

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

MINUTES of January 22, 2019

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; Roy Holland, Chief of Police

Community members present: Roger Dontonville, State Representative, District 10; Michael Cryans, Executive Councilor, District 1; Susan Brown; Kurt Gotthardt; Celie Aufiero; Bob Cusick; Dan Kiley

CALL TO ORDER

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

APPROVAL OF MINUTES

January 7, 2019:

Mr. Kluge moved to accept the public and non-public minutes of January 7, 2019 as printed, Mrs. Smith seconded, vote unanimous in favor of the motion (2-0).

December 17, 2018:

Mr. Kluge moved to accept the public minutes of December 17, 2018 as corrected, Mrs. Smith seconded, vote unanimous in favor of the motion (2-0).

Mr. Kluge moved to accept the non-public minutes of December 17, 2018 as corrected, Mrs. Smith seconded, vote unanimous if favor of the motion (2-0).

Katherine Stewart arrived at the meeting at this time.

COMMUNICATIONS

Tax Collector's Report – December 2018:

The report is presented in a new format, separating taxes and fees by type, hopefully this is easier to follow. Mr. Aylesworth went over the following highlights: We are at 98% collected for first issue of 2018, 95% for second issue of 2018. With regard to sewer we are at 92% collected on 3rd quarter bills, and for water we are at 90% collected. We are keeping pace with where we have been historically at this time.

Old Home Days (OHD) Committee Resignation:

Ms. Brittany Shackett Cole submitted her resignation for the OHD Committee due to relocating out of the area.

BOARD REPORTS**Planning Board:**

Mr. Kluge reported that there was a Planning Board meeting to go over planning matters on the Town warrant (5). Four were pretty technical, one required some discussion; the accessory dwelling units to keep in line with state law. They will remain at 800 square feet but you can now have 2 bedrooms and the Planning Board voted to go with a non-connected accessory law allowing a separate structure, like a small guest house, for instance.

Enfield Village Association (EVA):

Ms. Stewart went to the EVA meeting; they are planning the January 25th business coffee. They are collaborating with the Town Recreation Department to plan the Mascoma Winter Wing Ding. It is a great time, February 9th at noon, working on getting some chili out there and a S'mores contest. EVA has annual meeting on February 18th at 5:30 pm. They are always looking for more volunteers.

Mrs. Smith mentioned that the same day as the wing ding, Shaker Museum has their snowshoe fest so they are trying to coordinate the two activities. We are hoping it will eventually become an Enfield town winter carnival!

TOWN MANAGER'S REPORT

Mr. Aylesworth would like to point out a few highlights from the written report provided:

Land Use and Community Development Administrative Position:

Several phone interviews have been conducted, 2 candidates stand out at this time. One more interview is set up for February 8th and after that we will move ahead to in-person interviews for which he would like to assemble a panel of key community stakeholders to assist in filling this important position with the right person.

Operating Budget:

Regarding budget development process, this is ongoing; there are two more meetings before the budget hearing. There was a piece recently published in the Valley News synthesizing the operating budget. Mr. Aylesworth anticipates relatively modest changes from the Town Manager's recommended operating budget. Thus far the Budget Committee seems pretty comfortable with where proposed spending is at. The budget hearing is on February 6th, so the Selectboard will know exactly where the Budget Committee stands before the warrant is finalized.

Municipal Facilities Optimization Study:

This is generating a lot of good discussion back and forth, the architect is welcoming the challenges presented in getting us to a place that meets all of our community's needs at a price point we can afford. Another stakeholder meeting or two will be planned in early 2019 to ensure we get this right.

Town Meeting:

With regard to Town Meeting preparation, Mr. Aylesworth is in the process of writing the detailed narratives for the Town Meeting warrant articles.

Mascoma Lakeside Park:

With regard to the survey for Lakeside Park, it is done, there were no findings that should cause any concern, we are planning a closing for late Feb or early March in advance of Town Meeting. We will make sure that any hearings that have to happen in advance of that will be taken care of.

State Aid Grants:

Last week Mr. Aylesworth was in Concord meeting with Congresswoman Kuster's district director and some of her staff about potential federal funding opportunities the Town could pursue as we move forward with the facilities planning, wastewater treatment feasibility study and other projects. Mr. Aylesworth also met with Town Counsel, it was good as always to catch up with Bart Mayer. Mr. Aylesworth was invited to give testimony at a public hearing of the House Finance Committee related to HB 352. This was about providing funding for state aid grants related to wastewater facilities and Enfield has about \$900,000 on the line with that funding.

PUBLIC COMMENTS**Kurt Gotthardt – Mascoma Lakeside Park:**

One question, in the minutes the deed research for Lakeside Park was completed, is this a public document? Mr. Aylesworth explained that this was done by an attorney. It is likely a public document, but he will verify with the attorney and get back to this group.

Celie Aufiero – Land Use & Economic Development Administrator:

Ms. Aufiero wanted to reiterate about the new position – who will make sure the zoning ordinances are followed? She stated she is continuously seeing violations. She doesn't want the Town to lose a position like that as we really need it. We need a zoning administrator.

Mr. Aylesworth stated that the title of the position has changed but the responsibilities that the former Zoning Administrator had are not going anywhere. We have added to this position, not eliminated it. In terms of enforcement of zoning ordinances, that is a separate issue. Regardless of the title change, the responsibilities have not gone away. If Ms. Aufiero has specific concerns, Mr. Aylesworth would like to understand them and make sure they are understood by the person who does fill this position.

Ms. Aufiero stated that if we take our rules seriously, we can maintain the beauty of Enfield.

Mrs. Smith stated that lack of oversight on lake development is also an issue. Recently a development on the lake clear cut through to the lake. There are two projects going on on Mascoma and they have not put up silt fences. Whether it is the responsibility of the Conservation Commission or Zoning Board, we need to be sure these issues are addressed. The state (DES) does not respond, so we have got to make sure these issues get followed up on locally.

Mr. Kluge asked if this is the realm of the Building Inspector?

Mr. Aylesworth stated that these issues were brought to his attention last week and he had a conversation with the Building Inspector. It is a jurisdictional issue: the lakes are the domain of the state. The Conservation Commission here is really only advisory and can bring issues to the attention of the DES. Based on a conversation with Alan Strickland, Conservation Commission Chairman, not too long ago, Mr. Aylesworth was informed that the Conservation Commission is not brought on board with even higher profile projects. They do not have power per se but they can oversee and bring issues to the attention of the state if there is a matter needing to be addressed.

Mrs. Smith stated perhaps the Building Inspector could bring it to the attention of the state.

Mr. Aylesworth stated that the current issues are more appropriate to planning and zoning, but while we are still filling that position it will be brought to the Building Inspector.

Ms. Stewart suggested that a formal letter of complaint on Town letterhead be filed for transparency so there is no chance of this getting lost during this interim period, and so we have something to give to the person who is hired.

Bob Cusick – Fire Department:

Mr. Cusick sent an email relative to the situation that happened on Star Drive two weeks ago. There was an issue at his neighbor's home; he unlocked the door for the Fire Department. Kim Withrow showed up, then Canaan FD showed up, then an hour and 10 minutes later Enfield FD showed up and only John Pellerin was on the fire truck. It turned out to be an explosive situation, the gasses from an overcharging battery in the garage had brought levels almost to explosive level. Mr. Cusick stated he has the utmost respect for our FD volunteers. He doesn't understand why they showed up so late for their own fellow citizens. He also doesn't understand the Fire Ward mess. The firefighters are not properly trained for their position – it is not on-the-job training anymore. If a FD member goes in and is injured it is on the Town if they are not properly trained. These are well respected men and women who do a great job and that is not in question. The system we are using is not working as evidenced by my experience two weeks ago.

Fire Chief, David Crate, responded to Mr. Cusick's experience, he knows the Department has been short on help, he himself had back surgery 2 days after Christmas. Mr. Crate doesn't have excuses for the other fellows who didn't respond. As far as the Fire Ward situation, he hasn't heard any rumblings about that.

Mr. Cusick reiterated that he would like to hear that the Fire Department members are participating in ongoing training and that Canaan FD arriving prior to Enfield is not acceptable to him.

Chief Crate updated the group regarding training; one person is still in training, one person had to stop due to conflicts with Lebanon Highway Department responsibilities through the winter, regarding the third person who bowed out, he has yet to follow up. The classes will be offered again so this opportunity will present itself again.

Susan Brown pointed out that another obstacle is that no one works in town anymore.

Chief Crate outlined the challenges inherent in a volunteer-based organization, which are not unique to Enfield.

BUSINESS**Meet & Greet – State Delegation:**

Mrs. Smith welcomed Michael Cryans, Executive Councilor, District 1. Councilor Cryans discussed how much he has enjoyed serving Enfield in past capacities and now in his new position as Executive Councilor. He welcomes calls to his office and emails from anyone who has issues such as the current issue getting DES attention, and also would like to invite anyone who has a special interest that they would like to advocate for to contact him and he will happily connect them with a committee or board that aligns with their interests. He may be contacted at michael.cryans@nh.gov.

The group also welcomed Roger Dontonville, State Representative, District 10. He explained that he can also connect concerned people with DES, address property tax concerns, address public education funding, Fish & Game, along with any other concerns you bring to him (contacting via email is best). He is also becoming more aware of ways individuals can work toward environmental conservation and looks forward to spreading this knowledge throughout New Hampshire, not so much for him but for the new New Hampshire citizens 'coming up behind us'. He may be contacted at rdontonville@gmail.com. As a

resident of Enfield for 25 years, Enfield is near and dear to his heart and he would love to hear from its citizens more.

Ms. Stewart stated that she received a message from State Representative Joshua Adjutant. He sent his regrets Joshua.ole.adjutant@gmail.com.

Mr. Aylesworth stated that Mr. Adjutant was at the hearing last week and spoke in favor of the HB 352 bill related to wastewater projects that would benefit Enfield.

Susan Brown - Sewer and Water Payments and Credit Card Fees:

With regard to sewer money, Ms. Brown feels it is very difficult to come up with \$500 four times/year. It would be helpful if the Town would discuss a different payment plan that was not a lump sum.

With regard to street lights, there are some that Ms. Brown would like removed, and she would like to know where she can give this input.

Lastly, she would like to discuss the fees charged when one wants to pay their taxes using a credit card. The charge is a fee of close to 3% which is huge. She is trying to find out why the legislature thought that the Towns should be able to take credit cards, but not be able to absorb this fee?

Ms. Stewart stated the she would be strongly opposed to the Town absorbing the fee. In business, you can either put fee in the total cost, or it could be written off as the cost of doing business. The Town is not able to write things off, and it should not be the responsibility of the Town to absorb this fee every time someone wants the convenience of using a credit card. Mr. Kluge strongly agreed. Mrs. Smith stated that one could also use a check.

Mr. Aylesworth stated that the purpose of offering the credit card option is not to encourage people to use a credit card, rather it is to give them the option.

Ms. Brown stated that she wants one of the lights on Depot Street turned off, and the light at the firehouse to be aimed at the firehouse and not over the roof. Mr. Kluge stated that there would have to be a public hearing to discuss the removal of any streetlights.

PUBLIC HEARING

Ms. Stewart moved to open the public hearing at 7:08 pm, regarding withdrawal from CIP Capital Reserve Fund of up to \$65,000 for Police Cruiser and Fire Dept. Air Cylinders, Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

Police Chief Holland discussed the quotes he had gathered and which one he would recommend as the better deal. The current car has a small amount of payoff left to which the insurance pay out would be applied.

Fire Chief Crate discussed the acquisition of the current packs 15 years ago and that their usable life is done. \$30,000 will cover the current \$18,565 for replacement air cylinders, plus what they foresee as needed expenses over the next 6 months.

Ms. Stewart would like purchases to be associated with purchase order numbers in the future for recordkeeping.

Mr. Kluge moved to close the public hearing at 7:21 pm, Ms. Stewart second, the vote was unanimous in favor of the motion, 3-0.

Mrs. Smith move to approve withdrawal from CIP Capital Reserve Fund of up to \$65,000 for a Police Cruiser and Fire Dept. Air Cylinders, Mr. Kluge second, the vote was unanimous in favor of the motion, 3-0.

Follow Up: Maintenance Request at Graham Road/Lockehaven Road:

(Town owns corner lot) The Public Works Department will be putting a barrel out there, filling it with sand once, and the residents will fill it after that. There will be no on-going maintenance provided.

Review of Capital Items Recommended by the CIP Committee for Funding in 2019:

Mr. Aylesworth stated that \$11,500 for replacement in 2019 for the Town Office application server, got moved from the operating budget to the capital budget. However, there is some debate now between the Town's IT contractor and some Budget Committee members with IT experience, about guidance for server management (physical v cloud based). Allan Treadwell of Twin Bridge Services will come to the Budget Committee meeting on January 29th to discuss his recommendation.

Review Updated DRAFT 2019 Town Meeting Warrant:

One article has been stricken, about making the position of Town Clerk appointed. Given that the legislature is going to vote on this this year we will simply vote on adopting it once it is law.

\$25,000 for transition planning has been reworded to include activities on the master plan in the hope that we would be able to start on some of that this year.

Mrs. Smith asked if any architect that we hire for planning wouldn't be involved in the building design. Mr. Aylesworth clarified that they were not excluded but they were going to have to re-bid in a pool of others for the second phase of work.

Ms. Stewart asked if the TIF warrant article has to be on there? Mr. Aylesworth stated that the TIF District it will expire a month before our next town meeting, so it has to be on the 2019 warrant. It will expire on its own if no action is taken. If it expires the general fund would have to pick up the remaining debt service. If it expires the entire balance of the TIF Fund would need to be immediately be applied to debt service in accordance with state law.

We could have a warrant article to cut the collected increment in half, possibly beginning next year.

Discussion of the management options for Town accounting followed.

Fire Department Governance – Discussion with Current Department Officials:

Mr. Aylesworth stated that there has been some discussion about meeting with the Board of Selectmen before the warrant articles were approved, however the firewards did not attend tonight's meeting as had been anticipated. It was left that the ball is in their (firewards) court if they would like to meet, or submit their feedback in writing.

ADMINISTRATIVE ITEMS

Application for Restoration of Involuntarily Merged Lots (Vote Required):

The Board reviewed an application for restoration of involuntarily merged lots for the Meltzer family, consisting of three parties and three parcels.

Mr. Kluge moved to approve the application for Restoration of Involuntarily Merged Lots, Mrs. Smith seconded, the vote was unanimous in favor of the motion, 3-0.

Warrants, Refunds & Abatements:

The Board reviewed and approved yield tax warrants for timber cut, property tax refunds & abatements, including a property tax abatement for NH FastRoads as part of settlement of this case.

OTHER BUSINESS

Valley News Article:

The Valley News article has an error, and hopefully they will issue a retraction, but they stated that we were trying to get our fund balance up to \$100,000 and they left a zero off, as we are trying to get our fund balance up to \$1,000,000.

NEXT MEETING

Regular Meeting:

Tuesday, February 5, 2019, 6:00 PM, Public Works Facility

Public Hearings:

Tuesday, February 5, 2019, 6:30 PM, Public Works Facility: Bonds or Notes over \$100,000 (Capital Lease & George Hill Road Reconstruction) and Extension of Term of TIF District

ADJOURMENT

Mrs. Smith moved to adjourn the meeting at 8:15 PM, Ms. Stewart seconded, the vote was unanimous in favor of the motion, 3-0.

Meredith C. Smith, Chairman

John W. Kluge

Katherine D.P. Stewart
Enfield Board of Selectmen

Town Manager Report – January 22, 2019

General Information and Updates from Departments

- The Town Manager has conducted phone interviews with two qualified candidates for the Land Use & Community Development Administrator position. A third phone interview is being arranged for this week. In-person interviews will likely be scheduled next week (the two candidates that have been interviewed thus far are both out-of-state and expressed a willingness to travel to Enfield for an in-person interview if invited to do so). The Town Manager will invite the Chair of the Planning Board (or his designee), Chair of the Zoning Board (or his designee), representative from EVA, DPW Director (who formerly worked as the Town Planner), and Building Inspector (who formerly worked as the Zoning Administrator) to take part in the in-person interviews and provide their perspectives on the candidates.
- The Town Manager is in receipt of a formal/detailed proposal from Medical Billing Services, LLC, a competitor of Comstar (the company presently providing third-party ambulance billing services to the Town of Enfield). The content of the proposal appears to align well with the substance of the discussion that the Town Manager, Ambulance Chief and Police Chief had with the company's president in recent weeks. Like the current arrangement with Comstar, Medical Billing Services would retain 7% of the gross revenue, but they are adamant that their level of billing persistence will greatly outweigh the service currently provided by Comstar and are projecting a considerable increase (approximately 85%) in gross revenue. Additional review of the proposal is underway, and some of the provisions may be slightly adjusted before an agreement is forged, but the Town Manager is likely to execute the new agreement in the coming weeks. By contract, the Town of Enfield has to give Comstar 60 days notice of its intent to sever its current agreement, and – assuming a change is ultimately made – April 1 would then become the target date for Medical Billing Services to take over our ambulance billing.
- A large barrel has been filled with sand and placed by DPW staff on Graham Road near the intersection with Lockehaven Road. This was done in response to the concerns Mr. McHenry raised at the January 7 meeting of the Board of Selectmen. As a reminder, the Town of Enfield owns a small parcel (roughly 0.25 acres) of undeveloped land with frontage (roughly 100 feet) on Graham Road near its intersection with Lockehaven Road. Mr. McHenry expressed the belief that the Town of Enfield as a landowner should assume more responsibility for maintaining its section of Graham Road, even though it is a private road (and the Town does not maintain private roads) and the Town of Enfield is not in any way encouraging public use/access to the small parcel it owns on the road. A reasonable compromise was reached, and the Town furnished a barrel for sand storage during the winter months. It should be noted, however, that the Town is not committing to replenishing sand in this barrel moving forward. The sand contained in the barrel at the time of its initial placement was done as a one-time courtesy.
- The Town of Enfield is in receipt of a Right-to-Know request from Decato Law Office (based in Hanover) regarding any and all government documents/communications pertaining to Kingsbury Companies (the contractor that was retaining for the NH Route 4A sewer extension project). At this time it is not clear whether Decato is representing Kingsbury (this would be a different law firm than we have dealt with in the past) or if the request is being made for a different purpose. In any case, pertinent Town staff are working to compile the requested records. The Town of Enfield and Kingsbury remain in dispute over the monetary amount of final

payments that should be rendered in light of the fact that certain contracted work was either not performed by Kingsbury or was performed in a manner the Town and its engineer (Pathways Consulting) believe were inadequate. The Town, through our legal counsel, continues to work with Kingsbury in a good faith manner to resolve these disputes, have the needed work performed (which is important to protect the interests of Lakeview Condo/Shaker Landing Condo residents as well), and hopefully avoid the need to litigate the matter.

2019 Budget Development

- The Budget Committee is planning two more meetings before the annual budget hearing on February 6. The two meetings will be on January 24 (this coming Thursday) and January 29. These meetings will include continued deliberations on the 2019 operating budget. As has been previously reported, the committee expressed general support for the Town Manager's recommended budget, which was presented on December 17. At this time, it is anticipated that only minor adjustments will ultimately be proposed. The Budget Committee will have completed its work on the 2019 operating budget prior to the Board of Selectmen's February 5 meeting. The Budget Committee's 2019 operating budget proposal will be provided to the Board of Selectmen prior to the February 5 meeting so that any concerns or objections to the Budget Committee's proposed budget can be documented and shared with the Budget Committee during the annual budget hearing the next evening.

Ongoing/Upcoming Projects

- Municipal Facilities Optimization Study (MFOS)
 - On January 11, Mr. Barrett (principal of Barrett Architecture) participated in a meeting with the Town Manager, DPW Director, Police Chief, Building Inspector, and Mrs. Smith (in her capacities as Chair of the Board of Selectmen and Heritage Commission) and provided this group an update on his latest thinking and preliminary findings/recommendations related to the facilities study. Mr. Barrett informed the group that it was his opinion that the parcel of land on Lockhaven Road that houses the DPW Building is not a suitable site for a public safety complex. Mr. Barrett's reasons included proximity to jurisdictional wetlands, topographic constraints, and the potential to create logistical problems with additional vehicle traffic in that area. The group offered general consensus with these conclusion (although it should be noted that when the Town Manager shared these conclusions relative to the DPW site with members of the CIP Committee there was considerable disagreement and a request was made to obtain more information from Mr. Barrett). Mr. Barrett currently believes that a public safety complex would be much better suited for the Huse Park property (his strong preference) or the Shedd Street property. However, Mr. Barrett believes that the Shedd Street property – given the residential nature of surrounding neighborhood – would be less ideal, and the Town would be better off razing the existing dilapidated Shedd Street structures and dividing this property into four similarly sized parcels for residential development. Proceeds from the sale of these four lots could then be used to offset the cost of new facility construction. Chief Holland offered his concurrence with the general conclusions Mr. Barrett offered regarding the suitability of Huse Park vs. Shedd Street with respect to suitability for a public safety complex. Discussion followed about the municipal offices and library, and it is clear that there are differences of opinion when it

comes to the most suitable path forward on this front. One option presented by Mr. Barrett involves a complete interior renovation of Whitney Hall with an ample addition being constructed off the rear and left side (as you face the building from the street) of the building. This would roughly double the size of the building (or at least its two-dimensional footprint). This alternative also includes removing the existing police station building to allow for the installation of additional “upper level” parking lot (to effectively offset the parking that would be lost in the existing parking area to accommodate the addition). In addition to the new “upper level” parking area, there would be ample parking behind the new addition. One member of the group expressed disagreement with this approach (for affordability reasons) and strongly recommended that the municipal offices be instead relocated to the current police station (perhaps including an addition off of the back) and build a smaller addition off of the back of Whitney Hall to accommodate library expansion. Mr. Barrett is concerned that this approach will not provide adequate space for municipal staff and shared meeting space (i.e., it is a goal to provide a meeting room at least as large as the DPW conference room for Board of Selectmen, Budget Committee, Planning Board, ZBA, etc.) and would also require accessing the offices from the rear of the building (a feature of the current municipal offices Mr. Barrett believes is undesirable). He agreed to give this possibility more consideration, however. The group also discussed the possibility of relocating municipal offices to Huse Park either immediately next to or affixed to the Community Building. There are many advantages to this approach, but, there are of course certain logistical concerns and of course cost concerns with building a completely new municipal facility as well. Although we might not have moved closer to clear consensus, it was a productive meeting as it is incredibly important that all the options be thoroughly scrutinized. We appreciate that Mr. Barrett is very patiently taking all of these factors into consideration and his counsel is proving very valuable.

- Town Meeting Preparation
 - The Town Manager is in the process of preparing the detailed warrant article narratives (which will be published in the 2018 Town Report in advance of Town Meeting) and associated content that will be incorporated in the presentations given at Town Meeting. Although all items on the Town Meeting warrant will be of great importance, the articles pertaining to reauthorization of the TIF District and proposed modified governance of the Fire Department are priorities given the somewhat complex nature of these topics and the potential for mischaracterization (even if unintentional) of what is being proposed and why it is being proposed. To ensure that accurate information is compiled and reviewed in advance of Town Meeting, we have assembled lists of “key questions” that we should be ready to address. These questions include (but may not be limited to) the following:
 - Tax Increment Finance District Reauthorization
 - ❖ What was the TIF District intended to do?
 - ❖ What has the TIF District done?
 - ❖ With respect to its original intent, what (if anything) has the TIF District not done (and why)?
 - ❖ What are the consequences of not reauthorizing the TIF District? In particular, what happens to the TIF “surplus” (fund balance) and the remaining debt on the US Route 4 project?

- ❖ What are the advantages of reauthorizing the TIF District for a period coinciding with the remaining US Route 4 project debt service?
- ❖ What are the disadvantages of reauthorizing the TIF District coinciding with the remaining US Route 4 project debt service?
- ❖ The TIF Committee voted in March 2017 to make an unscheduled principal payment on the TIF District debt for the Route 4 sewer and water extension. Why was that not done?
- ❖ What is the current balance in the TIF District Fund?
- ❖ If the TIF District were reauthorized until 2042 to coincide with the remaining debt service payments on the US Route 4 water/sewer extension project and then subsequently permitted to expire (i.e., no additional reauthorization made by Town Meeting), what would happen to the TIF District Fund balance at that time?
- Fire Department Governance Changes
 - ❖ How is the Enfield Fire Department currently set up?
 - What is the current governance/organizational structure of the Fire Department?
 - What are the “options” for Fire Department governance per NH state law?
 - Which Fire Department governance/organizational structures are currently most frequently employed by communities of similar size/composition?
 - Are Enfield firefighters currently full-time? Part-time? On-call? Volunteer?
 - How exactly does mutual aid work with neighboring communities?
 - ❖ How many Fire calls are placed in Enfield on an annual basis?
 - Is the number of calls trending up? Down? Staying roughly the same?
 - How many of the Fire calls were responded to by Enfield’s Fire Department?
 - How many of the Fire calls were responded to by mutual aid (Lebanon, Canaan, etc.)?
 - ❖ Exactly what changes to the Fire Department are being proposed?
 - What would the new governance/organizational structure of the department look like?
 - How is this different from what is currently in place?
 - ❖ Why is this change being proposed?
 - How/why will merging the Fire and Ambulance Departments improve the quality of service (i.e., response times, training, hazard avoidance, etc.)?
 - How/why will merging the Fire and Ambulance Departments improve operational efficiencies?
 - How/why will this change lead to better department oversight and accountability?
 - Other benefits?
 - Are there problems associated with the current department structure/operation that residents need to be aware of?

- ❖ What are the personnel implications of the proposed change?
 - Does implementing the proposed change mean that the Town will be hiring new personnel? Will these be full-time positions?
 - Will the Town of Enfield still have volunteer/on-call fire and ambulance personnel?
 - Under the proposed new structure would it be required that all personnel are certified for Fire and EMS?
 - What would happen to existing senior officers in the Fire and Ambulance departments?
 - Would current volunteer/on-call fire and ambulance personnel be able to continue serving the Town if the proposed change was implemented?
- ❖ What are the short- and long-term financial implications of this change?
 - How will this impact annual operating expenses moving forward?
 - How will this impact vehicle/equipment replacement and other long-term capital expenses moving forward?
 - Are there federal/state grants that the Town would be more competitive for if the proposed change went into effect?
- ❖ How will this change impact the Town's municipal facility needs?
 - Would we be able to continue using existing facilities if this change went into effect?
 - How would this change influence the design of a possible new public safety complex?
 - Would the proposed change better position the Town to obtain grant funding that could be applied toward the design/construction of a new public safety complex?
- Municipal Water Asset Management Planning Study
 - On January 16, the Town Manager and DPW Director had a meeting with engineers from Horizons Engineering (the firm the Town contracted with for the municipal water asset management planning study) to review an initial draft of the asset management plan and discuss next steps. The plan is quite comprehensive, and includes an overview of our existing utilities, levels of service goals, an assessment of critical assets (i.e., the condition of existing assets and the consequences of their failure), operations and maintenance summary, capital improvement plan, financial management plan, and action plan. There will be a public workshop convened on February 21 beginning at 6:00 PM in the Community Building to obtain feedback related to the levels of service that Enfield residents desire from the municipal water system. It is strongly encouraged that members of the Board of Selectmen attend this workshop (which will be facilitated by Horizons Engineering and also attended by NH DES personnel) in their capacities as Water & Sewer Commissioners.
- Mascoma Lakeside Park
 - Now that the title research and land survey have been completed by legal counsel and a certified surveyor, there does not appear to be any findings of concern that should cause the Town to reconsider its plans to purchase the two parcels (Map 32, Lots 44 & 46) comprising the Mascoma Lakeside Park property. With the Board of Selectmen's

support, arrangements will now be made with NH Department of Transportation officials to schedule a closing before the end of February.

Recent/Upcoming Meetings

- On January 17, the Town Manager participated in a number of meetings in Concord. This included a meeting with Congresswoman Kuster's District Director (the purpose of the meeting was to discuss ongoing projects and possible upcoming projects in the Town of Enfield, and encourage the Congresswoman and her staff to lend support to these important projects). Topics included upcoming "ribbon cutting" ceremony for the Mascoma Lakeside Park property acquisition, possible upgrades to municipal buildings, possible design and construction of a local wastewater treatment plant, and transportation infrastructure projects for which the Town of Enfield has already submitted requests for funding (i.e., TAP grant, NH DOT 10-Year Plan, etc.). The Town Manager also met with Town Counsel at Upton & Hatfield's offices to discuss pending legal matters and obtain advice. Finally, the Town Manager was invited to give testimony related to HB 352 (a bill that would appropriate funding for state aid grants that support wastewater facilities; if passed the Town of Enfield would be eligible for at least \$900,000 worth of funding) at a public hearing of the NH House of Representative's Finance Committee. The Town Manager also furnished the Finance Committee a written letter of support, which has been shared separately.