



Board of Selectmen  
Public Works Facility  
74 Lockehaven Rd., Enfield, New Hampshire  
Meeting Minutes - January 22, 2018

**Board of Selectmen:** John Kluge, Meredith Smith, Fred Cummings

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

**Others:** Annabelle Bamforth (minutes), Jim Bonner (video), DPW Director Jim Taylor, Dan Kiley, Bob Cusick, Scott Osgood, Cecilia Aufiero

### **I. Call To Order**

Mr. Cummings called the meeting to order at 6:05 PM.

### **II. Approval of Minutes**

Mr. Kluge motioned to approve the minutes of the January 8th meeting, and Mrs. Smith seconded the motion. The minutes were approved, 3-0.

### **III. Communications**

The Board reviewed the DRA's 2017 equalization ratio notification of 91%.

The Board reviewed a shoreland permit notification for 14 Pine Dr. (Map 32, Lot 10) to replace two buildings with an estimated footprint of the same size.

The Board Reviewed a Wetlands permit for 40 Bassy Ln. (Map 22 Lot 7) for a retaining wall repair.

### **IV. Board Reports**

none

### **V. Town Manager's Report**

Mr. Aylesworth told the Board that the town clerk/tax collector has announced her retirement and plans to stay through the end of April. Mr. Aylesworth said he will begin working on filling the upcoming vacancy.

Mr. Aylesworth told the Board that the Comcast franchise agreement draft has been received; he added that he has not yet fully reviewed it and plans to look it over with Curtis Payne.

Mr. Aylesworth told the Board that the presentation from the Center for Strategic Governance is being held this Saturday at 9:30am at the DPW building. The Center plans to walk through the Amherst, NH experience with the strategic governance process and discuss the scope of projects for Enfield.

Mr. Aylesworth noted that at the last meeting, he was in the process of receiving a grant for water asset management; he updated the Board on the \$30K loan application for a wastewater asset management and sewer rate study, which has also been approved. Mr. Aylesworth that the principal of the loan is forgiven and the town would pay only the interest.

## **VI. Public Comments**

Bob Cusick made a suggestion to the Board that the town to examine the future of the town. Mr. Cusick said that some items have been piecemealed and would like the town to take a more comprehensive look.

Mrs. Smith noted that the Center for Strategic Governance presentation is a preliminary step to refining the town's master plan.

Cecilia Aufiero said she'd like to be part of the Center for Strategic Governance presentation on Saturday. Ryan said the presentation is open to the town's boards, commissions and committees and that she was welcome to attend.

## **VII. Business**

### **Ambulance Billing:**

Mr. Aylesworth recommended an increase of approximately 3% in the ambulance billing rate, effective February 1<sup>st</sup>, which would put Enfield in alignment with the average rates charged by Comstar's "Top 50 Clients".

Mr. Aylesworth added that an issue has been brought up regarding more calls being answered by Lebanon due to lower response volume from Enfield. Mr. Aylesworth said he would relay this issue to the Fast squad and hopefully address the issue in order to have fewer calls to Lebanon.

Mr. Kluge motioned to approve Mr. Aylesworth's ambulance billing increase recommendation to match the average rates for the highest 50 Comstar clients, and Mrs. Smith seconded. Motion approved 3-0.

### **Preliminary 2018 Capital Improvement Program:**

Mr. Aylesworth discussed recent developments in the Capital Improvement Plan (CIP) and said that he had invited Mr. Kiley and Mr. Cusick to discuss these developments.

Mr. Cusick noted that many buildings in town are old and added that he thought while they held distinct historical attributes, many of them may be past their useful life. Many people in town are attuned to efficient buildings and operations. Mr. Cusick raised concerns about the difficulty in gauging the

estimated cost of renovating Whitney Hall. He suggested consolidation of buildings with the help of a professional.

Mr. Kiley said that CIP had allotted \$200K for town offices for the exterior, and added that it's unknown how much it will cost to address the interior or the roof. Mr. Kiley noted that rotten material was present in fixing the porch of the library. Mrs. Smith agreed that it should be thoroughly repaired.

Mr. Aylesworth noted his discussion with the fire chief about the status of some projects, and the chief had been okay with some delay on the fire station roof as the repairs have been effective so far.

Mr. Cummings asked if the Fire Chief was okay with pushing off replacing the furnace at the building on Shedd St. Mr. Aylesworth reported the Fire Chief was reluctant to hold off on the furnace replacement, but thought they could "make due" if absolutely necessary. Mr. Cummings said he thought the furnace was a small enough cost that provides an essential service. He suggested the chief reconsider, as there are several temperature-sensitive items like a UTV, the generator and other vehicles and equipment inside the Shedd St. building that should have some protection from extreme cold.

Mr. Taylor noted that the furnace at Shedd St. is over 40 years old.

Ms. Aufiero questioned why the Shedd St. building was being used to hold equipment, as she recalled that it was set to be sold. Mr. Cummings noted that it was his understanding that was the plan, but it has not materialized.

Mr. Aylesworth said he wanted to make sure that the Board is okay with the number of cash purchases; Mr. Cummings said he was comfortable with what CIP has recommended.

**Public Hearing: Withdrawal of \$15,000 from the Municipal Water Capital Reserve Fund to replace a Marsh Well pump**

Mrs. Smith motioned to open the public hearing, and Mr. Kluge seconded; public hearing opened at 6:45 PM.

Mr. Taylor said that he had to order a new pump and chose a pump at a higher cost but one that is better built. Mr. Aylesworth said he authorized the purchase, but needs to hold this hearing to authorize the Municipal Water CRF withdrawal to cover the cost of the purchase.

Mr. Taylor said it's a three phase pump and is expected to save on energy costs.

Public comment: none

Mrs. Smith motioned to close the public hearing, and Mr. Kluge seconded; public hearing closed at 6:49 PM.

Mr. Kluge motioned to approve the withdrawal of \$15,000 from the Municipal Water Capital Reserve Fund, Mrs. Smith seconded; motion approved 3-0.

**Preliminary Draft Budget Review:**

Mr. Aylesworth asked the Board to bring up any concerns with the draft budget. He referenced the memo; there was a 2% increase in personnel wages and the general government budget represents an increase of just under 1.7%.

Mr. Aylesworth noted that he has estimated revenue projections conservatively this year.

Mr. Aylesworth said the budget shows an estimated projected tax rate of \$7.59, a 2.8-2.9% increase. He noted that the lack of municipal property available for sale has been a significant factor in lower non-property tax revenue projections. He added that the town also saw the end of a recreation grant this year, leading to an increase in recreation personnel costs. Mr. Aylesworth said his recommendation was to err on the side of caution.

Mr. Aylesworth asked for the Board's input on the rubbish line; right now, he said he has budgeted for an increase from \$14K to \$15K. He noted that pay as you throw (PAYT) has been discussed in the past, in the form of a town bag program or stickers issued.

Mr. Cummings said that PAYT was not something he would like to debate this evening and it was late in the season to discuss. Mr. Aylesworth wanted to see if the Board had overall interest in discussing this. It could be adopted mid-year if the Board was in favor of this.

Mr. Cusick said from what he understands, the Casella contract didn't live up to its expectations; for this reason, he said it's worth looking at alternatives, and agreed that the town should take the next year to discuss.

Mr. Kluge agreed that they could take time to look at this.

Mr. Aylesworth asked how the Board felt about a 2.5-3% tax increase. Mr. Cummings said he thought Mr. Aylesworth did a good job and it appeared that members of the budget committee have appreciated the effort to keep the increase low.

**Preliminary Draft Warrant Review:**

Mr. Cummings said he reviewed the draft and it looked good.

Article 14: This article would allow the town to enter a 20-year electric power purchase agreement. Ms. Bonnette said the blank line needs to be completed to reflect who the electric power purchase agreement is with.

Article 15: It was noted that this article seeks to resolve the issue of there being no current provision to allow the town to accept gifts of real property. Ms. Bonnette noted the Board may sell tax-deeded property only; this article also expands on the types of property that the Board can sell.

Mr. Cummings said that he's not sure if it's wise to give the town authority to buy and sell property without voter approval for each piece, and is unsure if he can support this article.

Mr. Aylesworth agreed that the article would give the Board broader authority; he explained that he was seeking an RSA that allows the Board to accept gifts of real property, and RSA 41:14-a appeared to be the most relevant provision to accomplish this. Mr. Cummings said that he thought the Board was already allowed to do so; Ms. Bonnette said the Board's authority did not include accepting real property. The Board agreed to remove article 15.

Article 9: This article is included due to RSA 41:9-V. Mr. Aylesworth noted that a surplus is cautiously anticipated; however RSA 41:9 still comes into question. He said that according to DRA, the 2016 audit shows an approximate \$130K deficit until the town proves there isn't one; this number may be edited at town meeting.

#### **Human Services Request to Apply Assistance to Property Owner/Landlord's Past Due Utilities**

Mr. Aylesworth said an individual renting a piece of property is looking for support for rent. Upon looking into the matter, Mr. Aylesworth said that Ms. Heed discovered an unpaid water/sewer bills plus a lien on property. Mr. Aylesworth said the state's RSA allows the town to apply assistance to past due water/sewer bills for a property owner or landlord. Ms. Bonnette said the Board needed to give Ms. Heed approval.

Mrs. Smith motioned to approve the request to apply assistance to the property owner/landlord's past due utilities, Mr. Kluge seconded; motion passed 3-0.

#### **Blacksmith Alley Lease Agreement**

Mr. Aylesworth reported that Mike Davidson of Ledgeworks shared a warranty deed which the company claims gives them access to the adjacent property owned by Dr. Hettleman. Mr. Aylesworth said they are now reconsidering their options in light of this.

#### **Route 4A Sewer Extension/Shaker Landing Sewer Update**

Mr. Aylesworth discussed a recent walkthrough with Kingsbury and Lakeview officials. Mr. Taylor noted that 110 of 130 are connected and are doing well aside from a few minor issues. He added that there are issues remaining with manholes taking water on Route 4A.

Mr. Aylesworth said that substantial completion for Shaker Landing is expected around Valentine's Day, as recent extreme cold weather caused a delay.

#### **Mascoma Lakeside Park Committee**

Mrs. Smith said the Lakeside Park committee wants to blend with the Lakeside Park fundraising committee, and it will be a town committee appointed by the Board. Mr. Cummings suggested opening this up to the public before making appointments. Mrs. Smith said this could be done in the form of a listserv posting as well as posting on the town website.

**Sewer Connection Request**

Mr. Kluge motioned to accept an incoming sewer connection request at Chosen Vale Lane, Mrs. Smith seconded; motion approved 3-0.

**Old Home Days Committee Appointment:**

The Board recalled this appointment being addressed in the past; Ms. Bonnette noted that the paperwork was not found so she wanted to make sure it was on record.

Mr. Kluge motioned to appoint Brittney Cole to the Old Home Days Committee, Mrs. Smith seconded; motion passed 3-0.

**Administrative items:**

The Board signed a property tax refund.

The Board reviewed a written request from Joseph DePalo to include the new All Veterans Tax Credit provision on the town ballot; Article 17 on the town meeting warrant addresses the All Veterans Tax Credit.

Ms. Bonnette noted that while this item is not on this meeting’s agenda, there is no individual currently dedicated for the town report.

It was noted that Philip Cronenwett had recently deceased, and the Board offered their condolences.

The Board agreed to determine an individual for dedication on the town report as soon as possible.

**VII. Next Meeting**

Tuesday, February 6th, 2018, 6:00 PM, Enfield Public Works Facility, 74 Lockehaven Rd.

**IX. Adjournment**

Mr. Kluge motioned to adjourn the meeting, Mrs. Smith seconded; meeting adjourned at 7:35 PM.

\_\_\_\_\_  
B. Fred Cummings, Chairman

\_\_\_\_\_  
Meredith C. Smith

\_\_\_\_\_  
John W. Kluge  
Enfield Board of Selectmen