

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**MINUTES**

**DATE:** Monday, March 4, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

• **February 19, 2019**

Meredith Smith requested: on page 2, section regarding Heritage Commission should read 'Certified Local Government is a national program administered through the State Division of Historic Resources.' Kate Stewart requested: on page 9 4<sup>th</sup> para from bottom please replace 'I' with 'she'.

Ms. Stewart moved to approve the minutes as corrected, John Kluge seconded. The motion was unanimously approved, 3-0.

**COMMUNICATIONS**

• **Town Clerk's Reports – February 2019**

Ryan Aylesworth stated that the report shows Town Clerk's office has brought in 87% of expected revenue, which indicates we are lagging a little behind last year. This level of variability is expected.

• **Tax Collector's Report – February 2019**

Mr. Aylesworth stated that we are continuing to experiment with formatting and tabulation with the new software. This was discussed with the Tax Collector as recently as this afternoon and we discussed the interpretation of the report format. Using the numbers from betterment assessment 1 of 2018, 74% is still outstanding. This format shows the percent still to be collected from the balance due as of the beginning of 2019. So, this does not mean that 74% of the entire betterment assessment commitment is still outstanding, but, rather, 74% of the relatively small remainder that had not yet been collected as of the end of 2018. Formatting issues during this adjustment to the new software are making it challenging to generate report with simple and straightforward formatting. Improvement of formatting is ongoing. Ms. Stewart asked where we are in relation to where we want to be. Mr. Aylesworth stated that the current draft of the report doesn't show starting balances so that will have to be calculated and he will follow up with the Tax Collector to discuss this after the meeting.

• **Shoreland Permit Application – Michalenoick, 111 NH Route 4A, to build a 672 sq. ft. addition on to an existing house and install a storm water drainage system**

Mr. Aylesworth stated that he is in receipt of shoreline permit application for building as above. The applicant stated that a waiver is not required. This determination is up to the NH Department of Environmental Services at this time.

- **NH DOT Biennial Inspection Reports of Municipally Owned Bridges and Recommended Bridge Postings for Weight, Height, Width and/or Closure**

Mr. Aylesworth provided a cover sheet that shows a detailed bridge report. There are 8 bridges that are the subject of this report. There is not a great deal of change from last year. One bridge on Oak Hill Road is “red listed” due to a corroded culvert pipe. This is still not a concern from a structural integrity standpoint. It does need to be monitored.

## **BOARD REPORTS**

- **CIP Committee**

Ms. Stewart stated that CIP meets tomorrow (3/5).

- **Heritage Commission**

Ms. Smith stated that the last Heritage meeting was regarding the ongoing certified local government process. She stated that the devil is in the details as far as this process is concerned.

- **Mascoma Lakeside Park Committee**

The Lakeside Park Committee will meet tomorrow and this will be a celebratory meeting.

- **Shareholders Quarterly Report (GL Fund)**

A disbursement will be made March 13. Not much progress. Court is giving his wife a tremendous amount of leeway; will continue to request court take action. The property in question has been listed for quite some time and not a lot of movement.

## **TOWN MANAGER’S REPORT**

- **Mascoma Lakeside Park**

Mr. Aylesworth explained that there was a successful closing on Lakeside Park property this morning. The problematic drainage easement clause that NH DOT has recently proposed was removed which is a positive development. The deed also allows for the Town to remove any improvements, such as the pavilion, from the property in the unlikely event the Town ever wanted to sell the parcels back to the State of New Hampshire. The Mascoma Lakeside Park Committee will meet again tomorrow and discuss community outreach surrounding this development.

- **The Grounds Crew Leader**

The position has been offered to Jason Darling. Mr. Darling has previous experience and skills in this area, and it is Mr. Aylesworth’s opinion that he will do well given his skill set and temperament. Due to Mr. Darling leaving his current position as water and sewer operator to pursue this opportunity, we will have another vacancy within the Department of Public Works. Internal and external applicants will be encouraged to apply for the water and sewer operator position.

- **Road Posting**

The Department of Public Works will post roads by the end of this week, weather permitting.

- **Budget**

Revenues and expenditures are on pace with what is expected. Actual operating expenses are just under last year’s and this is encouraging given that the proposed 2019 operating budget is approximately 2% higher than the 2018 operating budget.

- **2019 Town Meeting**

Materials are available on the town website and are being made as accessible as possible. The Town Meeting dates are Tuesday March 12<sup>th</sup> (voting at Whitney Hall) and Saturday March 16<sup>th</sup> (second session and Enfield Village School). Draft PowerPoint presentations for each of the warrant articles are in the Board of Selectmen members' packets.

- **Municipal Facilities Optimization Study**

Barrett Architecture met with Mr. Aylesworth again this past week. The Hawthorne property, with frontage on US Route 4 and Oak Grove Street, was discussed as a possible site for a public safety complex. This property is currently for sale on the open market. Barrett Architecture had prepared a preliminary site design and there are many aspects of this alternative that are attractive. However, given that the property is significantly sloped, there would be a considerable amount of site work needed and that would add expense. The parcel will continue to receive consideration as the process moves forward.

Mr. Aylesworth stated that we are at the point where we want to have a public forum to discuss the assessments that were completed for existing buildings, discuss the preliminary site designs and explain the current thinking about various alternatives that have been considered thus far, and generally bring interested residents up to speed. It will also be an opportunity for residents to provide feedback on what they like (or don't like) about some of the options that have been examined by Barrett Architecture. This will likely be set for some time in the second half of March.

Mr. Aylesworth stated that he and Mrs. Smith are looking to schedule a meeting with various knowledge experts to discuss how best to utilize \$10,000 Moose Plate grant that the Town obtained for making structural improvements to the Enfield Center Town House.

## **PUBLIC COMMENTS**

- **Paul Currier: Regarding the Three Sand Pits in Town**

Mr. Currier feels it would be better to have sand delivered; at this point we are only clogging up the roads and tying up our Town trucks during time when they could be working on our own roads. Mr.

Aylesworth stated that he understood Mr. Currier's concern however the cost of delivery to our site is increasing so much that it is now prohibitively expensive to have sand delivered. Mr. Aylesworth said he would be happy to bring this matter up with the DPW Director and provide more information relative to the additional costs associated with having sand and other material delivered to the garage.

- **David Beaufait – Fire Department Proposed Reorganization**

Dr. Beaufait stated that he has been having communication with Mr. Aylesworth and Mrs. Smith via email about the fireward article and thoughts related to having sufficient public information. They are in process of getting information finalized for next Monday, March 11, when there will be a public informational meeting at the Community Building. Dr. Beaufait stated that as a lay person it is important for the town to hear both sides of this.

Mr. Aylesworth stated that on that topic Dr. Beaufait had also suggested having a small handful of moderators, possibly Tim Cohen if he is available. Mr. Kluge, agreeing, stated that Mr. Cohen has successfully moderated many events in the past.

Dr. Beaufait stated that several others would be good alternatives, possibly from nearby towns so we can find someone who is a little bit of arm's length from the immediate community.

Mr. Currier asked if 6 pm is a normal meeting start time. Much discussion was had around the start times of various committees. Mr. Kluge stated that Board of Selectmen has been starting at 6 pm for the 11

years he has been a member. All committees start at different times, and every committee has their own idea of what time meets their needs.

## **BUSINESS**

### **• MRI Report – Enfield Fire Department**

Mr. Aylesworth stated that copies of the MRI report have been distributed to all members of the Fire Department to share findings and have them inform people's voting decisions. In the big picture, after meeting with a large number of Fire Department members, Brian Duggan, MRI's Director of Fire Services, supports the direction that the Board of Selectmen is looking to take for the Fire Department. Recommendations are in two groups, 6 recommendations total, found at the end of the report. One direction is to approve the warrant article for a municipal Fire Department, then work to begin integrating Fire and Ambulance into a wholly integrated department.

It is helpful to see individual concerns that were shared of which we were previously unaware. For example there is a misunderstanding that integration means that everyone has to be cross trained and that is not true. Every member would not have to be cross trained. Many may be cross trained but not all have to be. The Town would develop approaches for incentivizing cross training without making it mandatory. The report is thorough and covers a lot of bases, and Mr. Aylesworth is left feeling like we are on the right track. This is a public document, however, because it is a sensitive topic Mr. Aylesworth wanted the Board's feedback on whether or not they desired posting it on the Town's website?

Ms. Stewart asked if documents like these are posted as a matter of practice. Mr. Aylesworth responded that while we don't publish every report that is issued, we do post quite a few. The only consideration here is that this is an issue that is garnering a lot of attention and interest. Mr. Kluge stated that he thinks it should be posted. Ms. Smith stated that it will keep everyone feeling informed. Mr. Aylesworth stated that he will make it available on the website.

### **• 2019 Town Meeting**

Alisa Bonnette reviewed the draft Town Meeting presentation with the Board of Selectmen, including motions to be made, with who would make the motion to bring the article to the table chosen at random and can be changed based on the Selectmen's preferences. Motions by the Selectmen start at Article 7. The Board was also provided draft copies of the other planned PowerPoint presentations for the Capital Improvement (CIP) articles, proposed Budget, Fire Department governance, and Tax Increment Finance District. Copies are also made for the moderator and assistant moderators present at the meeting tonight. Mr. Aylesworth invited comments on the CIP presentation format. The presentation of various articles was discussed and various board members' responsibilities throughout the meeting were made clear.

Paper ballots where votes are required are noted as such. Ms. Stewart stated that paper ballots are easier to ensure proper counts. A request for a paper ballot for Article 11 regarding the Fire Wards would not be unexpected. All members reviewed the planned motions and seconds and made adjustments where necessary. Ms. Bonnette noted any changes made.

Dr. Beaufait asked for confirmation that if anyone wants to make AV or visual presentation they are welcome to do so, with a thumb drive or similar. Ms. Bonnette stated that it has to be in PowerPoint format to be projected at the meeting. A PowerPoint presentation cannot be created from another format at the meeting due to the time it would take to do so. Anyone who wished to make a presentation or has any AV needs are strongly encouraged to provide their presentation to Ms. Bonnette in advance of the meeting date to allow the media to be scanned for viruses and to ensure the presentation will work with the Town's hardware.

- **Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$9,950 in aggregate – Vote Required**

Ms. Stewart made a motion to accept the 9 gifts, with thanks, ranging from \$100 to \$5,000 and Mr. Kluge seconded. The vote was unanimous in favor of the motion, 3-0.

It was noted that we are getting closer to meeting our goal; we are currently at \$100,000 of our \$135,000 matching grant.

- **Applications for Committee Appointments**

- **Energy Committee Alternate Member – Kurt Gotthardt**

Mr. Gotthardt's term previously expired and he would like to be a member of the Energy Committee. Only alternate positions are available at this time.

Ms. Stewart made a motion to appoint Kurt Gotthardt as an Energy Committee Alternate member, Mr. Kluge seconded. The vote was unanimous in favor of the motion, 3-0.

- **Conservation Commission Member – Terry Terry**

Mr. Terry was asked to join the Conservation Commission by an existing member. He is extensively credentialed.

Ms. Smith made a motion to appoint Terry Terry as a member of the Conservation Commission, and Ms. Stewart seconded. The vote was unanimous in favor of the motion, 3-0.

- **Heritage Commission Alternate Member – Phil Walz**

Mr. Waltz, Executive Director of the Shaker Museum, is not an official resident yet but will be soon and is currently residing at the Museum.

Ms. Stewart made a motion to appoint Phil Walz as a Heritage Commission Alternate Member, and Mr. Kluge seconded. The vote was unanimous in favor of the motion, 3-0.

## **NEXT MEETING**

- Monday, March 18, 2019, 6:00 PM, Public Works Facility, 74 Lockehaven Road

## **ADJOURNMENT**

Ms. Smith moved to adjourn the meeting at 6:45pm and Mr. Kluge 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 – MARCH 4, 2019**

---

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

- The March issue of the Town's electronic newsletter was published this past Friday (March 1).
- After receiving a strong applicant pool and completing two afternoons worth of in-person interviews with the candidates, the Grounds Crew Leader position was ultimately offered to Jason Darling. Jason currently serves as the primary Water/Sewer Operator for the Town of Enfield and previously served as a laborer with the Buildings and Grounds Department for several years. I am confident that Jason will be highly successful in the position given his work ethic, conscientiousness, relevant work experience, and positive disposition. Jason will officially assume his new duties on May 1. Because Jason won't leave his current post until the end of April, we will hopefully have ample time to recruit a new primary Water/Sewer Operator. We will also be simultaneously advertising for a part-time Water/Sewer Operator to bring that Division's staffing up to one full-time operator and two roughly half-time operators.
- As was previously reported, finalist interviews for the Land Use & Community Development Administrator position that had been scheduled for February 8 had to be postponed. At the time, one of the finalists elected to withdraw from the process to pursue another employment opportunity, and the other was involved in a motor vehicle accident (resulting in hospitalization) the day earlier. The position has now been officially readvertised on the pertinent job boards.
- The Town Manager has disseminated self-evaluation forms to all municipal employees. Employees are to complete the self-assessment and return it to their supervisor late this month. Supervisors will subsequently complete their own detailed written evaluation (using a separate form) for each employee they supervise and in-person review sessions between supervisors and supervisees will take place in late-March to ensure that all annual evaluations are finalized prior to any merit-based pay increases going into effect on April 1, 2019.
- The Town of Enfield was able to reach an amiable resolution to the lingering disputes with NH DOT officials regarding certain problematic provisions (i.e., DOT's attempt to insert additional deed restrictions relative to an existing drainage easement area that the Town would have to honor) in the draft deed language for the Mascoma Lakeside Park property. Closing is scheduled for 11:00 AM on March 4, and the Town of Enfield should officially hold title to the two parcels by the time the Board of Selectmen convenes for its upcoming business meeting.
- The Department of Public Works has issued three competitive invitations to bid for the following three items: a one-ton cab and chassis, a flatbed body to fit be affixed to the one-ton cab and chassis, and a 6-wheeled plow truck (outfitted with reversible nose plow, front mounted wing and municipal side dumping all season body). These invitations to bid are being published prior to Town Meeting to expedite the procurement process assuming Article 7 (which seeks approval to replace two DPW vehicles and fund the replacements via capital lease) is approved by the voters. If the Article does not pass, the bidding process will be nullified.
- Progress continues to be made on the development of a 6-year Capital Improvement Program (CIP) Plan. With support from the Assistant Town Manager, a series of detailed and interlinked

Excel sheets containing project- and equipment-specific information have been generated that will be incorporated into the CIP Plan narratives. A draft of these tables will be shared with the CIP Committee for its consideration at an upcoming meeting (March 5). The goal is to complete the plan by spring 2019, and we appear to be on track to accomplish this objective.

- Revenues and expenditures appear to be tracking roughly as we would expect two months into the 2019 budget year. Total general fund expenditures as of the end of February are ever so slightly less than where expenditures stood at the end of February 2018. The Town's available cash balance in our primary operating account is also performing better than last year. At the end of February 2018, we had a cash balance of approximately \$2.6 million, and we currently have \$3.2 million at the end of February 2019. This represents an approximately \$600,000 improvement year-over-year, and that is encouraging given that the Town narrowly avoided having to take out any tax anticipation notes (TANs) in 2018. Hopefully this trend will continue so that we can again avoid the need to obtain short-term financing in 2019.
- This past week Jay Barrett of Barrett Architecture again met with the Town Manager to provide an update on the alternatives analysis he is performing as part of the municipal facilities optimization study. In particular, Mr. Barrett had prepared a preliminary site plan for constructing a public safety complex at the Hawthorne property (a 5+ acre piece of property just of the old Enfield Garage along US Route 4 (with frontage on Oak Grove Street as well). This property is currently listed for sale (\$299,000) and a large portion of the sale price could be recouped by subdividing a portion of the parcel containing an existing single-family home and in turn selling the house on a smaller lot. Alternatively, it may also be possible to approach the owner of the property and assess their interest in subdividing the property prior to any sale (meaning that the Town would not be left with a second parcel with a single-family home to sell afterward). The parcel has a lot of favorable characteristics, including its overall size, proximity to the Town Center, and high level of visibility along a main transportation corridor. However, it also poses a number of challenges as well, including the need to invest considerable resources in site preparation given the extensive slope on the hillside. Mr. Barrett believes this alternative should receive additional consideration, however. See "Recent/Upcoming Meetings" section of this report for additional updates related to the municipal facilities optimization study.
- As has been previously reported, Kingsbury Companies (NH Route 4A sewer extension contractor) recently filed a lawsuit against the Town of Enfield regarding a dispute over payment. At the time the Town was served a summons from the Grafton County Sheriff's Office to appear in superior court (court date is still unknown), the Town was in the process of preparing a letter to Kingsbury articulating its position regarding payments that are being withheld due to incomplete or unsatisfactory work, and also directing Kingsbury to complete the required final closeout paperwork for the project (which the contract specifies must be done prior to final payments being made). This letter has since been delivered to Kingsbury and we await their response.

### ***2019 Town Meeting Preparation***

- Approximately a week ago (and three weeks prior to Town Meeting) considerable additional information related to the 2019 Town Meeting was added to the Town's official website and publicized using the Town News email distribution, social media, monthly electronic newsletter, and ListServ. It is our goal to make relevant information more accessible and as easy as possible

to understand. (<https://www.enfield.nh.us/administration-town-manager/pages/2019-annual-town-meeting>)

- Fire Department Governance
  - On February 25, Brian Duggan (Director of Fire Services Group, MRI) spent 9+ hours in Enfield in order to perform an assessment of the Fire Department and ultimately issue a report that draws on his extensive professional experience assisting municipalities with operations studies of fire departments. The written report has been transmitted to the Town Manager, who has in turn shared it with members of the Board of Selectmen and the three firewards. The complete report should be read in detail, but, in short, MRI issued a series of findings and recommendations consistent with the changes in governance as proposed by the Board of Selectmen on the Town Meeting warrant. A public forum, which will likely be moderated by Dr. David Beaufait, is being arranged for the evening of March 11 (Monday) so that additional information can be shared with Enfield residents in advance of Town Meeting.
- PowerPoint presentations associated with each of the warrant articles has been prepared. The Town Manager will give a presentation regarding CIP-related articles (Articles 7, 8 and 15), reauthorization of the TIF District (Article 14), appropriate to the Employee & Retiree Benefits Trust Fund (Article 10), special projects to be funded with undesignated fund balance (Articles 12 & 13), and borrowing (with 100% principal forgiveness) for a proposed wastewater planning project. BOS Member Stewart has offered to give the presentation on Article 11, which pertains to the proposed reorganization of the Fire Department. Sam Eaton will give a presentation associated with Article 9 (raising and appropriating funds for the Town's operating budget). We anticipate that Kurt Gotthardt will give a brief presentation associated with Article 18 (a citizen-petitioned article related to the decommissioning of certain street lights).

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

- On February 21, Enfield officials and representatives from Horizons Engineering held a public forum/workshop in the Enfield Community Building. This session included a presentation summarizing current condition of the municipal water system and discussed likely upcoming capital improvement needs. Resident feedback was solicited and will help inform the goals and objectives we ultimately set regarding desired levels of service moving forward.
- Barrett Architecture has agreed to the Town Manager's request to convene a public forum in the next few weeks to obtain input from residents regarding the various alternatives Mr. Barrett has thus far evaluated as part of the municipal facilities optimization study. In addition to giving Barrett Architecture an opportunity to provide the public with information related to the work that has already been completed to date, the hope is that this session will generate a good deal of valuable feedback that can help inform the study moving forward, and also begin fostering a sense of shared ownership and community buy-in.
- Over the past year, Enfield officials received valuable feedback regarding possible next steps for structural improvements to the Enfield Center Town House. This feedback has come from a wide range of individuals with expertise in the areas of architecture and historic preservation. The Town also received a \$10,000 Moose Plate grant for structural improvements to the buildings



that needs to be expended by September 2019. Given that there appears to be somewhat diverging opinions regarding how the Town should proceed, a site visit is being arranged for late-March that will include Town officials, Mr. Barrett (Barrett Architecture), and appropriate officials from the NH Division of Historic Resources, Land & Community Heritage Investment Program (LCHIP), and NH Preservation Alliance.