

**Enfield Board of Selectmen
Public Works Facility, 74 Lockehaven Road
Enfield, New Hampshire**

MINUTES of October 8, 2018

Board of Selectmen: Meredith C. Smith, Chair; John W. Kluge, Katherine D.P. Stewart

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

Others: Bill Warren, Dwight Marchetti, Kurt Gotthardt; Linda Jones

CALL TO ORDER

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

APPROVAL OF MINUTES

September 17, 2018:

Corrections:

Page 3, ¾ of the way down, “Mr. Kluge stated...” take out the word ‘he’.

Page 5, there was a list of 5 things Ms. Stewart had asked for; please add ‘convey the policy to the utilities’.

Mr. Kluge moved to approve minutes as corrected, Ms. Stewart seconded. Vote unanimous in favor of the motion, 3-0.

Approval of minutes from non-public session, September 17:

Mr. Kluge moved to approve minutes from non-public session, September 17, Ms. Stewart seconded. Vote unanimous in favor of the motion, 3-0.

Approval of minutes from September 18th strategic governance session:

Mr. Kluge reviewed and moved to approve, Ms. Stewart seconded. Vote unanimous in favor of the motion, 3-0.

COMMUNICATIONS

Town Clerk’s Report – September 2018:

The motor vehicle revenue is just under \$8,000 which is ahead of end of September last year.

Tax Collector’s Report – September 2018:

The tax collector’s report is in a new format; please ask about the shorthand if you are uncertain. We are at just under 96% collected of property tax which is in keeping with historic averages.

Ms. Stewart asked about the lien values and past due water and sewer charges being carried. Ms. Bonnette explained that the past due water and sewer charges of less than \$250 under the previous policy were not liened. We are no longer able to place a lien on the property for these past due charges as the

date to do so is past. Mr. Aylesworth explained that with the new procedure old balances are being cleared first. It was decided that these values will be expunged.

PUBLIC COMMENTS

Mrs. Smith stated that prior to board reports the meeting would recognize Bill Warren to discuss bears.

Mr. Warren explained that there is a bear issue in town. In Cambridgeville, a rental property of 16 apartments in town, bears have been attacking the two dumpsters up there. He tried putting chains on the dumpster and the bears ripped the lid off the hinges. The bears are quite determined. Eliminating the food source is critical to keeping the bears away. Fish and Wildlife won't take steps until quite a few more steps have been taken. There is a sow and 3 cubs who has been hanging around Enfield House of Pizza. Mr. Warren said the bears in his apartment complex have been frightening the residents to the point that they sit in their cars and are unable to get to their apartments. One solution is bear proof dumpsters, however the dumpsters are provided by the town and once the trash is strewn all over the parking lot, whose responsibility is it to clean up the trash? Once all remedies have been attempted, Fish and Game will likely use a lethal option. Relocating the bears does not work, as they find their way back.

Chief Holland recounted stories of having to rescue bear cubs from Enfield House of Pizza's dumpster. Enfield House of Pizza took action and paid the extra \$40/month for bear proof dumpsters and they haven't had a problem since. Dunkin Donuts has been reluctant to pay extra money for bear proof dumpsters and Chief Holland has been there to address ongoing bear issues several times. The bears love eating the donuts. They will go away for the winter but will be back in the spring.

Mr. Aylesworth asked if the bears were primarily targeting dumpsters or toters?

Mr. Warren stated the dumpsters are the biggest problem at this time. The problem is not just trash but safety. We need to eliminate the bear or eliminate the food. On an Anderson Hill dumpster they changed covers so that is not so much of a problem but now the bears have just moved closer to town looking for food.

Dwight pointed out that bears in town is a new problem – we aren't hunting them. Ms. Stewart suggested having people with bear permits chase the bears away.

Mr. Aylesworth stated this was important to bring in front of the Board as it is a town wide problem that we need to figure out how to address. He stated that there is no clear solution at this time.

Ms. Stewart stated that the toters are the real problem – they don't fit in your entryway so just sit out waiting for bears. Mr. Kluge agreed.

Mr. Warren stated that this year Hanover used a bear hunting program. Fish and Game comes and does an analysis to see how much hunting a given area can sustain. This is a common practice with deer, we should investigate whether this is possible with bear in Enfield.

BOARD REPORTS

Planning Board:

The Planning Board met on September 26. The owners of the roller rink are considering a change of use to a doggy daycare or similar. The Board approved it in concept.

The 60 Main Street issue was discussed with Tim Sidor of Ledgeworks and Mr. Davidson who was requesting a waiver of the driveway permit. It was concluded unanimously that the driveway permit could not be waived due to DOT having jurisdiction in this case and not the Planning Board.

Enfield Village Association:

Ms. Stewart was not at the meeting, but NBC Channel 5 was in town to look at the scarecrows, hopefully this will bring some people to shop and eat.

Enfield Shaker Village Scenic By-Way Committee:

Mrs. Smith: Enfield/Shaker Village Scenic By-Way Committee is meeting tomorrow. They are hoping to move forward with Lebanon to extend the Scenic by-way after submitting to the DOT.

Mascoma Lakeside Park Committee:

The Mascoma Lakeside Park Committee meets every two weeks now, discussing the future of the park. There will be a public forum 10/29 at 6 pm so citizens can weigh in on what they would like to see happen with the park. We have a grant from the Northern Borders Regional Commission for economic development. It is a matching grant and we have one year to match it.

Heritage has been working on the possibility of Enfield becoming a certified local government town. This would make Enfield eligible for more federal grant money. Linda Jones went to a conference in WRJ to learn more about the local government and we will discuss in detail when we get to that agenda item. The whole purpose is to preserve and protect the historic resources of the town.

TOWN MANAGER'S REPORT

Mr. Aylesworth stated we are looking good on expenditures and revenues. We are on pace to stay on budget. Departments are encouraged not to overspend at the end of the year. We have dramatically exceeded our projected revenues in multiple areas including FEMA reimbursement.

Mr. Aylesworth will be taking over Dan Kiley's seat on the Regional Planning Commission. He will go to the meeting Wednesday; this requires a vote of the Select Board.

Ms. Stewart pointed out that there are towns that have left the Planning Commission. What is the benefit to remaining on the Commission? Mr. Aylesworth will bear this in mind moving forward and will not stay in if it does not benefit Enfield. They provide valuable resources so far.

An RFP has been issued for health and dental insurance. The response has been underwhelming so the RFP will be re-issued.

Police Chief Holland and Mr. Aylesworth will be interviewing finalists for the vacant sergeant position later this week.

Ten Year Plan including Route 4 corridor plan is being brainstormed tomorrow, if anyone has ideas please let Mr. Aylesworth know.

The 2019 budget is still in the process of being developed. Most departments have submitted, a couple of departments, such as fire and ambulance, are still working on theirs. They will be linking their budget requests to their strategic plans.

The municipal facilities optimization study has started to move forward with Barrett Architecture and Schaal Engineering. Kick off meeting has taken place. Information about existing buildings in the town are being compiled as well as arrangements for meetings with key stakeholders, committee heads and department heads are underway to understand the challenges and opportunities for this project. We will be going through each building individually and doing an assessment of each structure.

The International City Managers' Association conference was very useful, there were inspiring keynotes, plenaries, and educational workshops. There was good networking and commiserating; it was helpful to understand that the issues we face in New Hampshire are not that different from those in Missouri and Arizona. Special thanks to the International City Managers' Association for offering the scholarship to Mr. Aylesworth which almost completely offset the costs of the trip.

Mr. Kluge moved to approve Mr. Aylesworth taking over Dan Kiley's seat on the Upper Valley Lake Sunapee Regional Planning Commission, Ms. Stewart seconded. Vote unanimous in favor of the motion, 3-0.

PUBLIC COMMENTS

Dwight Marchetti – Lapan Circle Road Maintenance:

Dwight Marchetti would like to discuss having Lapan Circle re-paved. It has not been re-paved in the 20 years that he has been there. The highway department is out there once or twice per week filling potholes due to the tar breaking up. Mr. Marchetti made this request about 5 years ago but this has still not been surfaced properly. The area, with 30 homes, generates a lot of tax revenue so this could be a priority for the town. Mr. Marchetti requests that the Board keep this in mind as they go into budget planning.

Kurt Gotthardt – Meeting Minutes, Bears:

Kurt Gotthardt would like to know when minutes get posted on the website as it seems slower than it used to be. Mr. Aylesworth stated that Ms. Bonnette puts the minutes up online as soon as they come in. Legally the minutes must be available within 5 days of the meeting. Ms. Bonnette confirmed that they make them available as quickly as possible but there is no law regarding when they must be posted to the town website. It is a best practice to have committee review prior to posting to cut down on miscommunication, misrepresentation, and confusion over typos etc. Mr. Gotthardt would like to read them on the website.

Regarding the bear situation, Mr. Gotthardt suggested asking locations out west, Yellowstone and similar, to find out what they do. Mr. Aylesworth pointed out that out west they often encircle buildings with razor wire. Mr. Kluge suggested posting some information on the town website regarding how to discourage bear activity, including rules on putting out totter garbage cans and rinsing recyclables before placing in totter.

Certified Local Government Designation, Linda Jones:

Ms. Jones recently attended a conference about 'How you want your town to look in 10 years' in White River Junction about obtaining this designation.

Certified Local Government designation would be helpful as there are grants available for \$100,000 or more to towns that have the Certified Local Government Designation. This designation would also work well with the strategic planning initiative and would help bridge the communication between Heritage Commission and Planning Board. The application is quite in depth due to the fact that it is the entire municipality that gets designation, not just the Heritage or Historic District Commission. It is very involved because it is federal money that is given for preservation and they want to be sure that all of the boards in town are on the same page through a systematic review process.

The intent behind this designation has nothing to do with telling residents what color they can paint their house and has more to do with bargaining with developers to make sure that the town remains visually pleasing through all development. The example held up at the conference was the senior center that was in the valley news, 5 stories tall, and tucked into a hill. The architects were from Denver and were very pleasant to work with. Having the designation will help the town have a cohesive idea about how they want their town to look and this will be a strong effective bargaining chip to work with developers. This

might also have been helpful perhaps when the town was working with the dollar store. At the time there was nothing on the books to stop this.

Mr. Kluge said that there were design standards for that section of Route 4, it just never occurred to anyone that the window could be something that you couldn't actually see through. Live and learn.

Ms. Jones continued that all boards would get information about any potential development and act as an advisor to the developers. She is extremely impressed with what White River Junction has done with the planner Laurie Hirschfield. The amount of vision they had, looking at overlays of different periods of time, was quite impressive. Planning in this way, upgrading existing buildings while saving their historic value, is very desirable.

Mr. Aylesworth asked for clarification regarding what legislation is involved in agreement. Mrs. Smith and Ms. Jones explained that this would have to go to all boards to go forward and we are only in the beginning of this process. Mrs. Smith stated that as we look at the facilities study this extra money and planning leverage will be useful. Ms. Jones liked that the town doesn't have to look uniform.

Mrs. Smith said Rebecca Owen, the planner for Lebanon has sent her some information and would be willing to help if we reach out to her.

Ms. Stewart asked what the overall cost (direct and indirect) to the town would be? Mrs. Smith stated that it is entirely volunteer, led by the Heritage Commission. Ms. Stewart pointed out that there would have to be at least one staff member present.

Ms. Jones said that running planning ideas back by this Heritage Commission is really the only work that would be involved.

Ms. Stewart also asked if this would speed up or slow down our approval process as one of the complaints we often get is that it takes a long time to get things approved here. It is not that our approval process is bad or overly complex, it is that people don't make it through the process. Jake's for example.

Ms. Jones stated that the stipulations laid out for Jake's, next door to an historic register building, across from Main Street, at the gateway to the town, might have been nicer like the one in Quechee or similar.

Ms. Stewart stated that without zoning regulations we have no 'teeth' in regard to those types of stipulations.

Mrs. Smith stated that is what this designation would do – it would tell Jake's that they have to add a gable, for example.

Ms. Stewart stated this will still be a problem until the town has a master plan with zoning regulations.

Mr. Kluge wondered if this would affect what you can tell the citizens to do. This would start amazing pushback.

Ms. Jones does not feel this would be the case after speaking with other towns.

Ms. Stewart just thinks we should address these property right type questions within ourselves before they come up outside this group.

Mr. Aylesworth agreed that the reach of the opinions or decisions is not clear in the charter of the designation, and if this group is wondering how this will affect property rights then townspeople will as well. A mish mash of terminology is used which makes it confusing.

Mrs. Smith suggested we take these questions to other towns and leaders who have been through this, for example Mike Akillian and Rebecca Owens. Nadine Miller of the New Hampshire Division of Historic Resources is willing to come speak to the town regarding this, and Historic New England has field representatives who will come talk to the town. Mrs. Smith would also like to see Scott Osgood involved as the town planner, as the master plan is developed.

Ms. Stewart reiterated that more input will help. In the past, particularly with Jake's, people from the town made many suggestions about architectural elements, even inexpensive ones, that would have helped the building blend in, however there were no zoning regulations in place to require it and so they were thrown out.

Ms. Jones stated that there are towns around us that have had great success with this historic designation. Mr. Kluge pointed out that this is a tricky argument as there are also towns around us that want nothing to do with zoning, and we have those tensions going both ways. We have to make the public aware of this and give our citizens the opportunity to weigh in and let that lead us.

Authorization Relative to Official Quorum and Proof of Claim in Response to Bankruptcy Notes"

Mr. Aylesworth stated that there are 4 properties that are on their way to bankruptcy. Claims need to be made by us as the municipality with this form. A vote was requested to grant the town manager the authority to execute these forms when they come up.

Motion to authorize the town manager to act upon official form 410 and other documents related to bankruptcy claims. Ms. Stewart moved to approve Mr. Kluge seconded. Vote unanimous in favor of the motion, 3-0.

Continued Discussion of the Potential Decommissioning of Streetlights:

Mr. Aylesworth recapped the discussion of last week's presentation of the 29 streetlights that are under review for decommissioning. Mr. Aylesworth and Chief Holland have had subsequent discussion and agree that 28 of those 29 lights should be decommissioned. Eight of the lights were doubles – so they would be going down to one light instead of two. Of the 28, adjacent landowners will be given the opportunity to pay for the light upkeep should they desire to keep it. The light on 4A across from La Salette should be kept. We also propose adding a light at the intersection of Lockhaven and Shaker Hill Road. This would make a net change of 27 lights. Mr. Aylesworth requests a motion to proceed with alerting landowners of the plan to decommission lights adjacent to their property and give them the opportunity to take responsibility. While the Board of Selectmen vote is not needed, Mr. Aylesworth would like to know the board supports this decision.

Ms. Stewart stated that she is fine with it.

Mr. Kluge stated that he has already made his position clear, it is a paltry sum. We have better things to do than remove lights, and if the lights are malfunctioning we need to get on the power company to fix the lights.

Mrs. Smith agrees with Mr. Kluge's statements and would like to ask the Energy Committee to work on more important issues such as the enormous amount of oil that is burned at Shedd Street in the winter.

Dwight Marchetti stated that we are talking about a very small amount of money. If the lights are there they are there to give safety and security in any event on the road. The lights on the bridges remain on at

10 o'clock in the morning, why hasn't this been addressed? Mr. Marchetti would also like to know how much the town is spending on Shedd Street and keeping it warm through the winter. \$2,500 for streetlights is a drop in the bucket – if these lights aren't working, get them fixed.

Chief Holland stated that if the 28 lights aren't decommissioned then they need to be fixed.

Ms. Stewart stated the Shedd Street situation is a totally different topic. Our top safety official and our top town government official have furnished a report and it is hard to say to them that they don't have the expertise to do this.

Mr. Marchetti stated that the light on Sloan Rd. is not a light on a private road. Ms. Stewart disagreed.

Kurt stated that the lights were reviewed by DPW director, Town Manager, and Chief of Police. Out of 200 lights reviewed there are 28 recommended for decommissioning.

Mr. Aylesworth stated that other energy intensive properties are part of the reason why the municipal facilities study is happening. We are working on getting answers to these questions about energy usage in our town.

OTHER BUSINESS

Employee Longevity Policy:

Mr. Aylesworth requested a motion to approve the language of the new longevity pay policy changes. Ms. Stewart moved to accept, Mr. Kluge seconded, Vote unanimous in favor of the motion, 3-0.

Energy Committee Membership:

One member is being removed from the committee due to lack of attendance, three are being added.

A motion to approve the addition of three members, Marta Cirone, Jo-Ellen Courtney (alternate), and Travis Boucher. Mr. Kluge moved to accept, Ms. Stewart seconded, vote unanimous in favor of the motion, 3-0. A motion to remove the non-attending member, Jim Fenn, made by Mr. Kluge, vote unanimous in favor of the motion 3-0.

Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund:

A motion to accept two donations to Mascoma Lakeside Park in total of \$550, Ms. Stewart moved to accept as printed, Mr. Kluge seconded, vote unanimous in favor of the motion 3-0.

Donations to the Regional Recreation Program for the IRS XC Fundraiser:

A motion to accept donations to the Regional Recreation Program for the IRS cross country fundraiser, in the amount \$200, Mr. Kluge voted to accept, Mrs. Smith accepted, vote unanimous in favor of the motion 3-0.

Non-Public Session: RSA 91-A:3 II (e):

Mr. Kluge moved to enter non-public session at 7:29 PM, RSA 91-A:3 II (e), Ms. Stewart seconded. Roll call vote: Mr. Kluge – aye, Ms. Stewart – aye, Mrs. Smith – aye. Vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to come out of non-public session at 8:00 PM, Mrs. Smith seconded, vote unanimous in favor of the motion, (3-0).

Mr. Kluge moved to seal the minutes of the non-public session, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

NEXT MEETING

Monday, October 22, 6 PM, Public Works Facility, 74 Lockehaven Road, Enfield.

ADJOURNMENT

Ms. Stewart moved to adjourn at 8:02 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0), meeting adjourned.

Meredith C. Smith, Chairman

John W. Kluge

Katherine D.P. Stewart
Enfield Board of Selectmen