

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

**MINUTES of February 5, 2019**

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

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

**Others:** Kurt Gotthardt; James Bonner (video); Howard & Peg Howard, Enfield Outing Club

**BUSINESS MEETING**

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Kluge moved to approve the minutes of January 22, 2019 as printed; Mrs. Smith seconded the motion. Mr. Kluge and Mrs. Smith in favor. Ms. Stewart abstained as she had not had an opportunity to read them. Motion carried (2-1).

**COMMUNICATIONS**

**Tax Collector's Report – January 2019:**

Mr. Aylesworth explained the new report format to the Selectmen. There are no causes for concern.

**Town Clerk's Reports – January 2019:**

There is cause for pause as the reported revenue in the first month of 2019 is down significantly from the prior year, and all years reported 2011. This may be made up for in February.

Mr. Kluge noted that the economic prediction is that it will be a slow year for new car sales.

Ms. Stewart stated that there should be a target revenue number if all was the same (no changes in cars registered). A brief discussion ensued relative to ways to estimate revenues and the difficulties in predicting them.

**Trustees of Trust Funds – Quarterly report as of December 31, 2018:**

Mr. Aylesworth noted that we're where we expected.

Ms. Stewart asked if the auditor would be spoken with about how we book this to prevent overspending of these funds due to the amount that is unavailable. It might be helpful if we were able to put in a holding fund by ratio.

Mr. Aylesworth responded that he does not know a lot of departments who would use these figures. He will speak to the auditor.

**NH Dept. of Transportation – Notice of Denied Grant Application:**

Mr. Aylesworth informed the Board that last fall the Town applied for funding for sidewalk enhancements from the Police Dept. on Main Street to Route 4, on Route 4 east to Mickey's and from Route 4 to the post office. Of the 38 applications received by NHDOT, 8 projects were approved. Enfield's application ranked 15.

**BOARD REPORTS**

It was reported that the Shaker Museum snowshoe festival is on Saturday from 10-3, and the Wingding is from 12-4. Both events are scheduled for Saturday, February 9<sup>th</sup>.

**Mascoma Lakeside Park Committee:**

Mrs. Smith reported that the Committee met earlier today. Mr. Aylesworth reported to the Committee that about \$400,000 has been raised to date.

Mr. Aylesworth clarified that the \$400,000 includes the \$135,000 matching grant.

Mrs. Smith added that we will be finalizing the deed before Town Meeting. The Committee is continuing to fundraise to match the \$135,000 grant.

**Capital Improvement Program Committee:**

Mr. Aylesworth reported that the CIP Committee met yesterday, February 4<sup>th</sup>. The Committee reviewed the project list and finalized the slate for 2019.

The Committee spoke about moving the Town Office application server to the capital budget from the operating budget. The Budget Committee had talked about using fund balance for municipal facilities work, but preferred to fund it from the CIP capital reserve funds. Both of these items were discussed with the CIP Committee and received support for being programmed back into the CIP.

A Budget Committee member relayed a conversation with a Fire Ward regarding replacement of Car 1. This F250 crew cab is on the warrant, but we may hold off on replacing it.

**TOWN MANAGER'S REPORT**

Mr. Aylesworth referred the Board of Selectmen to the written copies of his detailed written report and then proceeded to touch on a number of subjects:

- The February issue of the newsletter went out on Friday, February 1
- Mr. Aylesworth will be working on a Fund Balance Policy. A draft has been put together to be shared at the Board's need meeting and will ultimately be a chapter in a more comprehensive financial policy.
- Employment Opportunities:
  - We are in the process of backfilling 2 different positions: Land Use & Community Development Administrator (covering planning, zoning and economic development), and a Grounds Crew Leader.
  - We are looking for an intern to assist with comprehensive road assessment and GIS. We have a promising candidate from Dartmouth.
  - We will soon be advertising for a part-time water/sewer operator.

- Relative to the Fire Department and its organizational structure, Mr. Aylesworth wants to gather additional information prior to Town Meeting. He has reached out to MRI. This firm does a lot of operations studies and transition planning for public safety departments. The plan is to have an MRI consultant meet with Fire Department ward, officers and members, as well as other pertinent municipal officials so that they can evaluate the current condition of the department; then draw on past experience and best practices to submit a brief report with recommendations. If MRI's findings and recommendations do not align with the findings that emerged from the strategic planning process, the article proposing structural reorganization of the Fire Department could potentially be amended or tabled at Town Meeting. This effort should help. Mr. Aylesworth has already spoken with a Fire Ward, the Fire Chief, etc., to let them know that this is in the works.
- Monday, February 11<sup>th</sup>, will be the public information meeting with Casella at the Community Building. The purpose of this meeting is to provide information about the curbside program, provide basic education and also to give residents a chance to share their concerns.
- February 21<sup>st</sup> at 6 PM at the Community Building the Town will be hosting a Level of Service Workshop regarding preliminary goals and to provide the public the opportunity to learn about and share their expectations relative to the municipal water system.

## **PUBLIC COMMENTS**

### **Kurt Gotthardt – Land Use & Community Development Administrator:**

Mr. Gotthardt asked about the Planning/Zoning Administrator now with the new title, Land Use & Community Development Administrator, and new job description. Is the job description available on the Town's website?

Mr. Aylesworth informed him that the detailed job description has not been finalized but all current duties are still a part of the position. A section will be added regarding community development. While "zoning" is no longer in the title, the person holding the position will still be doing zoning.

## **BUSINESS**

### **Request Permission to Plow Harris Brook Reservoir Parking:**

The Board received a request for permission from Michael Pollard to keep the parking area for the reservoir plowed out during the winter months so the area can be utilized by hikers, cross country skiers or those wishing to snowshoe. There currently is no place to park. Mr. Pollard also offered to use his snowmobile to pack a trail from the parking area to the pond, and even around the pond. This would be done at no cost to the Town.

The Director of Public Works thinks this is great.

The Conservation Commission manages this property so it was suggested by Ms. Bonnette that should this go beyond plowing and a trail to the reservoir, the Conservation Commission perhaps should weigh in.

Mr. Kluge voiced support for plowing and a trail to the reservoir.

Ms. Stewart asked about liability. Mr. Aylesworth responded that we can look at that and get proof of insurance.

It was the general consensus of the Board to allow plowing of the parking area and use of a snowmobile to pack a trail to the reservoir provide proof of insurance is provided.

**Raffle Permit Request:**

The Board received a request from the Enfield Outing Club to conduct a raffle. RSA Chapter 287-A requires a permit be issued by the Town. Given the item to be raffled, a semi-automatic rifle, Mr. Aylesworth wanted the Selectmen to have greater awareness of the raffle request.

In answer to their questions, Kevin Howard informed the Board that tickets will be \$10 each and sold by members of the Outing Club. You don't need to be present to win. A background check needs to be completed before the winner can take possession of the weapon.

Mr. Kluge moved to approve the raffle permit, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Review of Proposed 2019 Operating Budget (as finalized by the Budget Committee):

The Board was provided a full budget worksheet. A summary was also provided. The Budget Committee finalized the budget last week. The Proposed Budget (MS-737) needed to be tweaked a little bit to include revenue and expenditures for funding from the Town of Canaan for regional recreation. When the Budget Committee tallied up their budget that piece was omitted in error.

Ms. Stewart noted the need to raise and appropriate it.

Mr. Aylesworth agreed; there's an argument for having it in the budget. A brief discussion ensued if Canaan did not honor the commitment they've made.

The budget increased about 3.9%, but that's inclusive of the \$136,000 in debt service covered by betterment assessments; without that the budget is up just 1.75%

Mr. Kluge things we've done very well with the budget.

Mr. Aylesworth went on to explain the budget summary. Overall the general government budget is up 1.9% with over half of the budget comprised of employee wages; so non-wage budget is up slightly more than 1%.

The budget doesn't rely on undesignated funds to stabilize the tax rate. The tax rate may increase between 2.65% and 4.12%. The Assessor expects a 3-4% property value increase. The rate will be less if non-property tax revenue comes in higher than estimated.

**PUBLIC HEARING**

Mr. Kluge moved to open the Public Hearings at 6:33 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Ms. Bonnette read the hearing notice:

The Board of Selectmen will hold three Public Hearings in succession, Tuesday, February 5, 2019, 6:30 PM, Public Works Facility, 74 Lockhaven Road, Enfield.

Hearing #1, in accordance with RSA 33:8-a, regarding a Bond or Note over \$100,000, for a Capital Lease of Public Works Equipment and Emergency Vehicles in the amount of \$170,000;

Hearing #2, to be held immediately following Hearing #1, in accordance with RSA 33:8-a, regarding a Bond or Note over \$100,000, for George Hill Road Reconstruction in the amount of \$250,000;

Hearing #3, to be held immediately following Hearing #2, in accordance with RSA 162-K:4, regarding the extension of the term of the current Enfield Tax Increment Finance District and tax increment financing plan, which is scheduled to expire in the year 2020, to the year 2042.

All three hearings a relative to articles which will appear on the 2019 Town Meeting Warrant for vote at the second session of Town Meeting on March 16, 2019.

**#1 Bond or Note over \$100,000:** This is relative to Article 7 on the Town Meeting warrant authorizing the Board of Selectmen to enter into a long-term lease/purchase agreement in the amount of \$170,000 for the purpose of leasing two DPW pickup trucks and associated plowing and sanding equipment (\$130,000) and one Fire Department support vehicle (\$40,000).

There are two Public Works vehicles included: 1) F250 Highway Supervisor's general purpose pick-up (no plowing); and 2) F550 with plow, wing and sander. This also includes one Fire Department vehicle to replace the ¾ ton crew cab pick-up (Car 1).

Both Public Works vehicles will be financed over a 7 year period. The current vehicles are at the end of their uses life, parts are more difficult to get and these vehicles are no longer cost effective.

Mrs. Smith understood the Fire Wards took the Fire Dept. support vehicle out.

Mr. Aylesworth explained that a Fire Ward approached a Budget Committee member and expressed the opinion that the current Car 1 is still in good condition. This vehicle has 40,000 miles on it, which is low, but the engine hours are higher due to the amount of time the vehicle is left at idle. Mr. Aylesworth spoke to the Fire Chief and at the end of the day replacing Car 1 in 2019 makes sense.

Ms. Stewart said they aren't all in agreement and haven't documented it in writing. If done in an official capacity it should be done in writing. Ms. Stewart is uncomfortable with how this came about.

Mr. Aylesworth explained that the capital request for this replacement came in 2020. The Fire Department wanted to replace Engine 4. The CIP Committee said they could not support replacing Engine 4 given the level of expense and lingering questions about the future of the Fire Department, but they could support the replacement of Car 1 in 2019. This was discussed with the Assistant Fire Chief and one Fire Ward. The last official vote of the Fire Wards was to replace Car 1 in 2020.

Mrs. Smith asked what the amount of the trade-in was expected this year and next year.

Mr. Aylesworth explained there were a number of questions about this. The initial request was for \$60,000 or 65,000. It's understood there are specifications above and beyond your basic F250, such as radio and lighting, but the request seemed high and was reduced to \$40,000 with the expectation that that will still be enough money to replace the vehicle in kind. The article can be amended at Town Meeting or approved as is. Approval of the article doesn't mean it has to be replaced; it provides the authority to borrow.

Kurt Gotthardt asked if the Fire Wards made any presentation to the CIP Committee or Budget Committee on how the vehicle is used and why it needs replacing. When he read through the strategic governance plan for the Fire Department they seemed to have a number of non-fire truck vehicles.

Ms. Stewart said the CIP Committee has documentation that is part of their plan. The idea was to flip the year. Everyone is not on the same page.

Mr. Aylesworth said there is a point at which age of the vehicle becomes a factor. If something were to happen to the vehicle it could mean dispatching an engine to a call when not needed.

Mrs. Smith pointed out that it's running fine. Where do we go with this?

Mr. Kluge feels it's a moot point and recommends it. (To be formally recommended or not recommended during warrant discussion).

There were no further public comments.

**#2 Bond or Note over \$100,000 (6:46 PM):** This is relative to Article 8 to raise and appropriate \$250,000 for George Hill Road improvements. A portion of George Hill Road is well past the point of overlay and is due for full depth reclamation.

There were no public comments.

**#3 Extension of the Term of the Tax Increment Finance (TIF) District (6:47 PM):** This is relative to the warrant article to extend the term of the current Enfield Tax Increment Finance District and tax increment financing plan, which is scheduled to expire on February 8, 2020, to February 8, 2030.

The TIF District, with no action, will expire February 8, 2020. The original warrant article was drafted to extend the term to 2042 to coincide with the final payment on the Route 4 sewer and water extension debt service with minimum payments made toward retirement of the debt service. The warrant article was amended to extend the TIF District to 2030. The Budget Committee had a strong preference to extend to 2030 vs. 2042, since the longer extension might be too long for those who are either opposed to the extension or on the fence. Extending it 10 years and with the goal of making greater than minimum payments, would allow for retirement of the bank loan sooner. It can always be extended again in 2030.

Mrs. Smith understands there'd be no future TIF projects.

Ms. Stewart pointed out that you can't bind a future Town Meeting.

Mr. Aylesworth said it's symbolic; the Town could vote on this again next year. There is nothing that says it can't be extended again in the future. Part of the original recommendation to 2042 was that we could dissolve it sooner if the debt is paid off sooner and it avoids piecemeal extensions. The Selectmen can do what they choose with this.

Ms. Stewart said the 10 years does one thing, it makes us think about how we apply the money. The bond doesn't have a fixed interest rate.

Mr. Aylesworth concurred; the interest rate can increase from where it is at mid-2% up to mid-4%.

Kurt Gotthardt said if the TIF District is dissolved at this Town Meeting or in 2020, isn't it still the same tax dollars to be paid to that bond?

Mr. Aylesworth explained that the entire TIF fund balance, which has been growing every year, would have to be applied to the debt. The fund balance is now around \$800,000 and next year would be in the \$900,000 to \$1,000,000 range. By State law we would have to write a check for the full amount of the fund balance which could cause serious cash flow issues. We would have to do short-term borrowing.

Mr. Gotthardt said most people won't understand that.

Mr. Aylesworth went on to explain that the general fund would then pay the remaining debt service payments. In 2020 the fund balance is expected to be around \$1,000,000. If the TIF District is dissolved in 2030 what will it be?

There were no further public comments.

Mr. Kluge moved to close the public hearings at 6:57 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

**BUSINESS, continued:**

**2019 Town Meeting Warrant:**

**Acceptance of Petitioned Warrant Articles** – Mr. Gotthardt explained the petitioned article relative to decommissioning streetlights. The article includes a list of the streetlights currently identified and the anticipated savings over one year, 5 years and 10 years, if these lights are decommissioned. The article is advisory because the Town Manager has the authority to add or remove streetlights.

Mr. Aylesworth said as Town Manager he has the authority, but the magnitude of making decisions on a sweeping number of lights vs. individual ones is very different. While this article doesn't dictate action, the vote of Town Meeting would be taken into account.

A second petition was received relative to increasing the disabled veterans tax credit from \$1,400 to \$2,000. Two thousand dollars was the previous maximum this tax credit could be raised to. The new ceiling is \$4,000.

Mr. Kluge asked if Mr. Aylesworth had numbers on this. He was informed by Mr. Aylesworth that there are currently 17 tax credits being applied. At an increased cost of \$600 each, the total impact is about \$10,000.

Ms. Stewart noted this is a substantial number given our financial situation.

Mr. Aylesworth mentioned that the \$10,000 would be spread out to other taxpayers.

It was discussed that the VA determines if a veteran is classified as totally and permanently disabled. This classification does not mean the individual is unable to work.

Mr. Aylesworth reached out to other communities and most have a disabled veterans exemption between \$1,400 and \$2,000, so even with the increase the Town would still fall in the average range.

Mr. Gotthardt asked for clarification that the tax credit comes off the tax bill. This was confirmed.

Mr. Kluge noted that it is not the Board's decision; it's a moot point. Both petitioned articles will appear on the 2019 Town Meeting warrant.

**Review & Approval of 2019 Town Meeting Warrant** – The Board reviewed the warrant. Articles 1 through 6 will be voted by ballot.

**Article 7:** (Lease without Escape Clause) To see if the Town will vote to authorize the Board of Selectmen to enter into a long-term lease/purchase agreement in the amount of \$170,000 payable over a term of seven (7) years for the purpose of leasing two DPW pickup trucks and associated plowing and sanding equipment (\$130,000) and one Fire Department support vehicle (\$40,000). The first payment

will be due in 2020. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen is named agent to expend, will be used for the annual principal and interest payments for the life of the lease.

Special Warrant Article  
2/3 Paper Ballot Vote Required

Mr. Kluge moved to recommend Article 7, Mrs. Smith seconded.

Mrs. Smith has a problem with the Fire truck. Mr. Aylesworth explained the article can be amended at Town Meeting. Mr. Kluge noted there is no paperwork on the truck; let Town Meeting change it if they choose.

Vote unanimous in favor of the motion.

**Article 8:** To see if the Town will vote to raise and appropriate the sum of \$250,000 for George Hill Road improvements, to authorize the issuance of not more than \$250,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The first interest payment will be due in 2019. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen are agents to expend, will be used for the annual principal and interest payments for the life of the loan.

Special Warrant Article  
2/3 Paper Ballot Vote Required

Mrs. Smith moved to approve Article 8, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth pointed out that the CIP Capital Reserve Fund will fund the debt service.

**Article 9:** To see if the Town will vote to raise and appropriate the Budget Committee recommended sum of \$6,677,736 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

Mr. Kluge moved to support Article 9, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

**Article 10:** To see if the Town will vote to raise and appropriate the sum of \$25,000 to be placed in the Employee and Retiree Benefits Trust Fund. (Majority vote required)

Special Warrant Article

Mr. Aylesworth noted that this trust fund was established at Town Meeting last year. The plan was to build the fund, but due to retirements both anticipated and unanticipated the funding provided was fully expended, so we're starting over.

Mrs. Smith moved to approve Article 10, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

**Article 11:** To see if the town will vote to change the form of organization of the fire department by eliminating the board of fire wards (RSA 154:1(d)), and having the fire chief appointed by the town manager, and the firefighters being recommended by the fire chief and appointed by the town manager pursuant to RSA 154:1(b).

Article 11 is not a monied article so does not need a Selectmen's recommendation.

Mr. Kluge moved to include Article 11 on the warrant, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

**Article 12:** To see if the Town will vote to appropriate the sum of \$35,000 from available undesignated general fund balance for community master planning and fire/ambulance department transition planning. (Majority vote required)

Mr. Kluge is afraid people will see the word "undesignated" and become concerned.

Mr. Aylesworth said the purpose of this article does not qualify for CIP reserve funding. In order to do these projects, and Mr. Aylesworth thinks they're important, either undesignated funds need to be used, or if would have to be funded from taxes.

Ms. Stewart feels if this is given a good presentation with an explanation of what an undesignated fund is and why this is a responsible use of the funds, the voters should understand. School reserve funds are often funded by undesignated funds.

Mr. Aylesworth said we have a sense of where our fund balance is going to be. Our auditor can estimate the fund balance in early March. Mr. Aylesworth does not think taking \$35,000 from the undesignated fund is a problem. We are nowhere near where we want to be, but given that this is an appropriate use, he would recommend it.

Mr. Kluge thinks inclusion of Fire and Ambulance will catch people's attention.

Mrs. Smith doesn't know why the master plan needs help from an outside group.

Mr. Aylesworth explained that most communities secure outside help with their master plan. This year the master plan probably won't be started until summer. It can be an 18 month process. Twenty-five thousand dollars of the total would be used for Fire/Ambulance transition planning and only if the prior article passes.

Mrs. Smith asked what the \$25,000 covers.

Mr. Aylesworth explained that it's to ensure as smooth a transition as possible while migrating from our current organizational structure to an integrated fire and ambulance department. This project would touch on management, policies and procedures, cross-training, personnel, and – to a lesser extent – facilities and equipment. We would have one year to do it. The Fire Wards still govern until March 2020. We would do a competitive bid for the services.

Mr. Kluge asked what happens if Article 11 doesn't pass.

Mr. Aylesworth would recommend Article 12 be amended to include only the master plan.

Ms. Stewart moved to recommend Article 12. Mr. Kluge seconded the motion.

Mrs. Smith can't vote for it; she has a problem with \$35,000 for planning.

Ms. Stewart asked Mrs. Smith for her explanation.

Mrs. Smith can't buy the \$35,000.

Mr. Aylesworth said the component parts include MRI's estimate of \$18,000 - \$25,000 for the Fire/Ambulance transition planning. If there's a reluctance to support \$35,000 because of the master plan he'd hate to negate the whole article.

Mrs. Smith asked for more information on how \$25,000 would be spent on restructuring the Fire and Ambulance Departments.

Ms. Stewart said if you run a quick calculation it doesn't take you far. If we don't have funds to reorganize professionally she's concerned the entire project would fall on Mr. Aylesworth with everything else he is currently overseeing.

Mr. Kluge expressed support for the master planning funding if Article 11 doesn't pass.

Ms. Stewart suggested separating this into two separate articles.

Kurt Gotthardt agreed with Ms. Stewart. He'd hate to vote no on an article because he didn't like one part of it.

The Board discussed having Article 12 split, with the Fire/Ambulance transition planning becoming Article 12 at \$20,000 and a new article for master planning in the amount of \$10,000 to follow. All subsequent articles will be renumbered accordingly.

**Fire/Ambulance Transition Planning** – Ms. Stewart moved that a new Article 12 become \$20,000 for Fire/Ambulance transition planning, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to recommend Article 12, Mr. Kluge seconded. Ms. Stewart and Mr. Kluge in favor, Mrs. Smith opposed, motion carried (2-1).

**Master Planning** – Ms. Stewart moved to create a new Article 13 for \$10,000 for community master planning, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to recommend the new Article 13, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

[Note: The Articles below have been renumbered based on the actions taken by the Board in splitting Article 12 into two articles.]

**Article 14:** To see if the town will vote pursuant to RSA 162-K:9, IV to extend the term of the current Enfield Tax Increment Finance District and tax increment financing plan, which is scheduled to expire on February 8, 2020, to February 8, 2030. (Majority vote required)

Ms. Stewart moved to put the TIF District article on the warrant as printed, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

**Article 15:** To see if the Town will vote to raise and appropriate the sum of \$422,168 to be placed in the Capital Improvement Program Capital Reserve Fund.

Mr. Aylesworth explained that \$422,168 is \$26,200 above what last year's vote to the CIP capital reserve fund would have been had it not been amended to offset expenditures for strategic planning and purchase and implementation of new financial software.

Mrs. Smith asked how long the incremental increase is going to go on?

Mr. Aylesworth informed the Board that it will continue until about 2022 with an increase of a small percentage each year. While originally it was anticipated to continue to 2026 it should level off and not have the additional amount.

Ms. Stewart said it's a philosophical discussion – save for it later or pay for it now.

Mrs. Smith noted the other point of view – if the money is there we will spend it.

Kurt Gotthardt said we can borrow and pay interest or save and increase the fund.

Ms. Stewart explained that the Town doesn't have the financial tools like households do.

Ms. Stewart moved to recommend Article 15, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

**Article 16:** To see if the Town will vote to raise and appropriate the sum of \$75,000 for wastewater planning, and to authorize the issuance of not more than \$75,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; said borrowing to be from the NHDES Clean Water State Revolving Fund of which 100% of the principal is to be forgiven. There will be an interest payment due in 2019. The Municipal Sewer System Capital Reserve Fund, which the Board of Selectmen are agents to expend, will be used for the interest payments for the life of the loan.

Due to the principal forgiveness, this is effectively a grant. With a 2% interest rate the interest will be about \$1,500.

Mrs. Smith moved to recommend Article 16, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

**Article 17:** To see if the Town will vote to adopt the provisions of RSA 41:14-a and authorize the Board of Selectmen to acquire or sell land, buildings or both.

Mr. Aylesworth explained that if someone wants to donate property to the Town the Selectmen have the authority to accept it, but it would take an act of Town Meeting to sell it. This RSA give the Selectmen the authority to buy or sell. People might have concerns about giving the Selectmen the authority to buy without the authorization of Town Meeting. Mr. Aylesworth doesn't feel a need for that concern, but anticipates other may have these concerns. The Town would still need funds to buy property. This article is proposed not for the ability to buy, but for the ability to sell. Unfortunately, because this is a State statute it can't be amended.

Ms. Stewart reported that the school had several small lots they would have purchased inexpensively to change traffic patterns but because of delays in approvals the properties were sold.

Mr. Kluge recommended leaving it alone and see what Town Meeting says. There were no objections from the other Board members.

**Review and Approval of Selectboard Narrative for 2018 Annual Report:**

The Board reviewed and approved the narrative as presented.

**Review Proposed Levels of Service Goals/Performance Targets for Municipal Water System:**

The Town has been working with Horizons Engineering and will hold a workshop on February 21<sup>st</sup>. There's currently a 100 page asset management plan. We need higher level goals and performance targets. Mr. Aylesworth asked the Board to review the plan so it can be discussed at the February 19<sup>th</sup> Selectboard meeting.

The following petitioned articles were previously accepted by the Board of Selectmen:

**Article 18:** (By Petition) "To see if the Town of Enfield will increase the Town of Enfield's Veterans Disability Property Tax credit to the sum of \$2,000 (Two thousand dollars)."

**Article 19:** (By Petition) "The following list of streetlights in the town of Enfield are no longer serving any town purpose. After reviewing the list and physically inspecting these streetlights, the Town Manager and the Chief of Police have determined that these streetlights serve no purpose and should no longer be funded with taxpayer money. (See Selectmen's minutes September 17, 2018)."

STREETLIGHTS DETERMINED TO BE NO LONGER SERVING ANY TOWN FUNCTION						
BY THE TOWN MANAGER AND THE CHIEF OF POLICE						
	LINE	POLE		STREET		ANNUAL COST
1	33	7	0	BALTIC	ST	\$ 91.68
2	33	15	0	BALTIC	ST	\$ 91.68
3	33	16	0	BALTIC	ST	\$ 91.68
4	25	2	0	BROWN	ST	\$ 91.68
5	3	3	0	BUD MIL	RD	\$ 91.68
6	3	5	0	BUD MIL	RD	\$ 88.56
7	762	3	0	FITZGERALD	DR	\$ 91.68
8	762	5	0	FITZGERALD	DR	\$ 91.68
9	502	3	0	LOCKHAVEN	RD	\$ 91.68
10	23	24	0	MAPLE	ST	\$ 91.68
11	24	11	0	MAY	ST	\$ 91.68
12	13	5	0	OAK GROVE	RD	\$ 91.68
13	335	86	0	ROUTE 4A	RD	\$ 91.68
14	335	135	0	ROUTE 4A	RD	\$ 91.68
15	335	138	0	ROUTE 4A	RD	\$ 91.68
16	335	142	0	ROUTE 4A	RD	\$ 91.68
17	63	5	0	SHAKER	BLVD	\$ 91.68
18	63	9	0	SHAKER	BLVD	\$ 91.68
19	63	13	0	SHAKER	BLVD	\$ 91.68
20	63	17	0	SHAKER	BLVD	\$ 91.68
21	35	1	0	SLOAN	RD	\$ 111.24
22	4	4	0	WARREN	RD	\$ 91.68
TOTAL ONE YEAR COST SAVINGS BY DECOMMISSIONING						\$ 2,033.40
TOTAL FIVE YEAR COST SAVINGS BY DECOMMISSIONING						\$ 10,167.00
TOTAL TEN YEAR COST SAVINGS BY DECOMMISSIONING						\$ 20,334.00

“We the voters of Enfield NH agree with the Town Manager and Chief of Police that our taxes should not be used to support streetlights that serve no purpose in our town.”

“This Warrant Article is advisory only.”

**Article 20:** To hear the reports of agents, auditors, committees, or any other officers heretofore chosen and pass any vote relating thereto.

No action was taken on Article 20.

**Review and Approval of Selectboard Narrative for 2018 Annual Report:**

The Board reviewed and approved the narrative as presented.

**Review Proposed Levels of Service Goals/Performance Targets for Municipal Water System:**

The Town has been working with Horizons Engineering and will hold a workshop on February 21<sup>st</sup>. There's currently a 100 page asset management plan. We need higher level goals and performance targets. Mr. Aylesworth asked the Board to review the plan so it can be discussed at the February 19<sup>th</sup> Selectboard meeting.

Ms. Stewart referred to item 1a. of the plan asking if it includes radioactive water.

Mr. Aylesworth explained that it's a small amount but we don't use that well 100%. It is never mixed in more than 20%. The uranium content didn't rise; the federal standards were lowered.

Mr. Kluge asked if we have issues with sand in a well.

Mr. Aylesworth said McConnell well water is very hard.

**Next Meeting:**

Tuesday, February 19, 2019, 6 PM, Public Works Facility, 74 Lockehaven Road, Enfield.

**ADJOURNMENT**

Ms. Stewart moved to adjourn at 7:41 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0), meeting adjourned.

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Meredith C. Smith, Chair

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John W. Kluge

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Katherine D.P. Stewart  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – FEBRUARY 5, 2019

### *General Information and Updates from Departments*

- The February issue of the Town's monthly electronic newsletter was published this past Friday (February 1).
- The Town will be terminating its service agreement for third-party ambulance billing with Comstar, effective April 1 (see separately enclosed letter). The Town's new third-party ambulance billing service provider, Medical Business Services (MBS), will begin processing claims from that point forward. MBS is actively working with the Town on the transition, and will work directly with Comstar to ensure that pertinent data on any outstanding (or unprocessed) claims is appropriately handled.
- The Town Manager is in the process of developing an undesignated fund balance policy for the Town of Enfield. An initial draft of this policy should be available for Board of Selectmen review by the next meeting (February 18). The Town's independent auditor has strongly encouraged the Town to maintain such a policy as a standard best practice in municipal finance. The Town Manager is planning to prepare additional finance policies (i.e., a policy on capital reserve funds) in the weeks and months ahead so that each of these policies can be integrated into a more comprehensive set of financial policies that are adopted by the Board of Selectmen.
- The Town Manager has invited the following individuals to serve on an interview panel for finalists for the Land Use & Community Development Administrator position: Dan Kiley (Planning Board Chair), Mike Diehn (ZBA Chair), Meredith Smith (Heritage Commission Chair), Phil Neily (Building Inspector), Nate Miller (former Executive Director of UVLSRPC), Kim Quirk (Enfield Village Association), and Rob Taylor (Executive Director of the Lebanon Area Chamber of Commerce). The first wave of in-person interviews will be taking place on February 8. Additional in-person will likely be scheduled in the future.
- A solution for the winter sand issues on Graham Road (a private road) is now in place. A large barrel was donated by The Stewart Farm to the Department of Public Works, and, after affixing a stand to said barrel, the barrel was filled with sand and placed near the intersection of Graham Road and Lockhaven Road (adjacent to the 0.25-acre parcel of open land currently owned by the Town). This was done in response to the concerns Mr. McHenry raised at the January 7 meeting of the Board of Selectmen. The sand contained in the barrel at the time of its initial placement was done as a one-time courtesy by the DPW. Moving forward, replenishing the barrel shall be the responsibility of Graham Road residents (although they are welcome to use sand available in the DPW community sand pile to do so).
- It has been a rough winter thus far with respect to the amount of salt, sand, and other winter road maintenance materials applied. At this time we believe that total spending will stay within the parameters established by the 2019 operating budget proposal, but there will likely be less cushion than in previous years. Additionally, the freezing-raining/thawing-refreezing cycle over the last couple of weeks have wreaked havoc on roadside culverts. Culverts have been frequently filling with ice and resulting in DPW personnel to apply steam treatments to get water moving again.

- Approximately 10 days ago the DPW mechanic, Ed Tourville, experienced a back injury while working on a Town vehicle. As a result, the department was short-handed for a period of time, and this was a challenge given how important Ed's skill set is to the operation. Ed has been cleared by his physician to return to work in a light duty capacity.
- Mike Sousa and Dave Harper have both obtained their licenses as solid waste operators.
- The Public Works Director has solicited bids from local landscaping contractors for summer mowing services at Shaker Athletic Field. During the summer months the mowing and weedwacking of these fields often consumes close to eight hours per week. It may be more cost-effective to contract out the mowing of these fields to enable the Grounds Crew Leader and his/her seasonal laborers to focus more attention on other pressing needs (i.e., facilities maintenance).
- The Town of Enfield is seeking a full-time Grounds Crew Leader. The Grounds Crew Leader position is 40 hours per week, year-round and is available immediately. The position reports to the Director of Public Works. Duties include the general maintenance of town buildings, grounds, parks, cemeteries and on occasion will assist other public works divisions including highways, water/sewer and solid waste and recycling. The position is assigned to the Highway division through the winter maintenance season. The Grounds Crew Leader supervises one to two seasonal grounds crew employees for approximately six months out of the year.
- The Town of Enfield, NH, Department of Public Works is offering an internship program to an advanced undergraduate or graduate student that involves assisting the Public Works Director with several important infrastructure planning, asset management, and geospatial data collection projects. The primary project will be developing a town-wide road plan that includes collecting data on surface condition, culverts and drainage structures, vegetative cover, and signage. This inventory will be used in a work management system and for short- and long-term budgeting and capital planning. Other projects include assisting with asset management projects for both the water and sewer systems that are currently underway. The intern will also gain valuable knowledge by actively collaborating with our Public Works staff, other municipal departments, and consulting engineers in the course of completing the project. The intern will be exposed to a number of different data collection techniques and analytical tools in the course of the project. As time allows, the intern may also provide direct support to the Planning and Zoning Offices in fulfilling additional community objectives (i.e., master planning). Candidates must be self-motivated and able to work independently and as part of a team. This is a 12-week paid summer internship (rate of pay will be based on the experience of the selected applicant) and the Town is also willing to work with students who are able to achieve college credit for internship work that continues into the fall semester.
- The Town will begin advertising for a part-time water/sewer operator within the next couple of weeks. The Town currently employs a full-time water/sewer operator and one part-time operator. Adding a second part-time water/sewer operator has been part of the staffing plan for some time and associated funds have been allocated for this purpose in the proposed 2019 operating budget.

- Construction of the new Jake's Market continues to progress at a steady pace with the owner aiming for a March opening. It is anticipated that the store will be hooked up to the municipal water system within the next couple of days.
- As was reported at the last meeting, 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. The requested information has been compiled, and the requesting party has been notified of its availability.

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

- The Budget Committee and Town Manager have completed their work on the 2019 operating budget, and the Public Budget Hearing will take place on February 6. It has been a successful budget season that will result in a proposed budget that has achieved consensus among members of the Budget Committee and Town Administration.
- At present, the proposed 2019 operating budget, including the general government (funded from a combination of property taxes, other local receipts, and state aid) and operation of the municipal water and sewer systems (which are funded from fees assessed to the users of these systems), is \$6,667,736, or an increase of 3.7% above 2018 (\$6,429,592). It is important to note that the 2019 operating budget request includes (for the first time) debt service payments for the NH Route 4A sewer extension project. Although these costs are being 100% offset by revenue collected in the form of betterment assessments from residents of Lakeview Condos and Shaker Landing Condos, these expenses must nonetheless be accounted for in the overall operating budget. If the debt service payments (totaling \$135,869) on the NH Route 4A sewer extension project were not factored in, the 2019 operating budget request would represent only a 1.58% increase above the 2018 approved budget. The "bottom line" operating budget does not include vehicle replacements, infrastructure projects, or other non-recurring expenses funded from capital reserves.
- The 2019 budget projects total revenue to the general fund in the amount of \$1,736,050 from "non property tax" sources (a roughly 1.4% decrease in the \$1,759,850 budgeted in 2018). Although a conservative approach to estimating revenues was used, it should be noted that actual revenues could fall short of estimated revenues for reasons that are beyond the Town's control. This projected decrease would result in the need to raise a total of \$4,283,186 from the municipal property tax levy, and would in turn place the tax rate in 2018 at between \$7.73 and \$7.84 per \$1,000 of assessed valuation. This represents an estimated increase of roughly 2.65% to 4.12% from the 2019 municipal tax rate of \$7.53 per \$1,000 of assessed valuation. The range is based on an assumed "net valuation" of between \$546,000,000 (a 1.5% increase in the net valuation) and \$554,000,000 (a 3% increase in net valuation, which is what the Town's assessor is projecting going in to a revaluation year). It is important to emphasize that, if the Town's net valuation increases in the manner forecasted by our assessor, then increases in property valuation will generally be far more significant in the case of lakefront properties (this is where our current assessments appear to be most significantly lagging behind actual market value

based on recent sales history). Finally, the property tax rate will ultimately be set lower should actual revenues prove to be on pace to exceed estimated revenues by October 2019. Similarly, the property tax rate will ultimately be set higher than presently estimated should actual revenues fall short of estimated revenues by October 2019.

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

- In the fall of 2018 the Town of Enfield submitted an application for grant funding under the Transportation Alternatives Program (TAP) (administered by the NH Department of Transportation) for the purpose of completing sidewalk enhancements and extension along portions of Main Street, Maple Street and US Route 4. The total project cost was \$610,000. Approximately \$490,000 of the project cost would have been covered by state funds. Unfortunately, the Town of Enfield was not selected for TAP funding this year. We were informed that the state received 38 applications and our application ranked 15. A total of nine projects received funding. It is likely that we will submit a TAP grant application for this project (or a variation of this project) in the future, but it is not anticipated that there will be another round of TAP grant applications until 2020.
- Municipal Facilities Optimization Study (MFOS)
  - On January 31, Mr. Barrett (principal of Barrett Architecture) participated in a meeting with the Town Manager, DPW Director, Police Chief, Building Inspector, and Assistant Fire Chief to provide this group an update on the status of the municipal facilities optimization study, including some preliminary site plans. Mr. Barrett also participated in the CIP Committee's meeting on February 4 to share his thoughts and solicit feedback from members of the committee. Mr. Barrett believes that the Huse Park property is the ideal location for a public safety complex and new Town Hall. Mr. Barrett shared a preliminary site plan that accommodates the construction of both facilities while still allowing space for the basketball court and ball field. It is currently believed that these facilities can be sited on the Huse Park property while ensuring that the footprint of both buildings remains off of the land originally gifted by the Huse family to be forever used as park land. Mr. Barrett has considered a wide range of options (including siting the public safety complex on the same parcel as the DPW or the Shedd Street property, converting the current police station into a municipal building, and removing the existing police station to allow for an expansion off of Whitney Hall to accommodate both municipal offices and the library). While a variety of options are still receiving active consideration, Mr. Barrett believes that the Huse Park property is likely to best meet the needs of the Town.
- Fire Department Governance
  - The Town Manager has been in discussions with Municipal Resources, Inc. (MRI) regarding the proposed changes in Fire Department governance. MRI has offered to perform a basic assessment of the Fire Department (which will include a full-day site visit to meet with appropriate personnel and tour facilities) and issue a report that draws on their extensive professional experience assisting municipalities with operations studies of public safety departments. This will be completed prior to Town Meeting so that the findings can in turn help inform important decision-making. The fee for this service is \$2,500. The project lead will be Brian Duggan, who has over 30 years

of experience as a professional fire chief and has worked with MRI as a consultant on similar types of assessments for approximately 20 years.

- Mascoma Lakeside Park
  - As was previously reported, 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. Arrangements are being made with NH Department of Transportation officials to schedule a closing prior to the annual Town Meeting in March. There have been several concerns identified with the proposed deed language provided by NH DOT. These issues are identified in the enclosed marked up version of the deed. In short, these issues are primarily associated with the state attempting to exert more layers and review and approval when it comes to possible future actions the Town may wish to take concerning the park. These requirements are too heavy-handed and take away reasonable flexibility. The Town Manager is actively negotiating with DOT officials to help ensure that some of these provisions are modified in a manner more favorable to the Town.

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

- A public forum with representatives from Casella will be held in the Enfield Community Building (308 US Route 4) beginning at 6:00 PM on February 11 (Monday). The purpose of this informational session is provide Casella representatives an opportunity to share important information about their curbside rubbish and recyclables collection practices, and also give Enfield residents an opportunity to pose questions or concerns that could help Casella improve the quality of their service to our community. A survey will likely also be prepared and made available to all residents who are unable to attend the informational meeting. The Town is committed to providing high-quality services and meeting the needs and expectations of Enfield residents.
- 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. This is being organized as a component of the Municipal Water Asset Management Planning Study being facilitated by Horizons Engineering. It is strongly encouraged that members of the Board of Selectmen attend this workshop in their capacities as Water & Sewer Commissioners. Horizons has prepared a nearly complete working draft of the asset management plan, and it is anticipated that the draft will be ready for Board of Selectmen review prior to the Board's regular business meeting on February 18. A tentative mission statement, overarching goals, and associated performance targets have been separately enclosed in the Board's February 5 meeting packet.