make the presentation. He asked if the information could be extracted wirelessly or if it need to be physically connected. The understanding is that the phone must be physically connected by a cable to the computer.

Mr. Cummings explained that the Enfield Police Department was relying on other departments to do this for them. It doesn't change the need for a search warrant.

Jim Bonner said, so long as it isn't random and they need a search warrant.

There were no further comments.

Mr. Kluge moved to close the public hearing at 7:32 PM, Mrs. Smith seconded, vote unanimous in favor of the motion.

Mrs. Smith moved to accept the funds from the Byrne Foundation, Mr. Kluge seconded, vote unanimous in favor of the motion.

XI. ADJOURNMENT

Mr. Kluge moved to adjourn at 7:39 PM, Mrs. Smith seconded, vote unanimous in favor of the motion, meeting adjourned.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen