



**Enfield Board of Selectmen
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes October 16, 2017**

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

Administrative Staff: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

Others: Annabelle Bamforth (minutes); Jim Bonner (video); DPW Director Jim Taylor; Robert Taylor, Lebanon Area Chamber of Commerce; Bob Cusick, Capital Improvement Committee

BUSINESS MEETING

I. Call To Order

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

II. Approval of Minutes

John moved to approve the minutes of the October 2, 2017 meeting, Meredith seconded, minutes approved unanimously.

III. Communications

Wetlands Permit by Notification: Roberts, 174 Crystal Lake Road, Retaining Wall Replacement

The Board reviewed a Wetlands permit.

Mascoma Valley Regional School District 2018 Deliberative Session: Saturday, February 3, 2018, 9:00 AM, MVRHS Auditorium

Mr. Cummings asked if there were preliminary reports available; Bob Cusick responded they were not at this time.

IV. Board Reports

none

V. Town Manager's Report

Mr. Aylesworth said that most budgets have been submitted and are being reviewed by the budget committee. So far the budget requests reflect a little over a 4% increase overall, which appears to be a good place to begin and make adjustments.

Mr. Aylesworth said that the application period for the highway supervisor position ends on Friday. He said thus far there has not been a huge number of applications. Mr. Kluge asked if there was a reason. DPW Director Jim Taylor noted in his experience with the water and sewer department, it is sometimes challenging to find people who want to take the step from rank and file to a supervisory position.

Mr. Aylesworth said the police applied for and were approved for highway safety funding totaling around \$15,000 spread out among different areas. Mr. Aylesworth went on to discuss a recent meeting with Chief Crate and two board members of the Mascoma Valley Dog Park about a recent incident during which a dog was attacked. Following this event, it was suggested that the town should have procedures in place for these situations. This meeting included preliminary discussion about the framework of procedures. The MVDP Board is considering putting forward an ordinance to the Board of Selectmen for approval. The MVDP Board suggested initially handling cases and directing parties to appeal to the Board of Selectmen if necessary.

Mr. Cusick noted that he remembered past meetings about the dog park before its eventual establishment. Mr. Cusick said that the Board of Selectmen should not be in a position to be seen as a ruling body of the dog park.

Mr. Aylesworth said that the MVDP Board will be reaching out to expert sources before drafting its recommendations.

Mr. Cummings questioned how the Board is authorized to make decisions about dog fighting incidents. Mr. Aylesworth said that according to the Chief, the dog park has no authority and the Board and Town Manager are the parties authorized to ban problem dogs.

Mr. Aylesworth said that proposed strategies could be run by the town counsel.

Mr. Cummings said that he believes this is a civil issue. Mr. Kluge suggested contacting the town attorney and going from there.

Mrs. Smith discussed a recent site visit with Building Inspector Phil Neily to the Enfield Center Town House with the purpose of gaining a second opinion on a proposal of work to be done there. Mr. Neily expressed concern about drainage problems and that work done now may be eroded in the future.

Mrs. Smith said it's believed that the damage is from the Irene storm and that Conservation Commission Chairman Alan Strickland believes the stream direction may have changed.

Mr. Aylesworth said that the final reimbursement for the Lovejoy Brook project was submitted at about \$254,000.

Mr. Aylesworth said that a contract was awarded to Conkey for the Shaker Landing sewer project.

The Board discussed dates for attending a goal-setting and strategic planning retreat provided by Primex.

VI. Public Comments

Mr. Cusick asked if the Board was voting on changes to the sewer ordinance. The Board confirmed. Mr. Cusick asked about the scope of the changes. Mr. Aylesworth said the amendments were drafted to clean up language determined to be ambiguous and unclear by town counsel.

Mr. Cusick said he has been reviewing costs and the ways that various town accounts are connected. Mr. Cusick shared his concerns about the sewer deficit and that most of the town's money is combined in one account. Mr. Cusick noted that the undesignated fund covered the sewer department's operating deficit. Mr. Cusick inquired about the possibility of "clawing back" that money.

The Board and Mr. Taylor noted that there had been past attempts to raise rates beyond Lebanon's rate hikes to fully cover expenses and those attempts were met with opposition from sewer users.

The Board discussed the implications of dissolving TIF; it was noted that there are some in town who want to eliminate it, but it appears that the loan for the sewer extension on Route 4 would need to be paid in full upon TIF's dissolution. Mr. Cusick asked if it may be possible to take excess TIF funds and move them into a non-spending account.

Mr. Cusick suggested separating the major town funds; the Board acknowledged his suggestion. Mr. Cusick thanked the Board for letting him speak.

VII. Business

Rob Taylor, Lebanon Chamber of Commerce

Robert Taylor, the executive director of the Lebanon Chamber of Commerce, introduced himself to the Board and tell them about what's been going on in the town of Lebanon and how it relates to Enfield.

Mr. Taylor said that since taking over as executive director, inroads have been made into surrounding communities and said the Chamber would love to have Enfield join. Mr. Taylor provided the Board with an informational sheet explaining the benefits and details of being part of the Chamber.

Mr. Aylesworth asked about upcoming event with EVA. Mr. Taylor said that event, a monthly business "after hours" event, is scheduled for November 8th.

Mr. Kluge said he would be interested in EVA's collaboration with the Chamber. Mrs. Smith said she met Mr. Taylor about a year ago and noted he is active with Whaleback.

Mr. Aylesworth said that the Chamber might be useful in helping the town move forward in meeting some of its goals.

The Board thanked Mr. Taylor for coming to speak.

US Route 4 Sewer Connection Waiver Requests

The Board moved on to discuss sewer connection waivers from property owners on Route 4. It was noted that many requests lack backup documentation.

Mr. Taylor said that the state law requires these sewer connections. Mr. Taylor said that the original waivers were for owners with newly-installed septic systems but the situation has now turned into a number of people on Route 4 wanting waivers.

Mr. Cummings noted that this letter cannot be reversed, as it specifies that the criteria for a waiver is a state-approved septic system. Mr. Aylesworth said this is a minimal requirement to apply for a waiver and is not a guarantee of a waiver.

Mr. Kluge suggested that the response to these waivers be a request for documentation and see if the owners then produce necessary documentation.

Mr. Taylor said the original waiver opportunity was for owners to enjoy their new investment and the issue is now becoming complicated. Mr. Cummings noted that it's a tough sell to extend the line and force owners to hook on if they have a good septic system.

Mr. Cummings said that in his view, the sewer extension had been promoted as a business attractant, not to force homeowners to connect.

Mr. Taylor pointed out that some are second owners. Mr. Cummings said even so, extending that line was never looked at to penalize. Mr. Taylor responded that the properties near the extension have seen increased values.

Mr. Kluge said that he took issue with putting something in print and then reversing course. Mr. Kluge said he sees that documentation is the primary requirement for a waiver and the Board should stick to what was written.

Mr. Cummings asked Mr. Taylor his opinion on what should be done. Mr. Taylor advised to seek documentation from homeowners and address each request case by case. He noted that there is one property in question that may be past the sewer line. It was also noted that a few owners have not responded.

Mrs. Smith motioned to review US Route 4 waiver requests individually, Mr Kluge seconded, motion passed unanimously.

Mr. Cummings said that Mr. Taylor should make his recommendations to the board.

Surplus Property- Ford Fusion

The Board discussed a Ford Fusion previously used by the police department. The vehicle has front wheel drive, but the 4-wheel drive capability is damaged and it will not pass inspection unless it's repaired. Mr. Aylesworth said there appears to be no benefit to making that substantial repair to this vehicle.

Mrs. Smith motioned to declare the police department's Ford Fusion a surplus vehicle open for sealed bid, Mr. Kluge seconded, motion passed unanimously.

Huse Park Playground Equipment

The Board learned that at this time, the costs needed are essentially for the materials. The recreation director is looking for volunteers to help with the repairs.

Mr. Cummings noted that his ListServ post stated that excess donations could go toward future playground repairs.

Mrs. Smith said that EVA cannot accommodate a long-term fund for Huse Park. Mr. Cummings said that the rest of the donations can be used to replace failing equipment, and this money will not need to be held long term.

Code of Conduct for Committee Members

The Board agreed to discuss this at another meeting.

Recreation Funding

This item has been addressed.

Route 4A Sewer Extension / Shaker Landing Sewer Update

Mr. Aylesworth said that a progress report was conducted last week. Mr. Taylor said that workers are now boxing out what has been damaged and structures are done. Mr. Taylor said that next spring, the state will overlay the entire area, and the bad patches are due to the wrong type of fill. Mr. Taylor said the final repairs will use the proper type of fill. The project's proposed completion date is November 3rd.

Mascoma Lakeside Park

The Board will discuss this at another meeting.

NH Association of Assessing Officials 2018 Election Ballot

Assistant Town Manager Alisa Bonnette said the town does not need to respond, but since the town pays dues, the ballot is available.

Application for Liquor License- Enfield Gas & Go, 497 Route 4

The license has been transferred to the new owner. The Board approved.

Selectmen's Meeting Schedule, January 2018

Due to New Year's Day and Martin Luther King Day, the Board agreed to meet on the 2nd and 4th Mondays of January, which would be January 8 and 22 instead of January 1 and January 15.

PUBLIC HEARING:

Public Hearing #1: accept \$10,000 in Moose Plate Grant Funds for Enfield Center Town House

Mr. Kluge moved to open the Public Hearing at 7:20 p.m., Mrs. Smith seconded, motion passed unanimously.

The Board noted that the town has until September 2018 to spend the funds and must adhere to certain guidelines.

Public comment: none.

Mrs. Smith moved to close the Public Hearing at 7:22 p.m., Mr. Kluge seconded, motion passed unanimously.

Mr. Kluge moved to accept the Moose Plate Grant Funds, Mrs. Smith seconded, motion passed unanimously.

Public Hearing #2: Expenditure of up to \$11,000 from the Reappraisal Capital Reserve Fund

Mr. Kluge moved to open the Public Hearing at 7:25 p.m., Mrs. Smith seconded, motion passed unanimously.

The expenditure from the Reappraisal Capital Reserve Fund will be used to purchase new assessing software.

Public comment: none

Mrs. Smith moved to close the Public Hearing at 7:27 p.m., Mr. Kluge seconded, motion passed unanimously.

Mr. Kluge moved to expend up to \$11,000 from the Reappraisal Capital Reserve Fund to purchase new assessing software, Mrs. Smith seconded, motion passed unanimously.

Public Hearing #3: amendments to the Municipal Sewer Ordinance

Mr. Kluge moved to open the Public Hearing at 7:30 p.m., Mrs. Smith seconded, motion passed unanimously.

The sewer ordinance amendments address the definitions of forced main and gravity main sewer systems and clarifies the requirements for properties located near forced mains and gravity mains.

Mr. Aylesworth noted the changes highlighted in blue. Article 2, section 5 makes clear that properties near forced main sewer systems are not subjected to mandated sewer connections. It also clarifies that the properties are subject to all of the other rules in the ordinance.

Public comment:

Mr. Taylor noted that ordinance is old and technology has improved since its original establishment including micro pump stations and other developments. He noted that there are 6 or 7 forced main ports that can be used on Route 4A.

Mr. Kluge moved to close the Public Hearing at 7:35 p.m., Mrs. Smith seconded, motion passed unanimously.

Mr. Kluge moved to approve the amendments to the Municipal Sewer Ordinance, Mrs. Smith seconded, motion passed unanimously.

2017 MS-1 Summary Inventory of Valuation

Mr. Aylesworth discussed the MS-1, which is completed before tax rate setting; the town's total valuation has risen about \$4 million.

2017 MS-535 Financial Report of the Town Budget for period ending December 2016

Mr. Aylesworth told the Board about the MS-535 final financial report for 2016, which shows actuals for expenditures and revenues. Mr. Aylesworth said the town is ultimately in the black for the period ending December 2016.

Land Use Change Taxes

Reviewed by the Board.

Other Business

None

VIII. Next Meeting

Monday, November 6th, 2017, 6:00 PM, Public Works Facility

IX. Adjournment

Mrs. Smith moved to close the meeting at 7:42 p.m., Mr. Kluge seconded, motion passed unanimously.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen