

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**MINUTES**

**Date:** Monday, July 16, 2018  
**Time:** 6:00pm  
**Location:** Public Works Facility, 74 Lockehaven Road

**Board of Selectman:** Meredith Smith, Katherine D.P. Stewart, John Kluge

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

**Others:** Denise Shibles (Recording Secretary), Jim Bonner (Videographer), Dan Kiley, Dwight Marchetti, Bob Cusack, Roy Holland (Acting Police Chief), Terri & Michael Crate, Scott Osgood, Kurt Gotthardt, Tim Sidore,

**CALL TO ORDER**

Mrs. Smith called the meeting to order at 6:00pm.

**APPROVAL OF MINUTES**

Mr. Kluge moved to approve the minutes of July 2, 2018 as amended with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 2-0.

Ms. Stewart arrived.

**COMMUNICATIONS**

None.

**BOARD REPORTS**

**Heritage Committee-** Meredith reported that architect Jay Barrette will be working on a design to help with the Enfield Center Town House. They also have an estimate from Steve Patten Excavating for the drainage work needing to be done.

**TOWN MANAGER'S REPORT**

**Recording Secretary-**Ryan reported that Denise Shibles has given him her resignation. She will stay on until the end of August. Notices searching for a replacement will be posted.

**Police Chief Search Update-**MRI staff completed scoring the essays of those candidates who were invited to respond to a series of detailed questions. Eight candidates have been invited to take part in phone interviews with two MRI staff. Up to 6 finalists will be invited to interview in-person with a panel

the week of August 6. Potential follow-up interviews with 2-3 finalists will take place if a decision cannot be made at that point. Comprehensive background check and contract negotiations to follow.

**Strategic Governance Update-**Things are nearing completion. Presentations with the Board of Selectmen and Budget Committee will be over a two-night period (either July 30 & 31). An additional evening will also likely be needed.

**Enfield/Lebanon Municipal Sewer Inter-Municipal Agreement-**Mr. Aylesworth has been working with the Lebanon City Manager and other city officials to update and finalize the municipal sewer inter-municipal agreement (IMA) between Enfield and Lebanon. The agreement has also been reviewed by Town Counsel.

**Sewer Asset Management Planning Project-**Two firms submitted proposals in response to the detailed Scope of Work that was circulated regarding the Sewer Asset Management Planning Project (being funded with a Clean Water State Revolving Fund (CWSRF) loan with 100% principal forgiveness). David Prickett, of the preferred firm, DPC Engineering of Longmeadow Ma, agreed to reduce their bid to \$30,000 (-\$10,000), therefore DPC has been selected for this project. Paperwork has been submitted to the Department of Environmental Services (DES) and we are awaiting their feedback on the contract language and approval of the selected engineering firm.

**Municipal Facilities Optimization Study-**Mr. Aylesworth has been working to prepare the Request for Proposals (RFP) related to the municipal facilities optimization study. Other communities that commissioned a similar study have been helpful in providing example scopes of work and /or identifying architectural and engineering firms that bid on their projects. The goal is to have this study commence shortly after the strategic governance project concludes in late summer/early fall.

Jim Taylor reported that Pike's Paving isn't starting Town paving projects this week. Paving has been postponed (date to be determined). He is still waiting to hear about the paving on 4A. The goal is to have it all done before school starts.

**TAP Grant Application-** Scott Osgood reported on the Transportation Alternative Program (TAP). The grant application is asking for funds to build sidewalks from the Police Department to Route 4, then to the Baltic Mill, as well as from on Maple Street from Route 4 to the Enfield Post Office. These are areas that are used heavily by school children.

**Capital Project Funding-**Mr. Aylesworth reported on his work with Mascoma Savings Bank and Town Counsel on paperwork for a multi-disbursement loan that was approved at the annual Town Meeting to fund improvements to Crystal Lake Rd, Whitney Hall parking lot paving and various other projects.

**Sale of Property-**The sale of 38 Birch Lane (a tax deeded property in Fieldstone Ridge development) has been finalized, but members of the association wish to appeal the 10% penalty that was applied in accordance with State law. They would like to address the Board at the August meeting.

**Town Office Operations Update-**Ms. Bonnette reported that the new Town website will go live soon. Training of staff members who will make updates to the site will take place Tuesday, July 17.

The new Avitar tax software is up and running and working well.

The new Fund Accounting software conversion will go live in August for budgeting and live in October for Payroll.

**PUBLIC COMMENTS**

**Kurt Gotthardt: Recording Secretary Advertising and Recycling-**Kurt Gotthardt suggested the minute taker position be posted on several different listservs.

He also reported that the Energy Committee has been discussing the issues regarding recycling. When does the Casella contract come due? Mr. Aylesworth stated in another five years.

**BUSINESS**

**Moose Plate Grant Acceptance and Certificate of Municipality-**Mrs. Smith reported they received permission to now use the grant for drainage. They have also received an estimate from Steve Patten to do the work.

Mr. Kluge moved, with Ms. Stewart seconding, to accept the Moose Plate Grant funds in the amount of \$10,000 and authorize Mr. Aylesworth to execute all contract documents. The vote was unanimous in favor of the motion, 3-0.

**Blacksmith Alley Land Ownership-** Tim Sidore explained that Ledgeworks would like to purchase this property from the Town. Mrs. Smith is concerned with this having a negative impact on the future of the Riverwalk if the land is privately owned. Ms. Stewart is concerned with how this would affect the other owners using that property. Mr. Kluge expressed concern of future construction.

Mr. Sidore reported on the issues over the past years regarding this area and stated Ledgeworks would prefer not to continue with litigation but would rather find an amicable solution.

Kurt Gotthardt, as Planning Board member, explained the situation as they see it and the option of easements.

Mr. Aylesworth explained that the Board cannot sell the property outright; It would need to be done with Town Meeting approval. Mr. Kluge and Mrs. Smith would consider a couple different options and Ms. Stewart would like to hear from the abutters. Mr. Aylesworth will look into this further.

**Comcast Franchise Agreement Renewal-**Mr. Aylesworth reported an agreement has been reached with the Public Hearing proposed for Aug. 6th. Mr. Kluge moved, with Mrs. Smith seconding, to set the renewal hearing date for Aug. 6th. The vote was unanimous in favor of the motion, 3-0.

Mrs. Smith moved, with Ms. Stewart seconded, to authorize Mr. Aylesworth to sign the agreement extending the existing contract to August 6, 2018. The vote was unanimous in favor of the motion, 3-0.

**Police Officer Awards-** Acting Police Chief Holland presented Life Saving Awards to Officer Michael Crate, Officer Alyssa Conley and Sergeant Frye. Officers Crate and Conley were presented Life-Saving pins to where on their uniforms. A pin is being specially designed in recognition of Sergeant Frye's saving of lives on 3 separate occasions.

**Tax Deeds: Request for Delay of Pending Tax Deeding-**394 George Hill Road- Payments have recently been made. Mr. Kluge moved that the remaining balance of the 2015 taxes be paid by Sept 17<sup>th</sup>, with a second by Mrs. Smith. The vote was unanimous in favor of the motion, 3-0. Ms. Stewart would like it recorded that she is not comfortable with not requiring weekly payments on the remaining balances of 2016 & 17. Ms. Bonnette stated that she believes that legally the Town cannot do that. A payment plan can be recommended and strongly encouraged, but not required.

**Re-issuance of Tax Collector's Deed (due to partial payments made in 2018)**-Ms. Bonnette reported that the owners of two properties deeded on June 4th want to pay their remaining balances to keep the property. One has indicated payment will be made by the end of the month. The other has been willing to pay the balance, but on-line payment is not available for a couple of days. Mr. Kluge moved to rescind the deeding of the two properties deeded on June 4, 2018. Ms. Stewart seconded and the vote was unanimous in favor of the motion, 3-0. The tax deeds for these properties may be reconsidered on August 6<sup>th</sup> if payment has not been made by that time.

#### **US Route 4 Municipal Sewer Mandated Hookups Status Update & Connection Requirement Notices:**

**Shaker Valley Auto Request for Waiver**-Bob LaCroix explained the situation for each of his properties to the Board. He is asking for waivers for Lots 451, 453, 425 & 427.

Dwight Marchetti suggested properties being granted waivers should be inspected to be sure they are in good working order.

Mr. Kluge moved to grant a waiver of hookup for 10 years for Lots 451 & 453, with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 3-0.

The Board tabled a decision on 425 and 427 pending submittal of a complete record of the existing septic systems.

**Tenney Revocable Trust**- The Board would like it suggested to Mrs. Tenney that she try to coordinate with Petro Mart for her hook up as Petro Mart also needs to hook up to the municipal sewer system and some cost saving may be realized with collaboration.

**Mascoma Lakeside Park**-The Board received a list of new donations received for the Mascoma Lakeside Park Fund. Ms. Stewart moved to accept the donations totaling \$6,600 with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0.

**Private docks**- Mr. LaCroix will remove the dock leaning up against the tree. He believes he has written permission from the State for the remaining docks. He will work on finding this.

**Employee Longevity Pay Policies**-Mr. Aylesworth will bring recommendations to the August 6<sup>th</sup> meeting.

#### **ADMINISTRATIVE ITEMS**

**June 4, 2018 Minutes**- Mrs. Smith moved to approve the corrected minutes of June 4, 2018 with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 3-0.

#### **OTHER BUSINESS**

**Non-Public Session: RSA 91-A:3 II (a)**-Mrs. Smith moved to enter into non-public session at 8:15 PM, with Ms. Stewart seconding. A roll call vote was taken: Kate voted yes. Meredith voted yes and John voted yes. The vote was unanimous in favor of the motion.

Mr. Kluge moved to come out of non-public session at 8:34 PM, Mrs. Smith seconded the motion. Vote unanimous in favor of the motion, 3-0.

Ms. Stewart moved to seal the non-public session minutes, Mrs. Smith seconded the motion. Vote unanimous in favor of the motion, 3-0.

**ADJOURNMENT**

Mr. Kluge moved to adjourn at 8:35 PM, Mrs. Smith seconded the motion, vote unanimous in favor of the motion, 3-0. Meeting adjourned.

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Meredith C. Smith, Chairman

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John W. Kluge

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Katherine D. P. Stewart  
Enfield Board of Selectmen