

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

MINUTES

DATE: Monday, March 18, 2019
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

CALL TO ORDER

Meredith Smith opened the meeting at 6 pm

- **Organization of the Board / Committee Assignments**

Meredith Smith nominated John Kluge to chair the Board, with Katherine Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

Mr. Kluge reported that the Conservation Commission had submitted a request for regular Board of Selectmen presence at their meetings. At this time, it was determined that Mr. Kluge will reach out to them via email to determine needs and concerns, if any.

Mr. Kluge will represent the Board of Selectmen at Planning Board meetings for one year.

Ms. Stewart will represent the Board of Selectmen at Budget Committee meetings. Ms. Stewart made it known that she will not be available on some Tuesdays due to prior commitments but will attend when schedule permits.

Mrs. Smith will replace Ms. Stewart as a representative of the Board of Selectmen at the Enfield Village Association (EVA) meetings as this overlaps with her work with the Heritage Commission, Enfield Shaker Village Scenic Byway Commission, and the Enfield Lakeside Park Committee.

It was determined that the Board of Selectmen will not routinely attend Capital Improvement Plan meetings as they are not required. Planning Board representation is required at the CIP meetings. Ryan Aylesworth explained that the Board of Selectmen would still be 'kept in the loop' due to the fact that all CIP spending must be brought before the Board of Selectmen before spending, and Mr. Aylesworth attends all CIP meetings. Further representation is not necessary at this time.

Mrs. Smith will represent the Board of Selectmen at Heritage Commission meetings.

Mrs. Smith will represent the Board of Selectmen at Mascoma Lakeside Park meetings.

Enfield Shaker Village Scenic Byway meetings will be attended by Mrs. Smith, they meet 4x/yr. Additionally, the Town's Land Use and Community Development person will be in attendance at these meetings once that position is filled.

APPROVAL OF MINUTES

- **March 4, 2019**

Ms. Stewart moved to accept the minutes of 3/4/2019 as printed, with Mrs. Smith seconding. The vote was unanimous in favor of the motion 3-0.

COMMUNICATIONS

- **Equalization Ratio**

Mr. Aylesworth presented to the Board, the Department of Revenue notice of equalization ratio for reference, explaining this provides evidence that when we do the full re-evaluation assessment values will increase.

BOARD REPORTS

- **Mascoma Lakeside Park Committee**

Mrs. Smith stated that the Lakeside Park Committee will be meeting tomorrow.

- **Heritage Commission**

Mrs. Smith stated that this Wednesday there will be a meeting at the Enfield Center Town House with New Hampshire Historic Resources group. Mr. Aylesworth, Phil Neily, Mrs. Smith, and members of the Heritage Commission will meet at the Union Church across the street for a debrief meeting after.

TOWN MANAGER'S REPORT – highlights

- **2018 Audit**

Mr. Aylesworth reported that auditors were in town doing the site visit portion of our audit. Our undesignated fund balance in general fund will go up more than previously expected. Previous projections showed that it might improve \$400,000-\$425,000, but now looks like a projected \$475,000 improvement. This is very encouraging progress as compared to previous deficit. We still have a ways to go to meet the Department of Revenue suggested guideline of 8% of general ledger budget. We are likely 3 years away from getting where we want to be. Mr. Aylesworth commended the department heads for conservative spending. Actual revenues came in ahead of estimates.

- **DPW Intern**

Mr. Aylesworth and DPW director Jim Taylor met with 2 new interns as last one took internship with NASA. Both candidates are very promising.

- **Employee Evaluations**

Staff evaluation process is well underway. Annual reviews will be completed over next few weeks.

- **Route 4A Sewer Extension**

The Town has reached terms with Kingsbury, a settlement was agreed upon.

- **Mascoma Lakeside Park**

The building inspector and DPW director are helping put together an RFP for Lakeside Park for pavilion and landscape services. Interested parties can bid for Pavilion only or Pavilion plus landscaping.

- **Municipal Facility Optimization Study**

There will be a Municipal Facilities Optimization Study Public Forum 3/25 at 6 pm to update the public on progress of municipal building assessments and to obtain public feedback.

Mrs. Smith asked Mr. Aylesworth when we will get a written report from Barrett Architecture. Mr. Aylesworth stated hopefully in April.

PUBLIC COMMENTS

- **Dan Kiley: Certified Local Government**

Mr. Kiley discussed that our Certified Local Government designation needs an appointed representative from the Planning Board. Additionally, a representative from the Heritage Commission has to be on the Certified Local Government committee.

- **Honoring Individuals**

Mr. Kluge stated that he received an email from Dwight Marchetti regarding honoring persons who have given great service to Enfield. Mrs. Smith stated that there needs to be a policy in place. Ms. Stewart stated that she would like feedback on how to proceed from the Fire Department. Mr. Aylesworth stated that he would reach out to those concerned regarding how to proceed and what is appropriate.

- **Wayne Claflin: Fireward**

Mr. Claflin is the newly elected Fireward. As such, he discussed his thoughts on moving the Fire Department forward in a unified way. He went to the recent Monday night meeting regarding Fire Department governance and has some ideas regarding training. He has spoken with the Fire Chief and, as Fireward, wants to make sure the Department can meet NFPA 1500. His plan to achieve this was laid out for the Board of Selectmen. He also laid out a plan for meeting NFPA 1410: measuring of performances with regard to rescue. He laid out the plan for meeting NFPA 1001 standards for level 1 and level 2 firefighters. He has come up with ideas for this program and discussed them with John Pellerin, Assistant Fire Chief. He will go down to Concord as soon as his plan is accepted to discuss the standards and training program. It is 240 hours and quite a commitment. He proposes that firefighters get a certificate for completion of each training, if it is done in one year, they can challenge the level 1 test. If they cannot take the level 1 certification test, at least they will have the certificates as evidence of the training they have received. He explained that he plans to have evidence available at all times for the level of training that the Fire Department has.

He then spoke to the need to bring the Enfield Fire Department back together, and a need to bring the community back together around this subject. He pointed out that historically we have had a fantastic fire department and we can continue this. This town has produced a lot of good firefighters. He will listen to John Pellerin's and the other firefighters' needs and concerns. If he can get a Fireward meeting he would like one Board of Selectmen member, the Town Manager, and the Police Chief to be present. He stated that the Board of Selectmen has been in the dark too long and it is time for transparency.

Mr. Kluge asked if, as firefighters gain more training, will they have more compensation.

Mr. Claflin stated that he does know what the structure is now, but increased compensation for increased education makes sense. Above all he will listen to the needs of the firefighters. If they get a certificate in their hand, they will have pride in their accomplishments and in their ability to perform their job well.

BUSINESS

- **Town Meeting Recap**

Mr. Aylesworth stated that he thought it went well. Even the article that was challenging, the Town came together on, and the strength of the citizens voices at the town meeting was encouraging. The careful preparation paid off. Mr. Kluge requested that they remember Bob Cusick's comments to come together after this decision has been made. Mr. Kiley stated that the Town needs a positive year of transition. Mr. Aylesworth acknowledged the need to bring the Fire Department and townspeople perspectives together to move forward in a positive way.

- **Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$1,650 in aggregate – Vote Required**

Ms. Stewart made a motion to accept the funds with gratitude and Mrs. Smith seconded. The vote was unanimous in favor of the motion 3-0.

- **Donation of \$5,000 to Fire Department Transition Planning Subject to \$15,000 Match**

Ms. Stewart made a motion to accept \$5,000 with thanks and Mrs. Smith seconded. The vote was unanimous in favor of the motion 3-0.

- **Set Public Hearing for \$15,000 Matching Donation – Fire Department Air Packs**

Mr. Aylesworth had a conversation with Fire Chief Cummings that it might be better to replace the packs which are more expensive. Mr. Aylesworth will confirm with the foundation that this way of spending the money is still OK.

Mr. Aylesworth stated that next week there is a certified entity of some sort coming to assess the equipment we have and we will reserve judgment until we hear from this person. Ms. Stewart stated that she thinks if onboarding will go forward we want to make sure we have adequate equipment.

The public hearing to discuss this will be at next meeting, 4/1, and will be properly noticed through the usual channels.

ADMINISTRATIVE ITEMS

- **Property Tax Refund**

Mr. Aylesworth informed the Board of overpayment of property taxes in small amounts to be refunded. The Board reviewed and approved the refund for overpayment as presented.

OTHER BUSINESS

- **Public Works Vehicle Bids**

The DPW vehicle bids have been reviewed and it was decided we will go with Claremont Ford. The bid results for the flatbed body have been reviewed, aluminum will last longer than steel, it is worth the \$400; it is more fuel efficient. No action is needed by the Board; this is just an FYI as to where this process is.

