

**Enfield Board of Selectmen
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes September 5, 2017 (DRAFT)**

Board Of Selectmen: Fred Cummings, John Kluge, Meredith Smith

Administrative Staff: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager; DPW Director Jim Taylor; Phil Neily, Building Inspector

Others: Annabelle Bamforth (minutes), Sam Eaton, Keith Thomas

BUSINESS MEETING

I. Call To Order

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

II. Approval of Minutes

Mr. Kluge moved to approve the minutes of the August 9, 2017 meeting, Mrs. Smith seconded, vote unanimous in favor of the motion.

III. Communications

Town Clerk's Report – August 2017:

The Town Clerk's August 2017 report indicates that revenues are ahead this year by approximately \$20K.

Tax Collector's Report – August 2017:

The Board received the Tax Collector's report for August 2017.

IV. Board Reports

None.

V. Town Manager's Report

MS-434 Revised Estimated Revenues:

Mr. Aylesworth told the Board that he submitted the MS-434 report to the state last Friday. He attended an event at Primex last week which provided some useful information; Primex offers a

multitude of resources and Mr. Aylesworth said he hopes to utilize them to save money this year.

FEMA:

Mr. Aylesworth noted a final site visit at the Lovejoy Brook bridge. The project went over a bit over budget, and the overage was covered by FEMA funding.

Mr. Aylesworth said that the July 1 storm resulted in approximately \$50-60K worth of damage and he's learning about the process of receiving federal reimbursement for repairs.

Main Street Improvements:

The Main Street underpass project is complete. Mr. Cummings said that the barrels near the bypass road should be moved for the sake of emergency vehicles. Mr. Taylor said the barrels were placed there to guide residents to use the underpass rather than the bypass road.

Mrs. Smith said she had asked if there was any money left over from the Main Street project. She said she was told that there a little left and she has requested clarification.

2018 Budget:

Mr. Aylesworth noted that there was a need for departments to prepare more formal capital item requests, and he referenced a memo sent to the town departments that outlines guidelines for completing these requests.

Highway Personnel:

Mr. Aylesworth updated the Board on the highway supervisor's upcoming retirement. The supervisor is going to stay on until the end of December, which allows the town more time to find a replacement. There has been one internal applicant so far. Mr. Aylesworth said he believed that for the best outcome and a healthy hiring process, he would like to open the job application externally. He added that he's working on drafting an external announcement.

Town E-Newsletter & Social Media:

Mr. Aylesworth went on to discuss the town's first email newsletter; he shared that feedback has come quickly and is all positive so far.

Mr. Kluge asked about the newsletter's distribution. Mr. Aylesworth said it's published on the town website and was also sent by email through the town's new subscription service as well as the list serv. Mr. Aylesworth said he does not plan to routinely post newsletters through the list serv and prefers sending them through the town subscription service.

Sam Eaton asked if there was a guideline process set up for the town's social media properties. Mr. Aylesworth said he's the current and sole admin of the town's new Facebook page, and said he plans to grant access to other town officials to post as well. Mr. Aylesworth explained that the plan for social media is one-way distribution, disallowing public comments. He noted that the town's personnel policy should be updated to include officials and employees posting to social

media. Mr. Aylesworth noted he had recently attended a webinar from Virtual Town Hall and that there is an option to update the town's website to the 2.0 version at cost of \$4500.

VI. Public Comments

Keith Thomas – NH Route 4A Sewer Extension Project, Selectmen's Meeting Minutes & Utility Poles on Shaker Blvd.:

Keith Thomas spoke to the Board requesting feedback on three issues. The first was regarding who he should contact about two large holes on Route 4-A near the sewer extension. Mr. Thomas said he hit one earlier in the evening that was hard to see as it was full of water. Mr. Cummings advised that Mr. Thomas contact the state.

Mr. Thomas's second comment related to seeking clarity of where the Board of Selectmen's meeting minutes are posted on the town website. Ms. Bonnette said that the minutes are published within the "meeting minutes" link on the Board of Selectmen's page on the website.

Mr. Thomas went on to update the Board about the utility poles on Shaker Blvd. He contacted the utilities company, Fairpoint and Comcast and learned a bit about the process of installing poles. Mr. Thomas said he was currently unsure of the full order of procedures of the installation and added that he'd stay on top of it.

VII. Business

Annual Report:

Ms. Bonnette asked the Board if she should continue to mail annual reports to all household in town, or move to making them available at town hall. She said the cost of sending the reports are about a dollar each, and are sent to about 2200 homes. The printing costs are about \$7500. Ms. Smith asked if the town may make hard copies available and concurrently publish the report online. Mr. Cummings said he'd like to continue sending them to residents. Mr. Kluge agreed, noting that mailing them out may encourage resident involvement at town meeting. Ms. Bonnette noted that the idea had come up as a suggestion to save money in her department.

Smoking on Town Property:

Ms. Smith told the Board that she has been approached by people witnessing smoking on sidelines at sports events and on town property. She said that some facilities such as hospitals have no-smoking rules, and the town may be able to.

Mr. Cummings said he would likely expect pushback from a significant number of people in town, including town employees.

Mr. Eaton pointed out the possibility of lawsuits, stating that the state's RSA's do not authorize towns to set such ordinances.

Mr. Kluge said that there was a difference between hospital grounds and town property. He added that a smoking ban would require enforcement from a greater police presence.

Mr. Eaton suggested signs encouraging courtesy regarding smoking may be a good approach.

Mr. Aylesworth said that there are no-smoking signs at the beach now. Mr. Kluge said those are quite visible.

Mr. Aylesworth suggested installing signs with wording such as “be considerate” or similar language, rather than designating smoking areas.

Keno Authorizing Legislation:

Mr. Aylesworth said the legislature passed Keno as a mechanism to fund kindergarten. He explained that towns have the option to vote for keno at town meeting. There is nothing to be done immediately, but Mr. Aylesworth noted that towns across the state will be considering this.

Mr. Kluge asked what Keno is. Ms. Bonnette said that it’s a form of gambling allowed only in a handful of establishments that hold a valid liquor license.

Selectmen’s 2018 Summer Meeting Schedule:

Mr. Kluge said that in the past, meetings have been held once a month during the summer. He said that there is much work to be done and monthly meetings are no longer sufficient. He added that there are creative ways to conduct meetings even on vacation, such as Skype. Mr. Cummings and Mrs. Smith agreed.

Application for Volunteer Position on Recreation Commission:

The Board reviewed an appointment application from Bill Considine seeking to serve on the Recreation Commission. Mr. Kluge moved to approve this appointment, Mrs. Smith seconded, vote unanimous in favor of the motion.

Main Street Improvements / Lakeside Park:

Mr. Aylesworth shared a letter sent to Gov. Sununu asking for his support for the town’s long-term interests in Lakeside Park, particularly acquiring two pieces of property near Lakeside Park. He said the letter is a reflection of what was sent to the DOT commissioner, and he hopes the letter to Gov. Sununu may nudge the process forward a bit faster.

Mr. Cummings said he has received some pushback from people who have come to him about funding sources to acquire these parcels. Mrs. Smith emphasized that the plan has been to utilize grants or private sources, not taxpayer funding. Mr. Cummings said he was happy to hear this. Mrs. Smith said there was a great deal of support for this project and believes there is enough support to raise funds privately if necessary to acquire the lots.

Purchasing Policy Review :

Mr. Aylesworth shared with the Board a purchasing policy for town departments. Mr. Cummings noted the policy for purchases or projects over \$10K and said that there are some projects in

that category that departments are unable to secure 3 quotes for. Mr. Aylesworth said that he would be open to include language that includes extenuating circumstances for that situation.

Route 4 Sewer Connections:

Ryan shared a drafted letter establishing a deadline for property owners within 300 feet of the sewer line to secure hookup. There was discussion of revising wording to require a plan in place to hook up rather than requiring hookup. Mr. Cummings said he wanted waiver requests to be vetted by DPW and the Town Manager.

Mr. Eaton, speaking as a citizen, told the Board that the budget committee was told by former town manager Steve Schneider that residents would not be forced to hook onto the sewer line, and that Mr. Schneider's assurance was the sole aspect that led Mr. Eaton to support the extension. Mr. Taylor said that state law does not mandate customers to connect to water, but the law does require sewer hookups within 300 feet. Mr. Eaton responded that Mr. Schneider hadn't disclosed that law during discussions at budget committee meetings.

Mr. Aylesworth reviewed the letter Mr. Schneider sent to Route 4 property owners in 2013. It was noted that the 3rd provision in Mr. Schneider's letter may be interpreted that the town can't force users to hook on if their systems have been approved by the state and that owners had 120 days within the notification period to apply for a waiver.

Mr. Kluge moved to move forward on issuing a deadline for sewer hookups on Route 4, Mrs. Smith seconded, vote unanimous in favor of the motion.

Town Manager Goals & Objectives:

Mr. Cummings said that he would like more time to review Mr. Aylesworth's goals and objectives and will plan to discuss them at the next meeting.

Route 4A Sewer Extension:

Mr. Aylesworth noted that there was blasting on Route 4-A earlier in the day, leading to a minor disaster near Foster Circle that caused upheaval of both lanes on the road. That section will need to be repaved. A transformer was also damaged in the process.

Sewer Rates & Deficit Reduction Strategies:

Mr. Aylesworth presented a memo that was sent to the Board to move forward on strategies to resolve the sewer deficit. Mr. Aylesworth explained that he and Mr. Taylor met several times following the joint meeting of July 31st with the Budget Committee and Board of Selectmen during which the town auditor explained the deficit. Mr. Aylesworth said this memo reflects some ideas that could work concurrently to reduce the deficit. He added that there are no recommendations at this time, but these ideas serve as a starting point. Mr. Cummings, referencing idea #13 which refers to exploring a town-owned wastewater treatment plant, noted that this idea would warrant a discussion with a septic company. Mr. Aylesworth added that government agencies may have monies available to help pay for some of the costs of building a plant. Mr. Cummings said one of the ideas was one the town has already been doing, which is

raising rates when Lebanon raises theirs to match what Lebanon has charged. Mr. Cummings noted that the town needs to take a good look at various options.

PUBLIC HEARING #1: Acceptance of \$122,160.33 as an additional appropriation of Highway Block Grant Funds

Mrs. Smith moved to open the public hearing at _____ PM, Mr. Kluge seconded, unanimous in favor of the motion.

The Board awaited public comment; there was none. Mr. Cummings moved to close the public hearing at _____ PM, Mrs. Smith seconded, unanimous in favor of the motion.

Mrs. Smith moved to accept \$122,160.33 as an additional appropriation of Highway Block Grant Funds, Mr. Kluge seconded, unanimous in favor of the motion.

PUBLIC HEARING #2: Adoption of Revised Building Inspection Permit Fees

Mrs. Smith moved to open the public hearing at _____ PM, Mr. Kluge seconded, unanimous in favor of the motion.

The Board awaited public comment; there was none. Mr. Cummings moved to close the public hearing at _____ PM, Mr. Kluge seconded.

Mr. Kluge moved to approve the adoption of revised Building Inspection Permit Fees, Mrs. Smith seconded, unanimous in favor of the motion.

Abatement request:

The Board reviewed an abatement request on Methodist Hill Rd. The taxpayers submitted an independent assessment during their request. Norm Bernaiche, the town's contracted assessor, recommended accepting the assessment, reevaluating the property to reflect the assessment and issue a refund.

Ms. Bonnette noted that the deed on that property had 35 restrictions on it.

Mr. Kluge moved to accept the revaluation recommendation, Mrs. Smith seconded, unanimous in favor of the motion.

Mr. Aylesworth noted in light of discussing taxes and abatements that he spoke with Julie Huntley about tax exemption for nonprofits. He said that he noticed inconsistent enforcement of the tax exemption procedure, and went on to suggest creating a process that eliminates inconsistent application.

Whaleback’s status was discussed, and Mr. Cummings said the town cannot tax them. Mr. Aylesworth said in his experience working with nonprofits in other states, there were occurrences such as some revenue obtained unrelated to the mission outlined in their 501(c)(3). Mr. Aylesworth explained that some “unrelated business” revenue was subject to taxation in those occurrences. Mr. Cummings said, in regards to Whaleback, that he’s been told the town would end up spending more on legal fees than collecting taxes on revenue.

Mrs. Smith noted that any revenue that is considered to “support the mission” is tax free.

Mr. Aylesworth said that implementing a more clearly-defined procedure would be helpful to prevent inconsistency.

Mr. Aylesworth briefly noted that overall, the town has over 40% of its budget available which reflects a good course so far.

VIII. Miscellaneous

There were no miscellaneous items.

IX. Next Meeting

Monday, September 18, 2017, 6 PM, Public Works Facility.

X. Adjournment

Mr. Kluge moved to adjourn the meeting, Mrs. Smith seconded; vote unanimous in favor of the motion, meeting adjourned at 7:21 PM.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

