

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

MINUTES of December 17, 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: Kurt Gotthardt, Dan Kiley, Erik Russell, James Bonner (video)

CALL TO ORDER

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

APPROVAL OF MINUTES

December 3rd, 2018:

Mr. Kluge moved to accept as printed, Mrs. Smith seconded. Mr. Kluge & Mrs. Smith in favor, Ms. Stewart abstained as she was not present at that meeting. Motion carried by a vote of 2-0.

COMMUNICATIONS

Wetland Permit Application – 35 Algonquin Road Retaining Wall Replacement:

Mr. Aylesworth discussed the wetland permit application for 35 Algonquin Road replacing a retaining wall along the Crystal Lake shoreline to be performed during the dry season. After following up with Conservation Commission Mr. Aylesworth ascertained that they do not do follow-up inspections on applications like this.

Town Clerk's Report & Vehicle/Boat Registrations – November 2018:

YTD raised just under \$1M. Against last year this is an indication that we are on track to outpace last year's revenue.

Tax Collector's Report through December 10, 2018:

Taxes were due 7-10 days ago, we are at over 90% paid, late payments will have a penalty.

Water and Sewer tax collections: Water we are at 94% collected for first 2 quarters and 87% for the 3rd quarter. With regard to sewer we are at 96 and 94 and 90 for 3rd quarter

Betterment assessments: 1st assessments are at 94% for Lakeview and 100% for Shaker landing They are respectively at 79% and 78% for the second assessment.

Ms. Stewart requested that account codes be added so that the Board members may better understand the ledgers they are looking at. Mr. Aylesworth explained the labeling system so that the information may be more easily understood. He also agreed that a key may be helpful in the future, but as these are 'canned' reports altering them may not be possible.

Tax Collector's Correspondence to Holmquist re: Water & Sewer Bills

BOARD REPORTS**Planning Board:**

Mr. Kluge attended their 12/12 meeting. There was a boundary line adjustment between the Dollar Store and the Mascoma Valley Regional School District Office. There was a boundary line adjustment for Vermeer Group, 2 parcels on Flanders Street. Jake's Market owner Bruce Bergeron requested and was granted approval for some adjustments to boundaries for the convenience of his gas customers. Mr. Bergeron is also going to get back to the Planning Board regarding adjustments to some lighting issues that were raising concern for the Board. Conditions for 60/62 Main Street were approved.

Heritage Commission:

Mrs. Smith attended their 12/13 meeting. They laid out their 5-year goals and the Commission will study them for another month or so. Nadine Miller from the Division of Historic Resources will attend the January meeting to further discuss becoming a certified local government town.

TOWN MANAGER'S REPORT

There is a new transfer station attendant, David Harper, who started this past week. The Wed-Sat-Sun schedule works for him.

Sergeant Ryan Porter is leading a class in January about elder abuse both physical and financial. Exact date TBD, will be held in conference room in DPW.

The police department is having an open house in January as well.

Two surplus municipal vehicles have been sold via govdeals.com online auction and it worked out to be more lucrative than in the past.

Cash flow document from CIP Committee is forthcoming. They have been working hard to determine what will and will not get funded this year, Mr. Aylesworth will disseminate to this group as soon as possible.

Enfield Village Association, Heritage Commission and Planning Board had an initial meeting to discuss economic development, what it means to different community members and what it means for the Town's heritage.

Municipal Facilities Optimization Study continues on, there are several upcoming meetings with different department heads and community members to discuss preliminary findings.

Regional Planning Commission Meeting was good. There will be lots of opportunity to learn of available funding.

The heads of Police and Ambulance and Mr. Aylesworth met with Medical Billing Services, a 3rd party ambulance billing service, in the search for a new service. So far Medical Billing Services seems promising and more appropriately sized for Enfield's needs. Recovering past revenue was discussed; it has been a very individualized approach which could work better for Enfield. Ms. Stewart requested a credit assessment or similar to be sure we are fully informed going into the potential new relationship.

PUBLIC COMMENTS**Kurt Gotthardt – Planning/Zoning Administrator:**

Regarding Scott Osgood's replacement, will there be a full-time replacement eventually? Mr. Aylesworth explained that in the interim we are contracting with the Regional Planning Commission for 20 hours per week for Vicki Davis' time. The full time position has been advertised, but we want to be able to take our time to find someone who can fit a lot of needs, not just someone who is 'okay'. If the first round doesn't net the right person we will keep looking.

Dan Kiley – Local Business:

To add to what John Kluge said about the Planning meeting, a large printing shop will be going into the other side of the laundromat.

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

Mr. Aylesworth recapped the previous discussions about sewer waiver requests for the formerly LaBounty and Reagan properties. The question the group was working with was 'Is the waiver meant for the owner or the property itself?' Multiple sets of minutes and other documentation were provided to the group to revisit the original spirit of the decision. Mr. Kluge read aloud several excerpts for the group to consider. He further stated that there was an overriding sense of caution – the group did not want to force people to hook in to the sewer if they had a perfectly good septic system. In this spirit they tried to be as flexible as possible.

Mr. Taylor explained that when we first planned the extension, the ordinance did require all to hook in within 120 days. The Board of Selectmen waived connection fees for a year for this reason. Over time, some residents started coming to the town and stating that they did not feel they should have to hook in as they had recently replaced their entire septic system. If we follow the initial intent; that was to have the whole town hook in and contribute to the investment, and also to have the benefit of the increased property value from the sewer availability.

Ms. Stewart stated that the inequality of how this has been applied is causing her concern. Additionally, we are only looking at a few people who still have yet to hook in.

Mr. Kluge: Does the waiver go with the property or does the waiver go with the individual?

After much discussion regarding replacement, repair, age, and state certification, it was decided that the age of the original system cannot be more than 20 years. The ordinance does not go into further detail. We have been consistent in enforcing the 20-year age limit.

Mr. Aylesworth stated that if the septic system was state approved and was granted a waiver, no one who received this original waiver should be making substantial improvements to their septic system. The town should be careful about reinterpreting what is said in a directive, but according to our attorney the town has not left themselves open legally.

Mrs. Smith moved that the Board reconsider the waivers on the Reagan and LaBounty properties, Ms. Stewart seconded, vote unanimous in favor of the motion 3-0.

Mr. Kluge reiterated that he feels that the intent of the waiver was for the benefit of the owners at the time and not subsequent owners.

Mr. Kluge moved that waivers are linked to the owner of the property at the time of the granting of the waiver, and not to move with the property to subsequent owners. Mrs. Smith seconded, the vote was 2-1 with Ms. Stewart voting against.

Mr. Aylesworth clarified that the above vote does not apply in the current instance, however; the Reagan property never had a waiver and the LaBounty property was granted a waiver due to the owner's rapidly declining health. The owner has since passed, so the waiver is no longer functioning in the context in which it was granted. Both properties have since changed ownership.

Freedom Ruel Trust Request for Lease Agreement:

Ms. Stewart moved to deny the request to lease this property, Mr. Kluge second, vote unanimous in favor of the motion 3-0.

It was also discussed by the group that it would be wise not to enter into these types of lease agreements going forward.

Capital Improvement Fund:

Ms. Stewart would like to know a more detailed plan for the Capital Improvement Fund, which Mr. Aylesworth assured the Board would be forthcoming once the town study was complete and the town infrastructure needs were known.

PUBLIC HEARING

Municipal Water and Sewer Rates and a transfer of funds.

Mrs. Smith moved to open the Public Hearing at 6:40 PM, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0). The Public Hearing notice was read.

The Board was asked to transfer \$25,000 from the Water Operating Fund to the Water Capital Reserve Fund.

Mrs. Smith made a motion to approve the transfer of \$25,000 from the water operating fund to water capital reserve fund, Ms. Stewart seconded, vote unanimous in favor of the motion 3-0.

Mr. Aylesworth explained that the relative rate of water and sewer inflation is outpacing general inflation. The changes to the community's costs are roughly 5% to match the rate of inflation of water and sewer.

Lebanon is passing on a 7.2% or 7.3% increase to their sewer customers. Due to this it was recommended that Enfield's rate increase by 8%, and deficit reduction charge increase by 2% to keep up with inflation as well. We are working with a consultant at this time regarding our rates so this may change in the future, but this is the plan we are going with for the present.

Ms. Stewart asked what this increase would look like to the average customer. Mr. Taylor stated probably \$25-\$30/quarter.

Erik Russell stated that his household bill is triple what his cable bill is and is a far more significant cost than what was suggested.

Mr. Aylesworth stated that research will be ongoing to continue to get the best rates possible but this is where we are at this time.

Mr. Kluge moved to close the hearing, Mrs. Smith seconded, vote unanimous in favor of the motion 3-0.

Mr. Kluge moved to accept the rate changes that have been presented tonight regarding both water and sewer, Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

Abandonment of Lifetime Lease:

The Board received notice that the current holder of a lifetime lease on property at the end of Johnston Drive would like to relinquish the lease. The Board was asked to accept the abandonment and abate the property taxes in the amount of \$1,498.12. There is another dwelling, taxed to another party holding a lifetime lease, so this parcel of land is not vacated in its entirety.

Mr. Kluge move to accept the abandonment of the Ricker property (Map 14, Lot 3-1) and abate the pertinent taxes (Map 14, Lots 3-1 & 3B), Mrs. Smith seconded, vote unanimous in favor of the motion 3-0.

Investment Strategies:

At NH Municipal Association conference, Mr. Aylesworth was at a social event. He took the opportunity to poll other community leaders about their investment strategies; if they included mutual funds or higher risk portfolios. When he asked the group the question, everyone's hand went up. It could be a good idea to reach out to financial advisors to discuss the town's investments beyond CDs and similar. Mr. Aylesworth offered to arrange for a presentation by a reputable advisor on investment options. The Board agreed.

2019 Town Manager Operating Budget Recommendations:

Mr. Aylesworth highlighted a few items from his report: It is important to understand that we are 2.3% increase in general fund appropriations. However, it is possible that overall non-property tax revenue will come in below for reasons that are beyond our control. Rates of interest for overdue property taxes went down. Last year the town sold a property, which will not happen again in 2019; we also received FEMA funds last year for storm damage. The Veteran's tax credit expansion will mean the town taking on those added expenses. This year is a reval year, and our assessor believes that we are at least 5% below market value on the whole, and in particular lakefront properties are undervalued. A 3% increase in valuation (conservatively speaking) could still have us at a 3.4% increase in the tax rate. Anything unexpected could change this projection, but this is where we are right now. The requests from the department heads have been thoroughly reviewed and the town manager budget recommendations include approximately \$250,000 in cuts from what was initially requested by the departments. The Municipal Facilities Optimization Study will also likely have a significant impact on how we budget moving forward on a variety of fronts. Mr. Aylesworth also noted that the town's commitment to increasing the annual appropriation to the CIP Capital Reserve Fund also puts a strain on the property tax rate. Mr. Kluge remarked on Mr. Aylesworth's comment on CIP funding. Mr. Aylesworth stated that this was a good example of trade-offs in decision making.

Mascoma Lakeside Park Title Search:

Mr. Aylesworth pointed out this will be discussed in non-public.

Donations to Mascoma Lakeside Park Expendable Trust Fund: \$9,250 in Aggregate:

In addition to the \$9,250 up for acceptance at this meeting, the Town just received a \$50,000 donation to the Mascoma Lakeside Park Fund to go towards the \$135,000 matching grant. This will be accepted later in a public hearing but it is very exciting news!

Mr. Kluge made a motion to accept the donation to the Mascoma Lakeside Park Expendable Trust Fund in the amount of \$9,250 in aggregate, Mrs. Smith second, vote unanimous in favor of the motion 3-0.

Ambulance Billing:

Mr. Aylesworth suggested that although we are exploring other options for ambulance billing services, it is the time of year to re-evaluate our rates with Comstar for 2019. Last year we tied our increases to Comstar's Top 50 and it is suggested to do the same this year, which would be a 3.2% increase.

Ms. Stewart made a motion to tie this year's ambulance rate increase to the Comstar Top 50 and a 3.2% increase, Mr. Kluge seconded, vote unanimous in favor of the motion, 3-0.

Votes for encumbrances:

The Board was presented with two encumbrance requests.

1. The remainder of the 2018 assessing contract with Norm Bernaiche \$22,786, in accordance with his 3-year contract.
2. A library computer replacement that came up unexpectedly for a total cost of \$1,240.

Mr. Kluge made a motion to approve both encumbrances, Mrs. Smith seconded, vote unanimous in favor of the motion 3-0.

Town Report Cover and Dedication:

After much discussion a plan for the report cover and dedication was agreed upon.

Administrative Items:

The Board reviewed and approved the following documents: 2018 Equalization Municipal Assessment Data Certificate, Certification of Yield Taxes Assessed.

OTHER BUSINESS**Non-Public Sessions:**

Mrs. Smith moved to enter non-public session at 7:44 PM, RSA 91-A:3 II(a), Mr. Kluge seconded. 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 7:58 PM, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to seal the minutes, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to enter non-public session at 7:58 PM, RSA 91-A:3 II(c), Mr. Kluge seconded. 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 8:16 PM and seal the minutes, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to enter non-public session at 8:17 PM, RSA 91-A:3 II(c) and (e), Mr. Kluge seconded. 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 8:20 PM and seal the minutes, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to enter non-public session at 8:21 PM, RSA 91-A:3 II (a), Mr. Kluge seconded. 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 8:27 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Next Meeting:

Monday, January 21, 6 PM, Public Works Facility, 74 Lockehaven Road, Enfield.

ADJOURNMENT

Mr. Kluge moved to adjourn at 8:27 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0), meeting adjourned.

Meredith C. Smith, Chairman

John W. Kluge

Katherine D.P. Stewart
Enfield Board of Selectmen

Town Manager Report – December 17, 2018

General Information and Updates from Departments

- A new transfer station attendant has been hired. His name is Dave Harper, and he is a long-time general contractor (although he intends to retire from that line of work). Mr. Harper is an Enfield resident, and has lived on George Hill Road for many years. Mr. Harper will be working all three days the transfer station is currently open (Wednesday, Saturday and Sunday).
- A new generator has been installed at the Lower Shaker Village Pump Station using funds from the Sewer Capital Reserve Fund, as recently approved by the Board of Selectmen.
- Sergeant Ryan Porter of the Enfield Police Department will be leading a class in January on elder abuse (both physical and financial). This session will take place at the DPW conference room (exact date still TBD).
- The Enfield Police Department is planning to schedule an open house in the month of January (exact date TBD) for residents to meet the department's personnel, learn more about the police facility, and generally discuss public safety in our community.
- As previously reported, in light of the fact that the rates on the Town's current health insurance plans are slated to increase by 10.5%, the Town issued an RFP to get competitive pricing and explore alternative plans. Ultimately, the Town Manager determined that it would be best for the Town to stay with its current provider (Health Trust), but transition to a different plan that would result in an approximately 4.5% premium increase. The new plan maintains a roughly equivalent benefit value at a slightly better price point. This plan has the further advantage of reducing the out-of-pocket premium expenses for most employees. The new plan will not require employees to change doctors as the new plan carries the same network of physicians as our current health plan. Representatives from Health Trust were invited to an all-employee meeting on December 13 to walk employees (and their spouses) through the new health plan and answer any questions.
- The two surplus municipal vehicles (police cruiser sedan and water/sewer pickup truck) the Town of Enfield had publicized for sale on GovDeals were successfully sold earlier this month. The sedan sold for \$3,910 and the pickup truck for 3,615. Both vehicles were available for bid for approximately one month and attracted a large number of bids. The vehicles were sold for prices appreciably higher than when traditional sealed bidding processes were used. The total amount collected.

2019 Budget Development

- The Town Manager's 2019 operating budget recommendations have been included separately.
- 2019 municipal water and sewer rates will be discussed at a public hearing during tonight's Board of Selectmen meeting. See separately included proposed rate table and related back-up documentation.

- The CIP Committee is continuing its review of capital funding requests submitted by each of the departments. A number of the requests submitted in 2019 have either been significantly reduced or postponed a future budget year. See separately included CIP “cash flow” document for a more detailed synopsis.

Ongoing/Upcoming Projects

- Strategic Governance
 - The Town Manager and Mike Akillian from the Center for Strategic Governance (CSG) have completed 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. Earlier this month, a meeting was organized with the Town Manager, CSG staff, Fire Chief, Assistant Fire Chief, all three Firewards and the Ambulance Chief. Preliminary findings and recommendations have been offered by Mr. Akillian (see separately attached memo).
 - A meeting was held earlier this month that brought together Town officials, Enfield Village Association representatives, and members of the Heritage Commission to have a focused discussion around economic development. The discussion explored the possible impact that various economic development ideas/initiatives would have on the town’s rural character and cultural heritage, as well as articulating a vision for future economic and community development. A number of areas of consensus emerged, which will be documented in a forthcoming summary report. Many of the themes and ideas that emerged in this meeting will need to be further examined by the Land Use & Community Development Administrator, once that person is on board.
- Municipal Facilities Optimization Study (MFOS)
 - Jay Barrett with Barrett Architecture has progressed to the point where he has developed some preliminary findings and recommendations associated with the Municipal Facilities Optimization Study. Mr. Barrett will be sharing these preliminary findings and recommendations over the course of multiple meetings with municipal department heads and community stakeholders. The feedback Mr. Barrett receives from these meetings and further debriefing with the Town Manager will ultimately inform the final set of findings and recommendations presented to the Board of Selectmen in the coming weeks.

Recent/Upcoming Meetings

- As a new member of the Commission, the Town Manager attended the bi-monthly meeting of the Upper Valley Lake Sunapee Regional Planning Commission on December 12.
- The Town Manager, Ambulance Chief, and Police Chief participated in a meeting with Jeff Spencer, President of Medical Billing Services, LLC. Medical Billing Services provides third-party ambulance billing services and is a competitor of Comstar, the company who currently provides these services for the Town of Enfield. The information provided by Mr. Spencer inspired a great deal of confidence, and the Town will gather additional data and generally continue to vet the company before a final decision is made regarding whether to stay with Comstar or enter into an agreement with Medical Billing Services. At present, the President of Comstar has not

responded to numerous attempts made by the Town Manager to arrange for a meeting to discuss concerns the Town has about levels of revenue collection.