NON-PUBLIC SESSION

Mrs. Smith moved to enter non-public session at 6:38 pm, RSA 91-A:3 II (e), with Ms. Stewart seconding. Roll call vote: Mrs. Smith – aye, Ms. Stewart – aye, Mr. Kluge – aye; vote was unanimous in favor of the motion 3-0.

Mrs. Smith moved to come out of non-public session at 6:56 PM, Ms. Stewart seconded, vote unanimous in favor of the motion, 3-0.

Ms. Stewart moved to seal the minutes of the non-public session of today, March 18, Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

NEXT MEETING

- Monday, April 1, 2019, 6:00 PM, Public Works Facility, 74 Lockhaven Road

ADJOURMENT

Ms. Stewart moved to adjourn at 6:57 PM, Ms. Smith seconded, vote unanimous in favor of the motion, 3-0, meeting adjourned.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – MARCH 18, 2019

General Information and Updates from Departments

- The Town's independent auditor (Roberts & Greene) spent the last week-and-a-half in Enfield completing the fieldwork associated with the 2018 audit. The audit is still in-progress, but Tim Greene has estimated that the General Fund undesignated fund balance experienced a nearly \$475,000 increase in 2018 based on a combination of conservative spending (actual expenses being less than budgeted expenses) and strong revenue collection (actual year-end revenues coming in at slightly more than estimated year-end revenues at the time of tax rate setting). Prior to the auditor's site visit, the Town Manager had estimated that the undesignated fund balance would increase by approximately \$425,000. It appears that the actual improvement may be some \$50,000 more. Unless these calculations change, the Town's undesignated fund balance will have increased from a meager \$80,000 at the beginning of 2017 to roughly \$550,000 at the beginning of 2019. While this improvement is very encouraging, we still must put it in the proper context. The Town's general ledger budget (inclusive of all municipal government, county, state, and local school district payments) is approximately \$16 million, and the NH Department of Revenue Administration strongly recommends that municipalities maintain an undesignated fund balance of 8-17% of their general ledger budget. As such, in the interest of fiscal responsibility, the Town should strive to increase its fund balance to approximately \$1.3 million over the course of the next few years.
- As was previously reported, the Department of Public Works issued three competitive invitations to bid related to the two replacement trucks that were on the Town Meeting warrant (Article 7) and approved by the voters on Saturday. The invitations to bid were divided up into three parts: 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). The Town received sealed bids from multiple vendors, and the bid results – which were revealed on Friday afternoon and are still being summarized – will be discussed at the March 18 Board of Selectmen meeting.
- The CIP Committee met on March 5 and discussed the latest draft of the 6-year Capital Improvement Program (CIP) Plan. A series of detailed and interlinked Excel sheets containing project- and equipment-specific information have now been incorporated into the CIP Plan narratives, and the Committee expressed its support for how the updated plan was progressing. As has been previously reported, the goal is to complete the plan by spring 2019, and we are on track to accomplish this objective.
- The Town Manager and DPW Director interviewed another prospective intern for the inaugural Public Works Summer Internship Program. The individual we met with is going to be a senior at Plymouth State University in their Environmental Planning degree program. Two other college students have recently applied and will also be interviewed over the course of the next week. As a reminder, the internship program will center primarily on completing a comprehensive assessment of all town-owned roads and collecting field data on other public infrastructure features that we wish to incorporate into the Town's online geographic information system (GIS). Findings will be compiled into a detailed report and presented in the fall.

- As was previously reported, the Town Manager disseminated self-evaluation forms to all department heads in early-March and department head subsequently distributed these forms to those employees they supervise. Employees have since completed their self-assessments and returned them to their respective supervisor. Supervisors are in the process of complete their own detailed written evaluations (using a separate form) for each employee they supervise and in-person review sessions between supervisors and supervisees will take place before the end of the month to ensure that all annual evaluations are finalized prior to merit-based pay increases being approved by the Town Manager (these increases will go into effect on April 1, 2019).
- The Town Manager and the President of Kingsbury Companies (NH Route 4A sewer extension contractor) were able to compromise and reach reasonable terms on a financial agreement this past week to end the pending lawsuit that Kingsbury had filed against the Town regarding a dispute over final payment. Final payments had been withheld due to incomplete or unsatisfactory work. Although the Town of Enfield's position is very strong, and Town Counsel is confident that a court would ultimate return a decision in our favor, the financial impact of litigating the matter would likely have quickly exceeded the monetary value in dispute. