

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

MINUTES of November 5, 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: James Bonner (video); Jim Taylor, Director of Public Works

CALL TO ORDER

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

APPROVAL OF MINUTES

November 1, 2018: Mr. Kluge moved to accept as printed, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

October 22, 2018: Mr. Kluge moved to accept as printed, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Planning Board Notice of Public Hearing, November 14, 2018

Town Clerk's Report – October 2018: Town Clerk YTD is 903K as compared to this time last year we are 45K ahead so we are poised to finish ahead of last year in our non-tax revenue.

Tax Collector's Report – October 2018

Ms. Stewart asked how Mr. Aylesworth makes budget projections, he stated that he looks back at the past few years revenues and depending on variability will usually set it at the previous year's total but will revise up or down as the year progresses. He also takes into account factors like new state laws that could impact revenue or similar.

BOARD REPORTS

Mascoma Lakeside Park Committee: Mrs. Smith reported there was a meeting of the Lakeside Park Committee last week which will be covered in the Town Manager's report.

TOWN MANAGER'S REPORT

Tax rate: The tax rate has been set and the bills have been sent out, due December 6th. Mr. Aylesworth appreciates the Board's flexibility in meeting and approving the warrant to allow us to get the tax bills out quickly. The aggregate tax rate is \$26.41 which is \$0.40 higher than last year. The municipal portion of that is \$7.53 which is \$0.05 less than anticipated at Town Meeting, which is always a good thing, though it's still up from last year's \$7.38. We also came in .3% less than the school's tax rate.

Town Newsletter: The November issue of the town's e-newsletter went out on the first.

Lakeside Park Public Forum: There was a public forum for the Mascoma Lakeside Park on 10/29. The primary purpose was to get public input on activities and facilities and things they'd like to see happen at the park. Input from various groups and committees to date was also discussed. There were about 50 people, so the turnout was good. There were a lot of areas of consensus which was encouraging but there were also diverging opinions so we will have to continue to seek public feedback as appropriate. Overall it was a positive meeting and the town seems happy with the way things are progressing with regard to the Lakeside Park project.

10-Year Plan: There are a number of projects that were advanced to the Upper Valley Lake Sunapee Regional Planning Commission for the state's consideration to add to the 10-year plan. This included some road and drainage improvements. Ms. Stewart asked for clarification on the drainage improvements for Shaker Hill Road. It is from Lockhaven intersection down to the sheep farm which will include Wescott Road.

2019 Budget: Progress continues to be made. The Committee has identified liaisons for each of the operating budgets, several of these meetings have taken place and the remainder will occur over the next week or so. Mr. Aylesworth plans on having his budget ready to present to the Selectboard at their first meeting in December. December 8th will be a Saturday meeting with department heads to discuss all budgets and present them to the Budget Committee.

4A Sewer Extension: Ryan and Jim attended a meeting regarding the 4A Sewer extension project. There are many areas to consider regarding what the ownership of the sewer will be, how responsibilities will be divided accordingly, and how will people enter into a betterment agreement when connecting to the existing force main. It was a meeting to go over conceptualization of how different pockets of homes along 4A will connect to the sewer. Jim Taylor stated that the issues are twofold: operation and construction, and administrative concerns. Will shared ownership be between neighbors? Will it be governed by an association? There are a lot of details about roles and responsibilities that must be ironed out before we get too far down the road. Mr. Aylesworth pointed out that with regard to connection fee, there are a lot of different schools of thought on how this calculation can be made.

Facilities Study: Barrett Architecture and Schall Engineering came out to do site visits last week. No formal feedback yet but they liked some of what they saw and unsurprisingly they were very concerned by some of what they saw. Mrs. Smith asked if this assessment would be

completed by year's end which Mr. Aylesworth confirmed - it should be ready for presentation by mid-December.

Municipal Sewer Agreement: Jim Taylor and Ryan Aylesworth are going to a meeting with the Lebanon City Manager and the superintendent of the Lebanon water treatment plant to discuss the inter-municipal sewer agreement. An updated version of the agreement is forthcoming. Hanover dispatch invited Chief of Police Holland and Mr. Aylesworth to meet with all local towns who participate Tuesday November 13 at the school in Lyme. The topic will likely include the intention to increase prices to cover the cost of some improvements.

PUBLIC COMMENTS

There were no public comments.

Route 4 Sewer Connection Status Update - Jim Taylor: There are basically 3 statuses:

1. Those that have hooked in
2. Those that have not hooked in
3. Those with a waiver request in process

Some folks have tried to get someone to hook them up and it has been hard because our top contractors have not been able to get to all of the requests. We are looking to other people to get these people hooked up.

Outstanding:

D. Crate: still has plans to hook in, but will not get it done this year.

Petro Mart is now hooked up

Tenney Trust and Perez: unable to contact

Mrs. Tenney will not be given a waiver.

The funeral home still needs to hook in although they are not very interested in a waiver given their limited use at that facility - but has not requested waiver.

LaCroix has filed a waiver.

The Regan residence has requested a waiver which is now in front of the Board.

The Butmans are an absentee landowner.

Shaker Valley Auto had a waiver granted but it was recommended to have the system inspected.

Mrs. Smith asked if he could go to the contractor who did the work to get an affidavit of the improvements? There were some reservations expressed about who it was appropriate to have inspect the system. At the time the work was done, it was only legal through 2011.

Regan and LaBounty properties have been discussed and tabled in the past. Mrs. LaBounty had a waiver but then passed away, and it was not the Board's intent for a waiver to pass from owner to owner. The Regan property is in a similar situation as well.

Mrs. Smith requested a motion to deny sewer hook-up waivers for the former Regan and LaBounty residences and request that they hook in.

Ms. Stewart stated that she still has questions from the initial discussion; she would like to see documentation that the sewer hook-up is state law and the municipal sewer ordinance before making a decision.

Mr. Kluge suggested tabling the discussion until Ms. Stewart can see the documentation she has requested.

Mr. Kluge moved to table the topic until the next meeting, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Enfield Investment Policy: Section 4 subsection 2 shows that the treasurer has to make all of the deposits; Mr. Aylesworth would like to update this to treasurer or designee. In the reporting policy, he would like to update the reporting to be that of a quarterly cash flow report, not specifically investments.

Ms. Bonnette suggested changing from treasurer to ‘designee’ to make procedures more realistic.

Mr. Kluge asked for an investment update. Mr. Aylesworth stated that the town is slowly making progress quarterly and we are getting a little back from that - way may be about a third of the way back at this point.

Ms. Stewart asked about the removal of the report timeline. Ms. Bonnette clarified that monthly reports have not been provided in some time, they are provided upon request or yearly, whichever comes first.

Mr. Kluge moved to accept the investment policy as amended, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Public Hearing - Betterment Assessments for Lakeview and Shaker Landing Condominiums:

Mrs. Smith moved to open the public hearing at 6:35 pm, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

This hearing is to discuss and act upon sewer betterment assessment for Lakeview Condominiums and Shaker Landing Condominiums which are served by the 4A and Shaker Landing sewer extensions.

Mr. Aylesworth stated that back in July the first betterment assessments were submitted. The final costs are becoming better known as the projects move toward completion. One caveat is that there were some issues with the contractor on the Lakeview property that could involve legal action. There may be additional attorney fees included in that final total. Lakeview final assessment \$3.125 million dollars, up approximately \$22,000 from initial assessment. This works out to approximately \$1,200/year, broken into two \$600 payments.

Ms. Stewart asked if a graduated payment plan was ever discussed? Mr. Aylesworth replied that with early indications of late payments, it will be challenging to extend this repayment period even further.

Mr. Taylor stated that a number of these properties have recently changed hands now that the sewer problem has been taken care of.

The Shaker Landing cost is coming in about \$15,000 higher than initially estimated. The biggest change is that we had originally used 36 units as the denominator however there are actually 32. The resulting calculation is \$371.60 annually.

There were no public comments.

Ms. Stewart moved to come out of the public hearing at 6:45 PM, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to set the Lakeview Sewer Betterment Assessment at \$1,005.44 plus \$100 deposit at each of the first 10 semi-annual payments, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to set the Shaker Landing Sewer Betterment Assessment at \$743.20 plus \$100 deposit at each of the first 10 semi-annual payments, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Strategic Governance: The colorful grab and go document before the Board is what will be distributed to voters on election day. Thanks to all involved in coming up with this condensed informational sheet to educate the community about the direction of the Town.

Fire and Ambulance Strategic Governance: Mike Akillian and Mr. Aylesworth are coming up with a game plan for further analysis on the fire and ambulance departments. Within a week there will be a meeting with the Fire Chief, Assistant Fire Chief, Fire Wards, Ambulance Chief, to have a candid and open discussion about what is and is not working in the current arrangement. Mr. Aylesworth and Mr. Akillian will then compare what we are doing with what other comparable towns are doing and come back to discuss an appropriate way forward. Mr. Kluge agreed that buy in of all interested parties is crucial or we are at risk of losing a lot of volunteer support in both of these departments.

Mr. Aylesworth was invited to speak at a panel of Town Managers next week and will report back afterward.

Board and Committee Membership Appointments: CIP Committee - Gary Gaudette has asked to step down due to health concerns. The position has not been posted yet. The right person for the job would have finance experience with large budgets, some familiarity with large equipment and/or mechanical know-how. If anyone on this Board has a suggestion please feel free to reach out to Mr. Aylesworth at any time.

Ms. Stewart moved to accept Mr. Gaudette's resignation with regret, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Enfield Scenic Byway Advisory Board: Mrs. Smith suggested that the advisory board has to be made in conjunction with Lebanon. Ms. Bonnette stated that Enfield can make its own board terms for Enfield members, independent of Lebanon who appoint their own representatives. Mrs. Smith stated that she would like to wait to consult with and assess interest of all involved parties past and present.

Inspectors of the Election Reappointment: Mr. Kluge moved to reappoint all existing inspectors. Ms. Bonnette stated that Shirley Green will be serving as an alternate in addition to those listed. Ms. Stewart stated that she did not feel comfortable reappointing Dave Stewart for a two year term.

Mr. Kluge modified his motion to add Shirley Green as an Alternate Inspector of Election and reduce the appointment to one year for the alternates. Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Donation to the Regional Recreation Program for IRS XC & Track Program of \$100: Mr. Kluge moved to accept the \$100 donation, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Request for Reversal of Penalty for Property Taxes: In correspondence from Ms. Rosenthal she explained that she attempted to make a payment in full in June but did not realize until much later that the check never cleared so payment was not applied. The payment has since been paid in full and she is asking that as this was an honest mistake that the penalty not be applied. Ms. Stewart asked if there was any past action to base the decision off of, and if there is really no precedent to work from.

Mrs. Smith moved to waive the tax penalty fee, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to enter non-public session at 7:02 PM, RSA 91-A:3 II (e), Mr. Kluge seconded the motion. Roll call vote: Mrs. Smith – aye, Mr. Kluge – aye, Ms. Stewart – aye, vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to come out of non-public session at 7:12 PM, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Next Meeting:

Friday, November 16, 3:30 PM, Public Works Facility, 74 Lockhaven Road, Enfield.

ADJOURNMENT

Ms. Stewart moved to adjourn at 7:13 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 5, 2018

General Information and Updates from Departments

- 2018 Property Tax Rate
 - This past week we were able to finalize the 2018 tax rate and began preparing tax bills to go out by next week (they will have a Dec. 6 due date).
 - The total tax rate for 2018 will be \$26.41, which is a \$0.40 (1.54%) increase from the \$26.01 aggregate tax rate in 2017. This includes a rate increase of \$0.33 or 2.3% (\$14.58 in 2018 vs. \$14.25 in 2017) on the local school tax rate. So, if a hypothetical resident owns property appraised at \$250,000 and they paid \$6,502.50 in taxes in 2017 their bill would go up to \$6,597.50 in 2018 (\$95 increase). This is pretty good news from a “bottom line” perspective.
 - The municipal component of the tax rate increased from \$7.38 in 2017 to \$7.53 in 2018. At Town Meeting voters were informed that the estimated property tax rate for 2017 was \$7.58, so the actual tax rate is going to be \$0.05 LOWER than was projected back in the spring. This means that the municipal tax rate will increase by 2.0% as opposed to the 2.7% we had anticipated back in March. It’s always good when the actual tax rate comes in under what was estimated at Town Meeting.
 - As far as *why* the actual municipal tax rate increase ended up being a little less than estimated, the answer lies on the revenue side of the equation (although aggregate assessed real estate values increasing by about 0.7% helped a little bit). Although some actual revenues have fallen short of what was budgeted when we started the year, on the whole, it looks like we are going to bring in gross local revenue (non-property tax) in excess of what was budgeted.
- The November issue of the Town’s electronic newsletter was published on November 1.
- The Town’s independent auditor was contacted to get clarification related to the finding of noncompliance (2017-002) articulated in the draft audit/financial reports. More specifically, the draft finding pertains to a GAAP requirement that towns calculate and report on their anticipated financial liabilities related to other post-employment benefits (OPEB). “Other” in this instance means liabilities beyond retirement pensions. This would typically be health and dental insurance obligations. Many Towns provide employer-paid health insurance or other benefits to retirees, and they have taken steps to establish and deposit money into a trust fund dedicated to this purpose. However, Enfield does not do this. Although retirees have the option of paying 100% of the premium cost if they want to maintain the health/dental plan they had while an employee of the Town, the Town does not contribute anything monetarily toward their premiums. So, in light of this, clarification is needed from the auditor to ensure that the noncompliance finding still applies in Enfield’s case. When the Town Manager worked for a municipality in Massachusetts (which also didn’t offer employer-subsidized health/dental insurance to its retirees) the Town’s independent auditor never issued an adverse finding because his interpretation was the Town didn’t have a need to fund OPEB.
- The Town received four proposals in response to the request for proposals (RFP) related to health and dental insurance. The entities that submitted proposals were as follows: Health Trust (our current health/dental provider), NH Interlocal Trust, Tufts Health, and Anthem BlueCross BlueShield. The sealed proposals were opened on October 31. Representatives from two of the

organizations attended the bid opening. The information contained in the proposals is very dense and will take some additional time to thoroughly review and complete side-by-side comparisons. It had been approximately three years since the Town last issued an RFP related to health/dental plans. The Town was recently informed by Health Trust that health insurance premiums will increase by over 10% in 2019 if no changes are made to the plans currently offered to municipal employees. This is obviously a significant cost center for the Town (approximately \$570,000 or nearly 9% of the overall operating budget), and we will be thoroughly examining all feasible alternative options in the interest of striking the right balance between minimizing any increases in cost with the desire to continue providing high-quality health and dental insurance plans to municipal employees.

- Liberty Utilities is in the process of removing seven street lights (see list below), installing one new light (Pole 48-50 Lockehaven Road by intersection with Shaker Hill Road), and re-angling and extending the light on Pole 11 on May Street (at present, this light – which is located a short distance onto private property – is primarily illuminating a private driveway). The only costs involved will be the removal of the seven lights (\$50 per light). There will be no “undepreciated” value’s owed to Liberty on these lights because all of the lights are in excess of 20 years old. There is also no charge for Liberty to come out and install the light at the Shaker Hill Road-Lockehaven Road intersection, or re-angle the light on May Street. The lights to be removed are as follows:
 - Pole 18 Main St. (the light that is facing the parking lot)
 - Pole 21 Main St.
 - Pole 87 Route 4A
 - Pole 65 Shaker Hill Rd
 - Pole 3 McConnell St.
 - Pole 42 Crystal Lake Rd
 - Pole 0 Lewin Rd
- Mascoma Lakeside Park
 - The Town communicated concerns to NH-DOT regarding the physical dimensions of a drainage easement which the state is looking to maintain as a condition in the property deed. As currently written, the Town would essentially be unable to erect any sort of physical structure within a portion of the property’s most southwesterly location (by the park’s entrance). If the Town were to erect something in this area, NH-DOT would have the legal right to take it down (without offering any compensation to the Town) at any point they determine that maintenance work needs to be done within the drainage easement area. The Town formally asked NH-DOT to consider alternative deed language that was more flexible/less restrictive, but NH-DOT recently responded that this is not a possibility. As such, the Town will likely need to avoid siting any facilities near the entrance to the park (or it will at least be incurring some risk in doing so).
 - On October 29, the Mascoma Lakeside Park Committee hosted a public forum with the goal of getting additional input from residents regarding possible uses and facilities at the park property. A wide range of topics were discussed, including possible designs and features for a pavilion/gazebo and other improvements that are eligible for funding using a \$135,000 matching grant that the Town recently received from the federal government. Over 50 people attended the forum, and the Committee very much appreciates all of the valuable public feedback that was provided. It is clear there is a

great deal of consensus on many fronts, and we look forward to finding common ground where there still might be some differing visions for the future of the park.

- This past week the Town Manager, DPW Director and a couple members of the Mascoma Lakeside Park Committee met at the site to discuss ways in which pedestrian and bicyclist use of the sidewalk/emergency bypass could be improved through modifications to each entrance (where the wooden gates have been installed. In short, some residents had expressed concern that the current arrangement was having the unintended effect of disconnecting a section of sidewalk, and that a remedy was needed that promotes pedestrian and bicycle use of the path while at the same time maintaining the desired physical barrier to motor vehicles. A consensus solution was identified and will be implemented in the coming weeks.
- This past week the Town of Enfield submitted additional proposed projects to the Upper Valley Lake Sunapee Regional Planning Commission for funding under the NH DOT's Ten-Year Plan (TYP). More detailed information about these proposed projects, which were prepared and submitted by the Planning & Zoning Administrator with guidance and feedback from the Town Manager and DPW Director, has been provided to the Board of Selectmen separately. The proposed projects constitute a variety of improvements along the US Route 4 corridor east of Main Street and drainage improvements on Shaker Hill Road.

2019 Budget Development

- It is still early in the budget development process for 2019, but progress continues to be made. We are still waiting on a budget request from the Fire Department, but all other operating departments submitted their initial requests weeks ago. As was previously reported, department heads were asked to link the proposed actions included in each recently prepared department strategic plan with their operating and capital budget requests. The Budget Committee has assigned "liaisons" to each of the operating departments, and meetings between department heads, the Town Manager, and Budget Committee liaisons are underway. To date, meetings have taken place with the Police Department, Library, and Ambulance. Meetings with the remaining departments are planned over the next week.
- Capital funding requests submitted by each of the departments were included in the informational packet assembled for the 11/5 Board of Selectmen meeting. The CIP Committee has already met once (10/23) and will be next meeting this coming Wednesday (11/7) to complete a more in-depth review of the capital requests submitted by the Department of Public Works. Subsequent CIP meetings will entail further review of the requests submitted by Police, Fire, Ambulance, Recreation, and Finance/Administration.

Ongoing/Upcoming Projects

- Lakeview Sewer Extension Project/NH Route 4A Sewer Connections
 - With the Lakeview Condos and Shaker Landing Condos projects effectively complete, and with few remaining payments to be disbursed to associated engineers/contractors, the Town is in the process of making preparations to close on the Clean Water State Revolving Fund (CW-SRF) loan. The Town closed on the USDA Rural Development portion of the project loan back in December 2017, and the CW-SRF is the second (and final) piece of the project financing. The Town will make a roughly \$1 million pre-payment on the CW-SRF loan prior to closing, and the total amount borrowed (between

USDA and CW-SRF) will subsequently be just under \$2.5 million, which is the maximum amount of borrowing authorized by the vote taken at the 2016 Annual Town Meeting. The total combined cost of the Lakeview and Shaker Landing projects will be approximately \$3.5 million, and \$948,000 worth of the Lakeview project cost has been offset by USDA Rural Development grants. An additional \$244,000 worth of cost spanning both projects will be waived as part of a principal forgiveness provision with the CW-SRF loan.

- As was previously reported, the Town of Enfield has been working with Pathways Consulting to develop a plan for how homes located along the NH Route 4A corridor between Landing Road and Lakeview Condos can connect to the new force main sewer line. This past week the Town Manager and DPW Director convened a meeting with Pathways and the firm presented their preliminary proposal for connecting additional residences onto the Town's new force main. Although further deliberation is needed and certain details are still being worked out, town officials were pleased with the initial proposal. The Town is also working to determine what fees will be assessed to private landowners who connect to the system. The intent is to assess a fee that will appropriately offset portions of the Lakeview sewer project related to the design/construction of the force main. This will have the ultimate effect of reducing the total fees assessed to Lakeview Condo residents in the form of betterment assessments.
- As has been previously reported, the Town and the Lakeview Condos Homeowners Association continue to have issues with Kingsbury Company. Outstanding work items that have still not been completed by Kingsbury will be completed by other contractors in the interest of getting the project done. Several rounds of communication have taken place between the Town's attorney and Kingsbury's attorney in an effort to bring closure to the matter, but a mutually agreeable resolution has not been achieved. The Town's position is strong and based on empirical evidence, and we are hopeful that Kingsbury will ultimately elect to do what is right so that additional legal action will not be necessary.
- Strategic Governance
 - The Town Manager and Mike Akillian from the Center for Strategic Governance (CSG) developed a one-sheet (front and back) factsheet that will be handed out to residents as they exit Whitney Hall on Election Day. It is also likely that this factsheet will be distributed via surface mail to all households in Enfield with the goal of enhancing public awareness of and engagement in the efforts of town officials to develop a vision for the future, articulate our communities most pressing needs/priorities, and implement operating plans intended to make progress on the stated priorities. A copy of this factsheet was included in the informational packet prepared for the 11/5 Board of Selectmen meeting. We appreciate the feedback that members of the Strategic Governance Advisory Group provided on earlier drafts of the factsheet.
 - Given the vote of support given by the Board of Selectmen at the 10/22 meeting, the 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 the near future that, at a minimum, will include the Town Manager, CSG staff, Fire Chief, Assistant Fire Chief, a Fire Ward, and the Ambulance Chief. Other town officials may be included in this meeting as well. The intent is to have meaningful findings and recommendations that can be reported at a public meeting before the end of 2018.

- **Municipal Facilities Optimization Study (MFOS)**
 - Barrett Architecture and Schaal Engineering completed a full day's worth of site visits this past week to complete an initial inspection of each of the Town buildings/facilities that are being evaluated as part of the MFOS. Additional inspections of the buildings will be necessary, but we are told that a great deal of useful information was obtained from the initial inspections. Jay Barrett has also been identifying possible alternative locations and configurations for municipal buildings that will be a key component of the larger study. One-on-one meetings with department heads and other key stakeholders to better understand people's beliefs and preferences toward municipal facility needs and challenges are currently being scheduled. Jay Barrett already completed one such meeting with the Town Manager and Library Board of Trustees. Meetings with the Police Department, Fire and Ambulance, and DPW will take place within the next one to two weeks. In summary, steady progress continues to be made on this important effort. We are still on track to have a final set of findings and recommendations ready for presentation to the BOS, other municipal officials, and the public by mid-December.

- **Water Asset Management Planning Study**
 - DPW staff have gathered and submitted lists and locations of water system assets to Horizons Engineering to be compiled into our asset management plan. Included in these lists are basic information on the wells and well house facilities; system pipe including size and ages; fixed equipment like pumps, meters and controls; and other equipment and vehicles like tools and trucks. Horizons has compiled this information and been to Enfield to visit all of the water system facilities. We are now working with them to assess all equipment and facilities to determine the expected useful life and risk of failure. Also, these assets will be looked at and prioritized according to the severity of consequences in case of a failure. The cost of replacement will be also determined for each individual asset. Board and community input will need to be solicited in the near future to determine a level of service that the Town wants to provide.
 - Horizons Engineering believes we should be ready for our initial public informational meeting in late-November or early-December.

- **Wastewater Asset Management Planning Study**
 - As was previously reported, two weeks ago we had a very productive meeting with DES Water Bureau personnel, Town staff and DPC Engineering (the firm that we'll be working with on the project). DPC Engineering has developed a revised scope of work for the asset management planning piece of the project, and is in the process of preparing a separate scope of work for the wastewater rate analysis and treatment plant feasibility study components. Although DES recently informed us that the rate analysis and a feasibility study related to the construction/operation of the Town's own wastewater treatment plant are not eligible for funding under the wastewater asset management loan program, we have identified a separate engineering/planning loan program that the Town can use to obtain up to an additional \$75,000 in funding (with 100% principal forgiveness) for the purpose of completing additional critically important work. However, because Town Meeting will have to approve borrowing for this additional money (even if 100% of the principal is to be waived), it is not possible to move forward with the rate analysis and wastewater treatment plant feasibility study portions of the project until this spring. That said, we are confident that a considerable

amount of valuable work will be completed this fall specific to the asset planning and management component of the project (which will be funded using the \$30,000 in loan funding that has already been approved).

Recent/Upcoming Meetings

- On Thursday, November 8, the Town Manager and DPW Director will be meeting with the Lebanon City Manager and Superintendent of the Lebanon Wastewater Treatment Plant to review the latest proposed revisions to the draft 10-year Intermunicipal Agreement for sewer collection and treatment.
- Hanover Dispatch has invited the Town Manager and Chief of Police – as well as representatives from all municipalities who currently obtain their dispatch/communications services from Hanover – to attend a meeting in Lyme the evening of Tuesday, November 13 regarding proposed rate and fee structure changes for 2019, which appear to be significant. Members of the Board of Selectmen are welcome to attend the meeting as well.
- The Town Manager, Assistant Town Manager and Assessing Administrator will be attending the annual conference of the NH Municipal Association on November 14-15 in Manchester. As part of the program, the Town Manager has been invited to sit on a professional panel for a breakout session titled “Better Outcomes through Strategic Governance.”