

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

MINUTES of October 22, 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: Meghan Butts

## **CALL TO ORDER**

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

## **APPROVAL OF MINUTES**

**October 8, 2018:** Mr. Kluge stated that the minutes were particularly well done, easy to read, comprehensive and very commendable.

### **Corrections:**

The name of the company that was selected for the facilities study is Barrett Architecture and Schaal Engineering (p. 3)

On p. 6 3<sup>rd</sup> paragraph, the sense of the conversation was input and information (change knowledge to input).

On p. 7, 4<sup>th</sup> line, Ms. Stewart would like to remove the two sentences referring to her discussion of lights on private property as it does not reflect the conversation accurately.

On p. 8, Ms. Stewart's last name is spelled wrong (at the top).

On p. 7, there is a net decrease of 27 lights, but there were 28 lights recommended.

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

## **COMMUNICATIONS**

**Shoreland Permit Notification – 49 Algonquin Road:** Mr. Aylesworth explained that the residents of this residence are proposing to build an attached garage 30' by 18', 1200 square feet total within the buffer zone of the lake. DS and Conservation will also hear about this permit.

## **BOARD REPORTS**

**Enfield Village Association:** EVA met and sent out their annual appeal. Their community coffee is Friday from 8-9 at Shaker Hill Granite, they're going to be showcasing their new cutting tool.

**Preservation Committee:** Mrs. Smith attended the organizational meeting of the Mascoma Valley Preservation Committee headed up by Andrew Cushing. His vision is to include the 5 towns that make up the school district to work on a preservation plan from an economic standpoint. There is a property in East Grafton that is approx. 150 acres that is up for donation to a non-profit and Andrew is interested in somehow acquiring the property. It will be very interesting to see what comes out of this.

## **TOWN MANAGER'S REPORT**

**Health & Dental Insurance RFP:** Mr. Aylesworth stated that the RFP related to health and dental insurance still did not get a lot of interest so his office started directly contacting companies in an attempt to get them to bid and create a little competition, as this is a major cost center for the town.

**Police Sergeant Position:** The police chief and Mr. Aylesworth interviewed 3 finalists for the vacant sergeant position. All 3 finalists were impressive, however, Ryan Porter who is currently a sergeant with the Canaan PD stood out with a long career in law enforcement. Canaan made a last ditch effort to make him stay but, as Mr. Porter lives in Enfield, it was his preference to come here; in addition to thinking highly of Roy Holland's leadership. He will start November 5<sup>th</sup>.

**Transfer Station Attendant Position:** The part time transfer station attendant position has been re-advertised. It is a 3-day per week position covering Wednesday Saturday and Sunday. This time, due to the previous lack of interest, the posting let people know that the position could also be made into a full time position with two days/week being dedicated to water and sewer. As not everyone would have that skillset it could also narrow the field a little bit. One person has already expressed interest in the combination position.

Mrs. Smith asked if it could be an appropriate position for a person who already had a full time job and wanted to make extra money, on Sat/Sun for example?

Mr. Aylesworth stated that the current challenge is that a lot of people are interested in working one weekend day but not both. We would consider a 5 day per week schedule with non-traditional days off as well.

**Mascoma Lakeside Park:** New Hampshire DOT submitted draft deed language for the Mascoma Lakeside Park. Town Counsel has been provided the document and Mr. Aylesworth has taken a look at it. One area that we would likely try to push back on a little is that the area that has been designated for a drainage easement would limit our potential to use a key piece of lot 46. Hopefully they will work with us so we do not lose use of this section which could be ideal for putting a structure, if that is ultimately what we end up wanting to do. Atty. Mark Dunn, out of Concord, has been the title examiner and done a great deal of research. His findings are that there is no evidence of existing claims on the property in question.

Ms. Stewart suggested that when someone places a major easement on a property it lowers the value; this was not discussed up front when we agreed upon the value. Mr. Aylesworth said the drainage easement was discussed but perhaps not to the extent that it is at this time. The price will have to be re-discussed with Norm Bernaiche.

Next Monday the 29<sup>th</sup> there will be a public input session on Mascoma Lakeside Park. Mr. Aylesworth has been seeking input from various boards and committees to see what everyone's vision for the park is. This will be the general public's version of that. There are definite competing viewpoints.

**Wastewater Asset Management Plan/Study:** We have encountered road blocks; the State has approved projects but then at the 11<sup>th</sup> hour informed us that the projects could not be funded with a particular pot of money. The State requested that we hold off on our study and Mr. Aylesworth informed them that this would be problematic at this late stage. They met last week and came to a meeting of the minds and found a path forward through a different loan structure so the asset management piece will move forward. The planning and engineering component will still have to wait until after a town meeting as the borrowing of money from the State will require approval.

**Ambulance Billing/Revenue Collection:** Mr. Aylesworth, the Ambulance Chief, our Assessing Administrator and the Police Chief will be sitting down this week or next to have a detailed discussion about ambulance billing, reporting and collection. We want to go through it soup to nuts and ensure there aren't any breakdowns in communication.

Ms. Stewart asked about the Town of Canaan recreation co-administration of a revolving fund. Mr. Aylesworth explained that the current administration in Canaan feels that the current arrangement is tilted in Enfield's favor because all revenue goes into our general fund. If there was a profit, Enfield would receive it. This is Canaan's concern. They contribute \$10,000 toward the Regional Recreation Coordinator salary. The hope is that in the future revenue will outpace cost, but this is not a current concern.

## **PUBLIC COMMENTS**

There were no public comments.

## **BUSINESS**

**Enfield Shaker Village Scenic Byway Extension:** Meghan Butts of the Upper Valley Lake Sunapee regional planning commission came before the Board to discuss the extension of the Enfield Shaker Village Scenic Byway. Ms. Butts' organization provides support to the towns in the region, were notified about this byway in recent years and look forward to helping with this effort. The purpose of scenic byways is to showcase the scenic, cultural, historic, natural and recreational assets and qualities of our region and the state in general. Currently the byway runs from the intersection of Route 4 and Route 4A in Lebanon and ends at the Shaker Museum in Enfield. The last year was spent working on the State requirements which were to form a committee and create a corridor management plan. The goals include safety not only for cars but for cyclists and pedestrians, making sure areas of interest are preserved, keeping the views the same and keeping what we love about this area here. Tonight, we are going to talk about extending the byway. Representatives from Lebanon and Enfield came together and came up with an extension of the byway route. It has been approved by Lebanon, and we are currently looking for this Board of Selectmen's approval of an extension of the byway across the lake, on Main Street, over the bridge, to Route 4, from Route 4 at Main Street, to the Lebanon town line, and all of Shaker Hill Road, back to 4A and then extend the 4A piece all the way to the Grafton Town line.

Mr. Kluge asked Ms. Butts to define 'protected area'. She explained that one of the benefits of having the byway designation is an extra buffer to guard against something you don't want to happen. It doesn't have 'teeth,' it is just a strong suggestion to be protective of the historic and cultural resources along the byway. Mr. Aylesworth asked if the byway designation is largely symbolic and Ms. Butts said yes. The only thing that the Town has to commit to doing is to be part of the committee and have a corridor management plan. There is no further responsibility on the part of the Town.

Ms. Stewart asked how the committee gets members, and Ms. Butts stated that they are appointed by the Selectboard or city council. This committee was put together a year or two ago and is still the same. It is

up to the Town how often the committee changes (or not). The scenic byway is a symbolic designation that can be put online and in brochures to increase tourism and interest. Initial promotional work could be done by Ms. Butts and the Regional Planning Commission. Other byways in the state have gone as far as having websites and mobile apps and brochures. It may be necessary to fundraise for more expensive promotional work.

Mr. Aylesworth pointed out that any promotional work done for the byway should also be woven in to promotional work being done for the Town, for example, the Lakeside Park project, and downtown businesses.

Ms. Stewart suggested that this could be woven into the 10 year plan with DOT – the idea of getting people to turn down Main Street and come in to town.

There is a section on Route 4 that goes by Don Wyman's place. Don Wyman is willing to serve on the advisory board.

There was a slight error on the map near the intersection of Main Street and 4 that was corrected.

Mrs. Smith introduced a motion to accept the amended extension, with the slight corrections made during this meeting. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Ms. Bonnette suggested a vote was needed for Don Wyman's appointment to the Enfield Shaker Village Scenic Byway Advisory Committee. Ms. Smith made the motion, Ms. Stewart seconded, vote unanimous in favor (3-0).

**Transfer Station Attendant Hours of Operation:** Mr. Aylesworth requested that due to lack of use in the winter months, the transfer station should only be open Wednesdays (11-7) and Saturdays from (8-4). Ms. Stewart expressed concern over cutting back the hours when our town is having a bear problem. Mr. Aylesworth suggested that the very low number of people who would go on Sundays would likely pick another day. Mr. Kluge asked that when the formal recommendation is made to please provide numbers of people seen in the facility on Sundays and Ms. Stewart requested the cost of keeping the facility open per day.

**Inter-municipal Sewer Agreement with the City of Lebanon:** No update at this time.

**2017 Draft Independent Audit - Review of Findings:** Mr. Aylesworth discussed the findings including the key take-aways at the end. This included the sewer fund deficit and that the Town has taken steps to remedy that. It is a problem when costs exceed revenues; as soon as the new rates were set for 2018 we started to get ahead on that. It also talks about an ongoing deficit in the general fund under the GAAP accounting which includes delinquent taxes. Mr. Aylesworth explained that the auditor wanted the town to have a trust fund but he did not think that was necessary, so he will follow up with him. Mrs. Smith stated that many people in the Town have expressed great concern about the sewer rates. Mr. Aylesworth stated that situation is addressed on the town website. Mrs. Smith requested that the town keep working to explain the situation as people are very concerned.

Ms. Stewart asked about the finding on custodial credit risk related to the ongoing issue of trust funds and if they required a policy. Mr. Aylesworth agreed that we do need more robust policies surrounding the finances of the Town.

The Board then went through a discussion of the findings with Mr. Aylesworth.

**2019 Operating Budget, Initial Development:** All departments, but one, have submitted an initial operating budget. The Budget Committee met to discuss the budgets and discuss next steps. Each member of the Budget Committee will meet with departments to discuss the budgets. Meanwhile Mr. Aylesworth will be putting together a rough budget with placeholders for the departments' budgets. It is early in the process but this is where we want to be at this stage of the game.

**Strategic Governance:** Mr. Aylesworth explained that the Budget Committee and a subset committee have met to discuss the strategic governance of the Town and how to communicate it to the community. A one-page document was presented that explained the vision for the Town and the priorities for the Town based on recommendations from department heads and feedback from the Budget Committee and the Board of Selectmen. Mr. Aylesworth requested the Board's support for disseminating this information to the community.

Ms. Stewart explained that the order of the vision and priorities was slightly different than it had been as listed by this Board, particularly putting health and safety lower than it had been. The reason is because we need to decide what these departments are going to do before we can set priorities for them. The priorities aren't all inclusive but do cover what the Board discussed as a group. The facilities study will be done in December and we will know a lot more about sewer and water by then. Several of the priorities overlap so even if one priority was not highly rated, it likely overlaps with a priority that did. Getting information out to the community remains a challenge going forward. Ideas to address this include streamlining the Town website, televising "fireside chats" with Mr. Aylesworth, or webcasts. In order to get buy-in from the community, the discussions and ideas must be backed up with data, price tags, and rationale.

Ms. Stewart added that priorities are being made based on the starting point document as there is so much to be done and must be done in a financially responsible way.

**Donations to the Regional Recreation Program/Regional Cross Country Program Fundraiser, \$550**  
Ms. Stewart made a motion to accept the funds as presented, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

**Request for Waiver of Interest on Betterment Assessment:** Mr. Aylesworth explained that a bill had been sent to the wrong address and they are now requesting that the late fees be waived due to the clerical error. Mr. Kluge made the motion to waive the late fees, Ms. Stewart seconded it, vote unanimous in favor of the motion (3-0).

**Administrative Items:** The Board reviewed and approved Land Use Change Taxes; MS-1 Summary Valuation (the net value is up 4M from last year, an increase of less than 1%), November 5<sup>th</sup> Election Warrant.

Mr. Aylesworth requested an extra, very brief, meeting next week to approve the tax warrant. November 1<sup>st</sup> was agreed upon, 3:30 PM at Whitney Hall.

The Friends of Mascoma are having a mobile pet food pantry in the Whitney Hall parking lot. Does the Selectboard have any objection to this? Ms. Stewart asked how this would affect traffic at that time of day? The consensus was that it would be quite manageable.

## **NEXT MEETING**

Monday, November 5<sup>th</sup>, 6 PM, Public Works Facility, 74 Lockhaven Road, Enfield.

**ADJOURNMENT**

Mrs. Smith requested a motion to adjourn, Mr. Kluge made the motion, Ms. Stewart seconded, vote unanimous in favor of the motion, (3-0).

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Meredith C. Smith, Chair

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John W. Kluge

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Katherine D.P. Stewart  
Enfield Board of Selectmen