



**Enfield Board of Selectmen
Public Works Facility, 74 Lockehaven Rd
Enfield, New Hampshire
Meeting Minutes November 6, 2017 (DRAFT)**

Board Of Selectmen: John Kluge, Meredith Smith

Excused: Fred Cummings

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

Others: Annabelle Bamforth (minutes); Jim Bonner (video); DPW Director Jim Taylor; Kurt Gotthardt; Ed McLaughlin

BUSINESS MEETING

I. Call To Order

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

II. Approval of Minutes

Mrs. Smith moved to approve the minutes of the October 16, 2017 meeting. Mr. Kluge seconded, minutes approved unanimously.

III. Communications

Town Clerk Report

Mr. Aylesworth said the report shows revenues through the end of October, and noted that the town is about \$20K ahead of revenues compared to this time last year.

Tax Collector Report

The report shows 97% of property taxes collected, which Mr. Aylesworth said is on pace with the town's average.

Trustees Report

Mr. Aylesworth said there is not much new to report; there is still a hold on \$300K of the reserves stemming from the GL Beyond Income Fund case, and the process of retrieving that money is still pending.

IV. Board Reports

Mrs. Smith said that the Heritage Commission is hoping to partner with the Shaker Museum and the Historical Society on a workshop in 2019.

Mrs. Smith said that the Lakeside Park fundraising committee is set to hold preliminary meetings.

Mr. Kluge noted revisions to planning documents and a recent site visit to 60 Main Street regarding the owner who is seeking to convert the property from commercial space to residential; a survey was received with proposed parking spaces that were found to be sufficient.

V. Town Manager's Report

2017 Tax Rate

Mr. Aylesworth told the Board about the new tax rate, which is down approximately 50 cents overall. He noted that the municipal rate went up more than what was estimated at the last town meeting; when searching to find the reason for this, it was discovered that a TIF payment was erroneously accounted for twice on the MS-737 budget form. Mr. Aylesworth said a December 13th due date for tax bills is anticipated as the bills are now being prepared.

Year-to-Date Revenues and Expenditures

Mr. Aylesworth discussed revenues collected, noting that about 22.5% of the budget is remaining with 15% of the year remaining. Mr. Aylesworth said he is encouraging departments to avoid unimportant expenditures, and said that actual revenues and expenditures from the general fund appear to be on pace. Mr. Aylesworth noted that regarding sewer revenue estimates, there appeared to be no mathematical way to bring in what had been estimated.

2018 Budget Development and Review

Mr. Aylesworth said that 2018 budget development is ongoing, and that most budget committee liaisons have met with their corresponding departments. He added that there is currently a 6.2% reduction in the town's overall health care costs.

Avitar Software Demo

Mr. Aylesworth went on to discuss a recent meeting with Avitar, which provided a demo on its assessing software as well as additional modules available for utility billing, building permits, and tax collection that could replace the town's current system. He presented the Board with a handout outlining the benefits of using these modules as well as the costs. Mr. Aylesworth commented that using these modules will help streamline data input and reduce human error that occurs with multiple people keying in information.

Highway Supervisor Candidate Interviews

Mr. Aylesworth told the Board that interviews for the position of highway supervisor are set for November 7 and that there are 2 finalists.

Preparing for Master Plan Update

Mr. Aylesworth discussed a meeting with Town Planner Scott Osgood and Steve Schneider, in his capacity as the Executive Director of the Upper Valley Lake Sunapee Regional Planning Commission, about updating the town's master plan. Mr. Aylesworth told the Board that he believes the strategic planning retreat will prove useful in moving ahead with the master plan. Mrs. Smith said the topic of the town's master plan was touched on during discussion of the Enfield Shaker Scenic Byway and there are hopes to include the Byway in the master plan. Mr. Aylesworth said that there are multiple strategies available in the development and presentation of the master plan. Mr. Aylesworth said there has been some discussion about private fundraising to help fund the document, which is not common but not being ruled out.

Comcast Cable Television Franchise Renewal

Mr. Aylesworth told the Board that the new head of government affairs for Comcast contacted him about revisiting the franchise agreement that expired in 2015. Mr. Aylesworth said it looks like it's time to have that conversation.

Huse Park Playground: Immediate Repairs Completed & Next Steps

Mr. Aylesworth said that a representative from Primex visited Huse Park; without issuing official marks, there were some recommendations made. Mr. Aylesworth added that there was a surplus left over from donations to pay for the immediate repairs needed. Mr. Aylesworth said the surplus could be used to address compliance recommendations from Primex. Mr. Aylesworth said that's the path likely to be taken.

VI. Public Comment

Ed McLaughlin offered feedback to the Board about the Upper Valley Lake Sunapee Regional Planning Commission, and said the Commission has been looking at setting up a for-profit subsidiary, as coffers are beginning to wane, to achieve the various goals of the Upper Valley without relying solely on government funds. Mr. McLaughlin said this idea is part of exploring various potential funding sources. Mrs. Smith asked how the UVLSRPC is primarily funded; Mr. McLaughlin responded that it's mostly the Department of Transportation.

Mr. McLaughlin said that helping to write grants may be another way to help the Commission achieve its goals. Mr. McLaughlin said surveys of culverts, repaving plans, and reviewing the status of roads are among various ongoing needs. He mentioned a survey done in Unity that helped them create a forecast of tasks. Mrs. Smith asked if the Commission might be able to help Enfield with water and sewer issues; Mr. McLaughlin said it might be possible to seek grants for those areas.

Kurt Gotthardt asked if anyone from the Energy Committee had contacted Mr. Aylesworth about Liberty Utilities conducting a street light audit. Mr. Gotthardt said the Committee has gone through and identified lights in town proposed by the Committee to be decommissioned. Mr. Gotthardt said that the next steps would be to ask Liberty Utilities to produce a map with marked poles and color codes. Mrs. Smith said that there could be potential to save some money. Mr. Gotthardt told the Board that he estimated about \$23K spent each year on lighting over the last ten years or so, and noted that he saw some fluctuations, which Mr. Gotthardt said he found odd

since the town pays a fixed rate. DPW Director Jim Taylor said that around the time when the Shaker Bridge was rebuilt, there were expenses related to town-owned sidewalk lights that needed servicing as well as bridge lights installed.

Mr. Aylesworth informed the Board that a notice of public sale is going out shortly for the surplus police vehicle, and bids are due later in the month.

VII. Business

Municipal Sewer Ordinance: Proposed Amendment

Mr. Aylesworth told the Board that following discussions with Mr. Taylor and town counsel, it was recommended that the municipal sewer ordinance be revised a bit further to address language about waivers, which was first included in the ordinance in the 1990s. Currently, the ordinance allows for the granting of a waiver for septic systems installed after 1985. Mr. Aylesworth said that given the current year, a system that old should not be recommended to receive a waiver. Mr. Aylesworth said that the proposed change to the ordinance is to require homes, near the municipal sewer line with private septic systems 15 years old and up, to connect to the municipal sewer.

Mr. Kluge asked Mr. Taylor about the typical of lifespan of a private septic system. Mr. Taylor said 15 years is rule of thumb for the state, but it also depends on individual use of a private system.

The Board discussed putting out a public notice and holding a public hearing at the next Board of Selectmen meeting.

Mr. Gotthardt asked if grease traps are in the town's building code. Mr. Taylor responded that's included in the state inspection as well as in the building code in Enfield.

US Route 4 Sewer Connection Waiver Requests

The Board reviewed property owners on the Route 4 TIF District who have requested waivers as well as those who have not taken action following the letters issued by the town and their current status. Mr. Aylesworth said there are 19 properties not yet hooked up, and the proposed change in the sewer ordinance will likely impact some of these. He proposed tabling discussion on some of these properties and limiting the Board's action to the non-responders or owners with pre-1985 systems.

The Board went on to take actions on the following properties:

- 415 US Route 4, no action taken by the owner: Mr. Kluge moved to require this property to connect to the municipal sewer line, Mrs. Smith seconded, motion passed unanimously.
- 425 (presumed) US Route 4, requested waiver, no information on system: the property is a barn with no home. Mr. Aylesworth asked what should be done with properties with no dwelling. Mrs. Smith commented that it would depend on whether water is running on

property. Mr. Kluge said that should be up to the developer of the property, and added that he would not be interested in requiring connection on a property that has no dwelling. Mr. Kluge moved to grant a waiver from connection at this time, Mrs. Smith seconded, motion passed unanimously.

