

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

**MINUTES of December 3, 2018**

**Board of Selectmen:** Meredith C. Smith, Chair; John W. Kluge

**Excused:** Katherine D.P. Stewart

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

**Others:** Bob LaCroix

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

**November 16, 2018:**

Mr. Kluge moved to accept the minutes as printed, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

**COMMUNICATIONS**

**Donahue, Tucker & Ciandella correspondence: FairPoint Tax Appeals Update (legal correspondence)**

**Upton & Hatfield correspondence: NH Fast Roads v. Town of Enfield Update (legal correspondence)**

Mr. Aylesworth referred to the packet in front of the Board. There are some legal matters in the packet that are probably best left for Executive Session discussion if the Board members have any questions.

**GL Beyond Income Fund Letter to Shareholders:** We continue to get small disbursements to claw back some of the principal. It is Mr. Aylesworth's hope that once the assets of the parties in question are more fully liquidated we will get a larger installment than the \$7000 installment we are next anticipating.

**BOARD REPORTS**

**Budget Committee:** Mr. Kluge stated that the committee met last week, numbers were discussed, nothing major to report.

**Planning Board:** Mr. Kluge did not attend the Planning Board meeting.

**Mascoma Lakeside Park Committee:** Lakeside Park Committee will meet next week.

**Heritage Commission:** The Commission always combines November/December meetings and that will be 12/13.

## **TOWN MANAGER'S REPORT**

**Employee Health Insurance:** There has been a change to the employee health plan. After vetting multiple options, it was decided that the best course of action was to stay with HealthTrust but choose a different plan. We offer two plans now and moving forward we will offer one plan that falls somewhere between the two current plans offered. Overall it will be about a 4.5% increase in premiums which is a better option than the 10% increase we would have realized with the existing plans. Every year we will have to examine things and find a balance between providing high quality benefits to employees and at the same time making sure expenditures remain in check. The plan we are going with is still very good with an expansive network.

**Curbside Rubbish & Recycling Collection:** There have been some public concerns about Casella's curbside pickup, especially Thanksgiving week. Mrs. Smith asked if the snowfall affected pickup at all and Mr. Aylesworth stated that it was likely a combination of Thanksgiving and the snowfall that affected the Thursday and Friday pickups. Casella seems committed to customer service and sometime after the New Year they will come to a public informational meeting where members of the public can voice their concerns and ask any questions, and also to provide Casella with the opportunity to discuss any areas of concern they see, for instance how much contamination there is in the recyclables. There will probably be a survey as well for those who cannot be in attendance, and Casella will have the opportunity to tweak their operations accordingly.

**2019 Budget Development:** 2019 budget development continues to move forward. There will be another Budget Committee meeting tomorrow and they will be hearing from Library, Human Services and reviewing Regional Organization budget requests. There is a Saturday meeting as well that will be focused on Police, Fire, Ambulance and DPW. That will be at 8:30 on Saturday. Mr. Aylesworth aims to have his budget recommendations ready once all of the departments and committees have completed their presentations; he anticipates presenting his recommendations to the Board of Selectmen on 12/17 and will give the same presentation to the Budget Committee the following evening. If there is any feedback or suggestions given by the Board of Selectmen, they will be incorporated into his presentation to the Budget Committee the following evening.

**Capital Improvement Program (CIP):** The CIP Committee continues to meet; we are in the early stages of developing a 6-year Capital Improvement Plan. There could be multiple last minute alterations to the CIP plan as concurrent projects near completion, including the ongoing facilities study.

Regarding the municipal facilities optimization study, Mr. Aylesworth does have a meeting tomorrow with Jay Barrett of Barrett Architecture. Mr. Barrett will bring Mr. Aylesworth up to speed on where things are at; this project was delayed a bit due to Mr. Barrett's recovery from cataract surgery taking longer than he had anticipated.

**Strategic Governance:** This Friday Mike Akillian is coming up for two meetings. The first is to meet with the Economic Development Committee including Scott Osgood, the Town's Planning and Zoning Administrator, Dan Kiley from Planning, as well as Harrison Trumbull and Kim Quirk from Enfield Village Association. The Heritage Commission will also be represented by Meredith Smith and Shirley Green. The goal is to review economic ideas that are in existence around us, and bring folks to a shared understanding of what will and will not work for each stakeholder with regard to working in opposition or working to enhance the values represented.

The 2nd meeting will be with Fire Department and Ambulance leadership to start talking about different organizational structures, and find what they like and don't like about the current organizational arrangement.

**Christmas Tree Lighting:**

The Christmas tree lighting was Friday and went very well. Lots of good feedback on the chowder donated by Mickeys, however maybe in the future we could provide snacks that would also appeal to the 5 and under crowd. It was positive that we were able to pull together the recognition ceremony for Don Daniels and Ken Hill to recognize their very important contributions to the community building. John Kluge found the right words at this difficult time and it went a long way. The plaque will also hang in the community building to recognize their contributions into the future.

Mrs. Smith stated that the white lights in the park looked very good and Mr. Aylesworth stated that this was only about half of his vision for the park and is looking forward to expanding the lighting next year to include the hardwood trees as this is done in Lebanon and it looks very nice.

**PUBLIC COMMENTS**

There were no public comments.

**BUSINESS****US Route 4 Sewer Hook-ups:**

Mr. LaCroix stated that when a waiver is granted for hooking in to the town sewer system, the waiver should be associated with the property and not the property owner and recorded at the Registry of Deeds. For example, when Mr. LaCroix bought a property in May of 2016, he had no way of knowing that the property was under a sewer waiver – there was no information on the deed and he did not find out until after the sale. That property is now hooked up, but in the future, it is important for potential buyers to know this information. There is a great expense involved with hooking in including the \$1500 hook up fee and the cost of excavating a trench by Steve Patton or someone similar, with varying fees for that piece. The properties in question this evening (parcels 425 and 427) have septic systems that were rebuilt/upgraded by licensed plumbers in 2007 and 2009. They were not failed at that time, and the properties should not be made to hook into the sewer until their 10-year-or-so waiver is up.

Mr. Aylesworth stated that some towns do not allow for a waiver system, no matter how old the existent sewer systems are. This was not the case in Enfield; they wanted to allow people to get some use for their investment of a recently replaced septic system if that was the case. Bob purchased the properties after their septic was upgraded, so that was an investment made by the previous owner.

Mr. LaCroix maintained that the waiver states that the properties must hook in to the sewer if they are 20 years or older. The systems in question are 40 year old systems with recent (less than 10 year old) upgrades.

Mr. Kluge stated that he was on the board when the waiver system was enacted – and it was waiving to the individual, not the property. This was a benefit to the person who had been paying taxes on and maintaining the property, and once the property was sold the waiver did not apply.

Mr. Aylesworth also pointed out that the 20-year waiver is not a guarantee.

Originally, before Mrs. LaBounty's health situation was understood, the waiver was denied as the system was from 1976. Based on the records pulled from the state database, there was only information on the original 40-year-old installation and not on the rebuild. The waiver was denied at that time. When the short-term nature of her health situation became apparent, the waiver was granted to be compassionate to

the situation. Additionally, the wording on the waiver refers to a system that has been installed within the past 20 years, not significantly upgraded in the past 20 years. Based on the letter of the ordinance, not adhering to it could be unfair to persons who may have also hooked in pursuant to the ordinance.

Mr. LaCroix reiterated that knowing there is a waiver in place is critical information for a buyer as this can run the new owner into a significant financial situation. Mr. Aylesworth stated that the expectation is that a new owner is expected to hook in as they were not the one who made the initial investment into the septic (installation or upgrade).

Mr. Kluge reiterated that the spirit of the waiver originally was to be tied to the owner and not the property and to change that at this time would be a problem.

Mr. LaCroix stressed that it could be a longer-term legal problem for the town if a property buyer makes a purchase and does not know there is a waiver, and then ends up having to make a \$6-\$25,000 investment. Mr. Aylesworth stated that he did discuss the situation Friday with a staff attorney with the New Hampshire Municipal Association and looking at RSA's about waivers the Selectboard has broad discretion to make a waiver in that way and it is not uncommon.

The decision was made not to move on this tonight, rather for Mr. Kluge to go back and look at the minutes of what was said when the waiver was first created to understand the true spirit and act in a standardized way with what was intended at that time.

For clarity Mr. LaCroix reiterated that he would like the updates of the systems to be the start date for the waiver – one property, having been replaced in 2007, would not come up for hook in until 2027.

Mr. Kluge requested that Ms. Bonnette please find this waiver creation in the minutes so that it may be reviewed and the Board may act accordingly.

**Donation to the Regional Recreation Program for XC & Track Team Tiger Run Fundraiser of \$300:** John made a motion to accept the Donation to the Regional Recreation Program for XC & Track Team Tiger Run Fundraiser of \$300, Mrs. Smith seconded, the vote was unanimous in favor of the motion 2-0.

**Request for Permission to Serve Wine at Whitney Hall at Shaker Bridge Theatre Event – Proof of Insurance Required?** Ms. Bonnette explained that Shaker Bridge Theatre is having their opening night event at the community building instead of the now-closed 56 Main. They are asking permission to have alcohol at this event. The consensus of the Board was that **with proof of insurance** this will be permitted, on an as-needed basis.

Mr. Kluge made a motion to give the Shaker Bridge Theatre permission to have wine at their Whitney Hall event with the provision that they produce proof of insurance for that event. Mrs. Smith seconded. Vote unanimous in favor of the motion, 2-0.

**Request for Forgiveness of Sewer Betterment Assessment Interest Penalty:** The petitioner was diagnosed with a serious illness in 2017. She just missed the bill and when she realized her error she paid it in full immediately. She currently has very high medical expenses and is unable to work. In light of this it is her hope that the interest on the lateness will be forgiven (\$13.42 as of 11/7/2018)

Mr. Kluge made a motion to forgive the interest penalty in the amount of \$13.42 plus additional interest to date, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

**CIP Committee Membership:** At the last committee meeting Dominic Albanese was voted in as a member. Mr. Aylesworth stated that it was the desire of the Committee that Ed McLaughlin be elevated from alternate to full member as well, but the Selectboard needs to vote that in.

Mr. Kluge made a motion to move Ed McLaughlin from alternate to full member of the CIP Committee. Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

**Town Report Cover & Dedication:** Ms. Bonnette said she does not need a decision tonight, but asked the Board to think about it so they can make a decision at the next meeting. Please suggest a major project, event, or new piece of equipment that would be appropriate for this purpose. If necessary, look back and see what has been done in the past and use that as a guide. Mr. Kluge asked if this is appropriate for non-public session and Ryan said no, public session is the appropriate forum to discuss this.

**Scheduling a public hearing for 2019 water and sewer rates (December 17, 2018):** Mr. Taylor and Mr. Aylesworth are meeting Wednesday to finalize what recommended rate changes will be. Lebanon is very likely increasing their rate to us by 6%. Mr. Aylesworth thinks a higher than 6% increase will be suggested to keep us economically healthy. Mrs. Smith asked that this be communicated to the townspeople when the increase is made public and Mr. Aylesworth said absolutely, the more information the better.

### **PUBLIC HEARING**

#### **Expenditures from, and Appropriations to, Capital Reserves and Trust Funds**

Mr. Kluge moved to open the public hearing at 6:45 pm, Mrs. Smith seconded, vote unanimous in favor of the motion, 2-0.

#### **Items:**

1. Mr. Aylesworth explained that the town received a matching grant from the state for up to 50% of the total project costs (approximately \$32,000, possibly less) for the water asset management project. This leaves a possible balance of \$16,000 (no more, and possibly less) that will have to be withdrawn from the town Capital Reserve Fund.
2. \$45,000 is what was originally estimated for a new 1-ton water sewer pickup, split 50/50 between water and sewer Capital Reserve Funds – the actual cost for that rig (sum of cabin chassis, service body and plow package) came to under \$40,000 so would recommend motion revise to withdraw up to \$40,000 and that should be sufficient.
3. Finally, Municipal Facilities Operations study estimate from Jay Barrett came to \$25,000 (will likely be decreased to \$23,000 but best to err on side budgetary caution).

A request for comments was made.

It was explained that the F350 water and sewer vehicle is replacing an F150 that has exceeded its serviceable life. The F350 has been in service for some time as well. The replacement and the cruiser are being purchased using Capital Reserve Funds and did not require a town meeting vote. The cost of the F350 is split between the water and the sewer, which have separate Capital Reserve Funds. Water and sewer are separate from other funds and separate also from each other. The CIP reviews and approves all Capital Reserve Fund expenditures, not just CIP Capital Reserve Fund expenditures.

There was a brief discussion of the merits and drawbacks of sealed bidding vs. open bidding in auction.

#### **Mascoma Lakeside Park:**

Sale price (\$128,600) plus additional costs for legal and surveying will total up to \$136,100.

**Employee and Retiree Benefit Trust Fund:**

We created with town meeting support employee and retiree benefit trust fund. \$25,000 was initially put in to cover HRA and separation costs for Carolee's separation. However, significant unanticipated separation of police chief more than wiped out the trust fund. There will not be any net deposit to the trust fund. This is informational, no action required.

A request for comments was made and none were voiced.

Mr. Kluge moved to come out of public hearing, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

Mr. Kluge moved to withdraw up to \$16,000 from the Municipal Water System Capital Reserve Fund for the water asset management project, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

Mr. Kluge moved to withdraw up to \$40,000 for a Ford F350 truck from the Municipal Water Capital Reserve Fund and the Sewer Capital Reserve Fund 50/50 split, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

Mr. Kluge moved to withdraw up to \$25,000 for the municipal facilities optimization study from CIP Capital Reserve Fund, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

Mr. Kluge moved to approve withdrawal from the Mascoma Lakeside Park Expendable Trust Fund of \$128,600 for the purchase of Mascoma Lakeside Park and up to \$7,500 for legal fees and surveying for the Mascoma Lakeside Park project, Mrs. Smith seconded, vote unanimous in favor of the motion 2-0.

**Administrative Items:**

**Enfield Shaker Village Scenic Byway Membership Appointment Forms (with newly established term expirations):** The board reviewed and signed the forms.

**Whaleback Board of Directors:** Mr. Aylesworth has been approached by Whaleback and asked to serve on their Board of Directors and he would like to accept. There is a concern that Whaleback (and Upper Valley Winter Sports) is a 501c3 and receive a property tax exemption – this could appear to be a conflict of interest. Mr. Aylesworth stated that this could be addressed since he is not a voting member of the Selectboard and would readily recuse himself from any discussion of their exemption but will defer to the judgment of the Selectboard. After some discussion it was decided that it is fine for Mr. Aylesworth to sit on their board.

**Charlie DePuy Correspondence re: Building Optimization Study:** The Board received a letter from Charlie DePuy addressing rehoming Town Hall to near the Community Building to promote a walkable downtown among other reasons. Mr. Aylesworth noted that updated use of Huse Park was one of the alternative analyses presented by Barrett Architecture. Mr. Kluge asked if this will be included in the analysis of Whitney Hall and the feasibility of building use/purposing, and Aylesworth stated he would pass it on to Jay Barrett.

**Next Meeting:** Monday, December 17, 2018, 6 PM, Public Works Facility, 74 Lockhaven Rd, Enfield.

**ADJOURNMENT**

Mr. Kluge moved to adjourn at 7:12 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (2-0), meeting adjourned.

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Meredith C. Smith, Chairman

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John W. Kluge

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Katherine D.P. Stewart  
Enfield Board of Selectmen

## **Town Manager Report – December 3, 2018**

### ***General Information and Updates from Departments***

- The December issue of the Town's electronic newsletter was published today.
- As previously reported, the Town was recently informed by Health Trust that health insurance premiums will increase by 10.5% 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). As a result of this information, it was necessary to examine 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. The Town received four proposals in response to the request for proposals (RFP) related to health and dental insurance that was issued in late-September. The entities that submitted proposals were as follows: Health Trust (our current health/dental provider), NH Interlocal Trust, Tufts Health, and Anthem BlueCross BlueShield. It had been approximately three years since the Town last issued an RFP related to health/dental plans. The information contained in the proposals was thoroughly reviewed by the Assistant Town Manager and "side-by-side comparisons" were generated. It was ultimately determined by the Town Manager that it will be most advantageous to stay with Health Trust at this time, but pursue an alternative plan that maintains a roughly equivalent benefit value at a slightly better price point. The plan identified (AccessBlue with \$20 co-pays and no deductible) will only convey a roughly 4.6% cost increase. This plan has the further advantage of reducing the out-of-pocket premium expenses for most employees.
- The Town Manager has been informed of concerns and frustrations that a number of residents have expressed with the curbside rubbish and recyclables collection services that the Town receives from Casella, our contracted hauler. Senior officials with Casella recently met with the Town Manager at his request and, during this meeting, Casella's unwavering commitment to the highest level of customer service was repeatedly emphasized. It was mutually agreed that it would be helpful for Casella to meet with residents to provide supplemental information and obtain additional public feedback. At this time, a public forum is being planned for January. A survey will likely also be prepared and made available to all residents. The Town is committed to providing high-quality services and meeting the needs and expectations of Enfield residents. Please stay tuned for additional related announcements.
- During a snow storm this past week, a DPW driver was stranded between two sets of downed utility poles while he was out plowing Bog Road in the late hours of night. Although members of the Enfield Fire Department were deployed within minutes of the call coming in to regional dispatch, it was 10 hours before Eversource (power company) dispatched a crew to de-energize the wires and enable him to safely exit the truck. This is entirely unacceptable for obvious safety reasons. A meeting is being arranged between Town officials and Eversource representatives to further discuss this incident and ensure that future responses are decidedly quicker.
- Unfortunately, the president of Comstar (third-party ambulance billing company) has not responded to multiple requests for a group meeting to discuss ongoing concerns about the rate at which the Town is receiving (or in this case, not receiving) revenue for billable transportation. Additional attempts will be made to hold them accountable and get some much needed



answers. In the meantime, a meeting with the president from a competing third-party billing company (XXXX) that serves this geographic area (including the Town of Hanover) is being arranged. The Town is not currently locked into a long-term contract with Comstar, and we have the liberty of changing billing services at any time if that is the direction we wish to head.

- The Town Manager had a lengthy in-person visit with Tim Camerato of the Valley News this past week. Amongst other things, the discussion centered around strategic governance, municipal facilities, water/sewer planning and projects, the 2019 budget, Lakeside Park, and efforts to promote economic development (while staying true to our rural character and cultural heritage). As it stands now, Mr. Camerato indicated that he wants to write up a series of stories about good things going on in Enfield. This is encouraging and should prove beneficial in helping the Town publicize significant progress being made on a number of important fronts.
- The Town's second annual Christmas tree lighting ceremony was a success. A large number of individuals and families arrived to Huse Park to watch the tree get lit in the presence of Santa Claus, and an even larger number of later arriving families visited the tree after it was lit while the Enfield Outing Club's "Christmas Party for Kids" was underway in the Community Building next door. We have received considerable positive feedback from people who believe that the lights make Enfield a more attractive place to enjoy the holiday season and want to see the event continue to grow in the future. We appreciate WNTK's "First Look with Keith Hanson" helping to promote the event in the days leading up to it.

### ***2019 Budget Development***

- We are well underway when it comes to preparation of the 2019 municipal budget. Department heads used the information gathered and visions created during the Strategic Governance process to prepare their budget requests for 2019. Proposed Strategic Governance initiatives and capital expenditures are being thoroughly evaluated by the Town Manager. The Budget Committee previously assigned "liaisons" to each of the operating departments, and meetings between department heads, the Town Manager, and Budget Committee liaisons were completed over the last several weeks. This past week the full committee was walked through the budget requests of the building inspector, planning and zoning administrator, and executive/finance administration. Meetings in December will be held on December 4 at 6:30 PM (presentations will focus on Library, Human Services and Regional Organizations), December 8 (presentations will focus on Police, Fire, Ambulance, and DPW) at 8:30 AM, and December 18 at 6:30 PM (Town Manager will present his 2019 budget recommendations). The Town Manager will present his 2019 budget recommendations to the Board of Selectmen on December 17 (one night before recommendations are made to the Budget Committee).
- The CIP Committee has begun meeting regularly to review capital funding requests submitted by each of the departments. Thus far, sessions have been held with DPW, Police, Fire and Ambulance. The remaining CIP requests will be examined at the CIP Committee next meeting (December 11). It is clear that it won't be possible to fund all of the capital equipment and projects proposed by the departments in 2019. Many of these will either need to be paired down or delayed to future years. All of the funding requests are reasonable and defensible, but we need to live within our financial means. The Committee will soon begin preparing a detailed

6-year capital improvement plan that will be finalized and submitted to the Board of Selectmen prior to Town Meeting.

### ***Ongoing/Upcoming Projects***

- Lakeview Sewer Extension Project/NH Route 4A Sewer Connections
  - The Town is in the process of making preparations to close on the Clean Water State Revolving Fund (CW-SRF) loan. The total amount of the loan will be approximately \$1.3 million (which takes in account a \$880,000 “pre-payment” made by the Town), which, when paired with the \$1.172 million USDA-RD loan, will bring the total amount borrow for the project to just under the \$2.5 million authorized by Town Meeting in 2016.
  - 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. Many technical details still being worked out, and the Town must 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 ultimately reduce the fees assessed to Lakeview residents in the form of betterment assessments.
  - Unfortunately, the Town has not been able to resolve the outstanding disputes with Kingsbury Co., the contractor for the Lakeview sewer extension project. The Town and its engineer, Pathways, have begun making arrangements for incomplete work to be performed by others. This includes repairs to a newly installed fence, diagnosing and resolving issues with inadequate toilet flow, addressing water penetration in the basement of one of the buildings that appears to have been brought on by the project, reseeding a 2.5 acre area to fix failed grass cover, and extending the pavement on Landing Road. 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 do not intend to pay Kingsbury for work they did not perform. It is also the Town’s position that a large portion of the retainage for the project (approximately \$48,000) will not be released due to the additional expenses the Town is absorbing to see the project through to completion.
- Strategic Governance
  - The Town Manager and Mike Akillian from the Center for Strategic Governance (CSG) have begun further evaluation of the five alternative forms of governance for the Fire Department and Ambulance/FastSquad that were included in each department’s respective strategic plan. A meeting of the Town Manager, CSG staff, Fire Chief, Assistant Fire Chief, a Fire Ward, and the Ambulance Chief had to be rescheduled prior to the Thanksgiving holiday, and it has been rescheduled for December 7 (Friday). Following this meeting, additional research will be completed regarding forms of governance for fire and ambulance in other NH communities. We need to better understand what has prompted other communities to adopt their current organizational structure and how effectively they feel it is serving their needs. The intent is to have meaningful findings and recommendations that can be reported at a public meeting by the end of 2018 or early 2019. Additionally, plans are being made to convene an additional meeting on December 7 that will bring together Town officials and members

of the Heritage Commission to have a focused discussion around economic development. More specifically, the discussion is intended to explore the possible impact that various economic development ideas/initiatives would have on the town's rural character and cultural heritage. The goal is to begin identifying ways that we can move forward with economic development in a manner than does not undermine (and in fact hopefully enhances) the town's rural character and heritage.

- **Municipal Facilities Optimization Study (MFOS)**
  - As was previously reported, last month, Barrett Architecture and Schaal Engineering completed site visits and inspections of each of the Town buildings/facilities that are being evaluated as part of the MFOS. Additional inspections of the buildings are planned for this week. Jay Barrett has also been identifying possible alternative locations and configurations for municipal buildings, and this will of course be evaluated against the anticipated cost of renovating existing buildings in the coming years. Progress on this important project was slowed somewhat when Mr. Barrett's recovering from a scheduled surgery took a little longer than expected. As a result, he has not completed all of the interviews/meetings with department heads and other stakeholders that he had intended to by this date. At this time I believe it is more likely that the final report and findings/recommendations will be shared with the Board of Selectmen by early-January (as opposed to mid-December, as previously targeted).
- **Municipal Water System Asset Management Planning**
  - Horizons Engineering is actively working with the DPW Director on the condition assessment of the system components. They are also inputting the data on daily, weekly, monthly and annual O&M tasks. The asset management software has been populated with historic financial data for system operations (revenue and expense).
  - Horizons Engineering would like to meet with the Board of Selectmen on December 17 or the first meeting in January to talk about items such as what Town officials want to see financed by user fees, what are we comfortable funding with outside financing, what do we anticipate system growth to be (#% per year), etc.. This in combination with the completion of the condition assessment will allow Horizons to begin looking at financial projections. They also wish to have a conversation with the Town Manager and Board of Selectmen about what our "level of service" goals look like for 4 areas:
    1. Health, Safety and Security (i.e., water pressure will be maintained at "X" psi)
    2. Asset Preservation and Condition (i.e., how many breaks per mile would be considered acceptable)
    3. Conservation, Compliance and Enhancement (i.e., we want to institute water conservation to reduce average daily use by X% in Y years)
    4. Service, Quality and Cost (i.e., acceptable # hours to fix break once on site; no water outage greater than X hours, etc.)
  - Once Horizons has this information we can schedule a public informational meeting to obtain user/stakeholder feedback and finalize the plan.

### ***Recent/Upcoming Meetings***

- As a new member of the Commission, the Town Manager will be attending the bi-monthly meeting of the Upper Valley Lake Sunapee Regional Planning Commission on December 12.