

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

MINUTES of November 16, 2018

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

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

Others: Ed McLaughlin, Mascoma Lakeside Park Committee; David Beaufait, Moderator

BUSINESS MEETING

CALL TO ORDER

Mrs. Smith called the meeting to order at 3:35 PM

APPROVAL OF MINUTES

Mr. Kluge moved to accept the regular and non-public minutes of November 5, 2018 as printed, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Wetlands Permit by Notification – Retaining wall repair and replacement, 69 Algonquin Road

Wetland Permit by Notification – Retaining wall repair and replacement, 35 Algonquin Road

Mrs. Smith asked if the NH Dept. of Environmental Services does spot checks to determine compliance.

Mr. Aylesworth does not know, and he is not certain of whether the Conservation Commission does site visits as an advisory committee; he can ask Alan Strickland, Conservation Commission Chair.

BOARD REPORTS

Planning Board:

The Planning Board met Wednesday, November 14th and had lengthy and detailed discussion of the Davidson property on Main Street. In the end the project was approved by a vote of 4-2.

The Planning Board also discussed changes to the Planning regulations and a vote passed to allow accessory units to be separate structures. The original State proposal for accessory units required a continuous foundation and continuous roof line. One regulation proposal discussed was the removal of all parking restrictions in the downtown area; the board did not approve this.

Zoning Board of Adjustment:

Ed McLaughlin noted that there have been no variances granted since he's been on the ZBA.

TOWN MANAGER'S REPORT**Hanover Dispatch:**

Mr. Aylesworth met with Chief of Police Roy Holland, Hanover Dispatch and others who participate in the Hanover regional dispatch. Mr. Aylesworth wasn't aware how unsystematic the rates charged to each municipality were. In essence, communities were charged the same amount they had previously been paying to another entity doing dispatch for them, in the case of the Town of Enfield that was the amount previously charged by Lebanon Dispatch. Enfield paid \$80,000 - \$81,000 in 2018. There is a rate structure being enacted which includes a \$7900 base fee, then 15% based on population and the remainder based on calls for service. If this new rate structure is implemented, care will be taken to have only necessary calls call through dispatch services so as to avoid unnecessary fees accruing. Under the proposed new rates structure, the rate will go down for the Town of Enfield to about \$79,000 in 2019.

Comstar Ambulance Billing:

Mr. Aylesworth has attempted to contact the president of Comstar (third party ambulance billing) to set up a meeting to discuss billing and collections. No response has been received to date. We will likely set up meetings with other vendors to explore alternative options.

Capital Improvement Program Committee:

Mr. Kluge noted that there was talk about doing away with the CIP Committee. Mr. Aylesworth noted there needs to be a committee and this one is set up well. The CIP Committee met on November 7th and toured the DPW facility and the department's current fleet of vehicles and equipment to get a better idea of the condition and current equipment and why things are requested.

Valley News Interview:

The Valley News requested an interview with Mr. Aylesworth to discuss the Transfer Station operations and hours. Mr. Aylesworth will follow up with the reporter on this topic, but believes more focus should be placed on a discussion of other important topics such as strategic planning, water/sewer asset management, municipal facilities optimization study and Mascoma Lakeside Park improvements, etc.

Legislative Priorities:

Mr. Aylesworth will be meeting with our state representatives and state senator to discuss legislative priorities for the next state legislative session.

Public Hearings:

A public hearing is scheduled on December 3rd to discuss and act upon the withdrawal of funds from capital reserves. Another public hearing will be scheduled for December 17th to set water and sewer rates before the 2019.

A written copy of the complete Town Manager's report was also supplied as part of the official record.

PUBLIC COMMENTS

None.

BUSINESS**Twin Pines Housing re: Upper Valley Supportive Housing:**

CFO and Deputy Director Beth Long, came before the Board to discuss transfer of ownership of investment partners relative to Anne's Place. The Town of Enfield, as the lender, must provide approval. Anne's place was funded by a Community Development Block Grant from the State to the Town to the

Non-Profit as sub-recipient. \$315,000 was the original note which matures in 2032 with 0% interest. It's called a loan because it has conditions, one of which is a requirement that it provide housing for 10 residents at low income levels. Ms. Long is not familiar with any CDBG grant being paid off at maturity. The Town could call the loan if there are any violations of the conditions.

Mr. Kluge questioned how the Town would ever know there were violations. Ms. Long responded that violations might come to light if they began to place advertisements for high priced apartments.

It was questioned if in 2032, once the loan is paid, do they have to continue to provide house to low income residents.

The Board discussed possible outcomes at the end of 2032. Upper Valley Supportive Housing would welcome the opportunity to discuss options. They likely would want to continue to provide low income housing.

Mr. Aylesworth asked if there are planned renovation projects.

Ms. Long explained that the initial investors have received federal tax credits, but those have a 15 year life. These investors have seen their benefit. Ms. Long explained financing, improvements to buildings and looking for new partnerships for the next 15 years.

There has been a continual flow for Twin Pines and its low income housing. Mr. Kluge noted that Anne's Place started as supportive housing for women. Mr. Aylesworth believes it is now co-ed. The Board was informed that some are women only households, but tenants are not sought out who are women only households. There is staff on site. They also have 2 staff for other supportive services who act as liaisons. They are not certified social workers but help connect individuals with the services they may need.

Ms. Long said they would like the Board's support to keep it affordable and to approve the transfer from the investment partners to Twin Pines Housing Trust.

Mr. Kluge moved to approve the transfer to Twin Pines Housing Trust, Ms. Stewart seconded.

Mr. Aylesworth noted that the last time the vote was contingent on Town Counsel review and approval.

Mr. Kluge amended his motion to approve the transfer to Twin Pines Housing Trust subject to review and concurrence of Town Counsel, Ms. Stewart seconded, vote unanimous in favor of the motion as amended (3-0).

Potential Improvements to Mascoma Lakeside Park:

Ed McLaughlin informed the Board that the Mascoma Lakeside Park Committee conducted a series of public meetings in September and October and held a public informational meeting on October 29th at the Community Building. The common feeling appears to be to do things for the property without spending Town dollars; fundraising is important. A lot of improvements will rely on this fundraising.

While we don't know that the Mascoma Lakeside Park will be a full replacement for Shakoma beach, right now they are looking at a wading beach.

A retaining wall and erosion control is important for protection of the lake and for safety.

Mrs. Smith noted that she didn't see rain gardens on the list of Committee recommendations to the Selectmen. Mr. McLaughlin they are included as part of landscape design.

Ms. Stewart noted the need for serious calculations of costs for the proposed projects.

Jim Taylor has informed Mr. Aylesworth that permitting alone is estimated at \$10,000.

There was brief discussion of a sandy beach and the remnants of the beach from the old motel. Mr. McLaughlin said they would not put sand in the water, but would put it above the water line. Ms. Stewart asked if there is a drop off and was informed by Mr. McLaughlin that it's shallow where they're talking of a wading beach. Dr. Beaufait noted that the buoy off the shore is about waist deep.

Mr. McLaughlin wanted to update the Board of Selectmen before they start phase 2 of the fundraising. Funds are needed to match the Norther Borders grant. The rain gardens and retaining wall can be part of the pavilion construction. The grant is for up to \$135,000; we don't have to get it all.

Discussion ensued regarding the location of the old railroad building and the potential for erecting something that would include signage and perhaps photos to explain this historic feature of the property.

Ms. Stewart said there's a need to forecast for ongoing maintenance costs.

Mr. McLaughlin explained that there was general agreement that the park design and any structure should be low maintenance.

Rail trail maintenance is a concern of the Committee.

Mrs. Smith said the proposed pavilion would not interfere with anyone's view of the lake.

Mrs. Stewart mentioned the triangles for shade, such as used at the dog park, would be good without a permanent shade structure.

Mr. Kluge feels the Town has a good committee to look at these things.

Brief discussion ensued regarding possible amenities such as a fire pit, ice rink, grills, etc.

2018 General Election Debrief (at Request of the Town Moderator)

Dr. Beaufait, Moderator, reported that overall things went well, with a record turnout for a mid-term election; it matched Dr. Beaufait's first presidential election in terms of volume.

New requirements weren't completely smooth. Problems prior to the election were corrected. There were over 100 new voter registrations on Election Day. The new registration procedure worked smoothly with the clerks in doing most of the work in the downstairs conference room. Even with a fresh team of Supervisors of the Checklist with this being a first major election for some, there were no major problems.

Dr. Beaufait felt it was difficult to find available information before and after the election. Ms. Stewart noted the Secretary of State's site is hard to get to. There was discussion of ways to improve the dissemination of information. There was one change to the Town website under *Where do I? Learn More* from 'Voter Registration' to 'Voting in Enfield' to make it less confusing that the link is inclusive of more than just voter registration information.

Ms. Stewart noted that many came early to the polls. Perhaps bright orange signs stating the polling hours at the door would be helpful.

Dr. Beaufait said some were waiting at 6:45 AM. Some communities have polling hours from 7 AM – 7 PM, but from a poll workers perspective he doesn't recommend adding hours to Enfield current polling hours of 8 AM – 7 PM.

Ms. Stewart suggested for traffic flow leveraging the internet and possibly video as well.

Mrs. Smith noted that overall a lot of people managed to vote.

Ms. Stewart extended her thanks to Julie Huntley for the homemade food she prepared for the election workers; it was a very nice touch.

Dr. Beaufait expects the Town will be served well in the future by the moderator and assistant moderator. The assistant moderator is appointed by the moderator. Moderator pro-tem who substitutes for the moderator is appointed by the Supervisors of the Checklist.

US Route 4 Sewer Hook-ups

At the last meeting the Board of Selectmen took action on one outstanding request for a hook-up waiver. The Selectmen required additional information for two residential properties formerly owned by Reagan and LaBounty, and believe to be located at #425 & #427 US Route 4. The Board was provided with a fact sheet, RSA and excerpt from the Town's ordinance relative to hook-up requirements.

Mr. Kluge noted key points in the ordinance being that the system be no more than 20 years of age and in good operation condition.

Mr. Aylesworth said these systems are 40 +/- years old. Neither the Town Office staff, nor the Building Inspector/Health Officer could find any documentation that these are State approved systems and no documentation was provided to the Town. Even if they are State approved systems the point is moot since they are more than double the acceptable age set by the Board of Selectmen. Also, no documentation had been provided to show that major renovations had been performed on either system in the years just prior to the municipal sewer extension. If undocumented renovations have in fact been completed, they were paid for by a prior owner, not Mr. LaCroix.

Mr. Kluge moved to deny connection waivers for the two properties (former Reagan and former LaBounty properties), Mrs. Smith seconded the motion. Mr. Kluge and Mrs. Smith voted in favor of the motion. Ms. Stewart abstained stating she was not prepared to vote, not having had time to read the information provided at this meeting. Motion carried by a vote of 2-0.

Enfield Shaker Village Scenic Byway Membership

The Board discussed the membership of the Enfield Shaker Village Scenic Byway Advisory Board. Three individuals were recommended for appointment to the Board: Linda Jones, Phil Walz (Executive Director of the Shaker Museum) and Father John Sullivan. It was recommended two members, Katharine Lary Jopek, representing the Recreation Department, and Kim Quirk, Enfield Village Association President, be removed from the Board due to non-attendance. Dolores Struckhoff has submitted her resignation from the Board.

Ms. Stewart moved to accept the resignation of Dolores Struckhoff with regrets and the remove Katharine Lary Jopek and Kim Quirk from the Board due to non-attendance, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

The Board discussed and Mr. Kluge moved to approve the setting of staggered 3 year term limits for existing members and appointments as follows:

Term expiring May 1, 2019: Mary Ann Haagen, Meredith Smith, Scott Osgood;
term expiring May 1, 2020: Marjorie Carr, John Roe, Don Wyman; and
new appointments with term expiring May 1, 2021: Linda Jones, Phil Walz, Father John Sullivan

Seconded by Ms. Stewart, vote unanimous in favor of the motion (3-0).

Request to Lease Town Property for Private Dock (Johnston Drive)

Barbara Ruel requested the Board's consideration of a lease agreement for a seasonal dock on Town-owned land at the end of Johnston Drive and adjacent to the common right of way located there. The request for a lease to be granted to the property owners along Johnston Drive in the name of 'The Freedom Ruel's Trust.'

The Board discussed the dwellings located on the properties and what belongs to the Town. The dwellings are under lifetime leases.

Mr. Aylesworth noted that people are already doing things on the parcel without Town involvement.

Ms. Stewart asked, if the Town leases it, what happens to those who have used it for years?

Mr. Kluge stated if this property becomes available for use (after the lifetime leases are no longer in effect) we don't want any entanglements, so he is opposed to the lease.

Ms. Stewart agreed we want to have it open and free of encumbrances.

Mr. Kluge moved to deny the request for the lease on the Johnston Drive property, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth noted that the Town should continue to observe the properties and if a dock is installed without Town approval, there will be action to follow up on removal.

Donation to Regional Recreation Program for XC & Track Team Tiger Run Fundraiser of \$300:
Ms. Stewart moved to accept the \$300 donation, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

The Board reviewed and approved the minutes of October 8, 2018 as amended by vote of the Board on October 22, 2018.

OTHER BUSINESS

CIP Committee Appointment:

Dominic Albanese was recommended for appointment to fill the vacancy on the Capital Improvement Program Committee.

Mr. Kluge moved to appoint Dominic Albanese to the CIP Committee, Ms. Stewart seconded, vote unanimous in favor of the motion.

NEXT MEETING

Monday, December 3, 2018, 6:00 PM, Public Works Facility, 74 Lockhaven Road, Enfield

ADJOURNMENT

Ms. Stewart moved to adjourn at 5:03 PM, Mr. Kluge 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

Town Manager Report – November 16, 2018

- Proposed changes in the billings computations of regional dispatch services (which will be discussed in more detail later in the meeting)
- Town Manager and Mike Akillian from CSG are in the process of finalizing their approach for completing further evaluation of five alternative forms of governance for the Fire Department and Ambulance/FastSquad. A meeting is being planned for November 26 future that, at a minimum, will include the Town Manager, CSG staff, Fire Chief, Assistant Fire Chief, a Fire Ward, and the Ambulance Chief. The Police Chief might also attend. The intent is to have meaningful findings and recommendations that can be reported at a public meeting before the end of 2018.
- The president of Comstar (third-party ambulance billing company) has not responded to multiple requests for a group meeting. Additional attempts will be made to hold them accountable and get some much needed answers about the rate at which the Town is receiving (or in this case, not receiving) revenue for billable transportation.
- Meeting with Lebanon city officials took place on November 9, 2018, for the purpose of discussing the Sewer IMA. The proposed language in the renewal agreement represents a more favorable arrangement for Lebanon. Enfield is not under the gun to agree to a renewal. The current agreement does not expire until 2020 and it will automatically renew for another 5 years unless Lebanon severs the relationship.
- The Town Manager recently met with the Ambulance Chief and the Assistant Fire Chief to talk about the City of Lebanon's proposed ambulance renewal agreement. The proposed agreement is more favorable to Lebanon than prior agreements, and there are a number of provisions that would need to be reworked if the Town were to move in the direction of full-time staff, which is what the department has requested in its recently developed strategic plan.
- The Budget Committee met again last night (11/15) and several of the "liaisons" appointed to the various operating departments provided brief reports on their perception of the budget requests. Future Budget Committee meetings will be taking place on 11/27, 12/4 and 12/8. The Town Manager will present his complete budget recommendations on or before the BOS meeting of December 17 (more likely 12/4).
- The CIP Committee met on 11/7 to review capital request submitted by the DPW in more detail. The meeting included a tour of the DPW facility and the department's current fleet of equipment. The CIP Committee will next meet on 11/26 to review the capital request submitted by the public safety agencies – PD, FD and Ambulance.
- Valley News has requested an interview with the Town Manager to discuss the transfer station days/hours of operation. When he follows back up with the reporter, the Town Manager will effort to pivot the conversation to a discussion of important work being done by the Town that deserves more publicity – strategic planning, water/sewer asset management, municipal facilities optimization study, Mascoma Lakeside Park improvements, etc.
- Town Manager met with Representative Dontonville to discuss legislative priorities for the next state legislative session. Similar meetings will be arranged in the near future with State Senator Hennessey and Representative-elect Adjutant.
- The attorney completing the title research and associated report for the Mascoma Lakeside Park property has assured me that a detailed written report will be provided to me by end of day today.
- A conference call with Barrett Architecture and Schaal Engineering is being set up for early next week to obtain a more detailed status report on the municipal facilities optimization study. Additional in-person meetings will be arranged once the Town Manager returns from vacation

on 11/26.

- The Town Manager, Assistant Town Manager and Assessing Administrator attended the annual conference of the NH Municipal Association the past two days (November 14-15) in Manchester. As part of the program, the Town Manager presented as part of a professional panel for a breakout session titled “Better Outcomes through Strategic Governance.” The talk was well-received by municipal officials from numerous communities.