- 433 US Route 4: Action tabled at this time.
- 427 US Route 4, waiver requested: based on information on file, this septic system was built in 1976. Mrs. Smith moved to deny the waiver, Mr. Kluge seconded, motion passed unanimously.
- 433 US Route 4, no action taken by the owner: based on information on file, this septic system was built in 1972. Mrs. Smith moved to require this property to connect to the municipal sewer line, Mr. Kluge seconded, motion passed unanimously.
- 439 US Route 4, waiver requested: based on information on file, this septic system was built in 1978. Mrs. Smith moved to deny the waiver, Mr. Kluge seconded, motion passed unanimously.
- 451 US Route 4, waiver requested: Action tabled at this time.
- 7 Lovejoy Brook Rd., waiver requested: Action tabled at this time.
- 488 US Route 4, waiver requested: Property is under different ownership, and based on information on file, this septic system was built in 2001. Action tabled at this time.
- 11 McConnell Rd., no action taken by the owner: based on information on file, this septic system was built in 1973. Mrs. Smith moved to require this property to connect to the municipal sewer line, Mr. Kluge seconded, motion passed unanimously.
- 26 McConnell Rd., waiver requested: there was no supporting documentation submitted with this waiver. Based on information on file, this septic system was built in 1976. Mrs. Smith moved to deny the waiver, Mr. Kluge seconded, motion passed unanimously.
- 479 US Route 4, waiver requested: Action tabled at this time.
- 497 US Route 4, no action taken by the owner: there is no information available regarding a septic system for this property. Mrs. Smith moved to require this property to connect to the municipal sewer line, Mr. Kluge seconded, motion passed unanimously.
- 479 US Route 4, waiver requested: Action tabled at this time.
- 505 US Route 4, waiver requested: Action tabled at this time.
- 521 US Route 4, waiver requested: Action tabled at this time.

- 535 US Route 4, no action taken by the owner: there is no information of the system's age on file. Mrs. Smith moved to require this property to connect to the municipal sewer line, Mr. Kluge seconded, motion passed unanimously.
- 538 US Route 4, no action taken by the owner: there is no information available regarding a septic system for this property. Mrs. Smith moved to require this property to connect to the municipal sewer line, Mr. Kluge seconded, motion passed unanimously.
- 571 US Route 4 & 9 Granite Pl., waivers requested: these properties have provided documents and based on information on file, these septic systems are newer. Mr. Kluge moved to approve waivers for these two properties, Mrs. Smith seconded, motion passed unanimously.
- 17 Granite Pl., no action taken by the owner: records show a newer system not subject to the proposed revised ordinance. Action tabled at this time.

Route 4A Sewer Extension & Shaker Landing Sewer Update

Mr. Taylor noted a heightened effort to finish paving on Route 4A in the extension area last week, and said he has been told that will be completed this week. Mr. Taylor said the DOT reviewed the patches around the manholes and they were deemed unacceptable; patches need to be dug around the manholes. Mr. Taylor said that the pump station wiring is complete.

Mascoma Lakeside Park

There was discussion about how to proceed with fundraising and the implications of different approaches. Mr. Aylesworth said the property is subject to the Board having the authority to accept property declared surplus by the state. It was noted that the trouble is with the word "accept." It was suggested that a nonprofit making a third party purchase may be the best way for the Board to "accept" the property. Mr. Aylesworth noted that both parcels at the Park have been declared surplus; the matter will go on to a state legislative committee for review with action to follow. The DOT has initiated an appraisal and the legislative committee will take part in negotiating a sale price. Mr. Aylesworth said it is not clear whether a nonprofit or third party can negotiate on the town's behalf, and he noted that the sale price would not be final until approved by the executive council and the governor's office. Mr. Aylesworth said if the Board was to be authorized to buy the property at town meeting with a warrant article, the timeline of the process would slow down. Mr. Aylesworth said it might be difficult to raise funds before gaining authority to make such a purchase. Mrs. Smith said she talked with Rep. Steve Darrow and said he was willing to do what he could to help. Mrs. Smith shared her concern about EVA raising high-volume donations, which is made up primarily of volunteers.

Mrs. Smith said this issue needs a closer look. Mr. Gotthardt agreed that a volunteer-run entity raising money for a project of this scope would be difficult, and said it would be good to have an expert available. The Board noted that there will be a specific Mascoma Lakeside Park (MLSP) fundraising committee.

Selectmen's Retreat: Strategic Planning & Goal Setting

Mr. Aylesworth and the Board discussed their availability to schedule the retreat.

Administrative Items

Local River Management Advisory Committee Nominee Form:

The Board reviewed the Local River Management Advisory Committee Nominee Form, which reappoints Donald MacMeekin as the nominee to serve on the Committee. Mrs. Smith moved to approve Mr. MacMeekin’s reappointment, Mr. Kluge seconded, motion passed unanimously.

2nd Issue Property Tax Warrant:

Mr. Aylesworth noted the 2nd Issue Property Tax total of \$6,936,249.21; the warrant needs to be signed by the Board. Mrs. Smith moved to approve the 2nd bill warrant, Mr. Kluge seconded, motion passed unanimously.

3rd Quarter Water/Sewer Commitment: Mr. Kluge moved to approve the water & sewer commitment list as written, Mrs. Smith seconded, motion passed unanimously

VIII. Next Meeting

Monday, November 20, 2017, 6 PM, Public Works Facility

IX. Adjournment

Mr. Kluge moved to adjourn the meeting, Mrs. Smith seconded, meeting adjourned at 7:14 p.m.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen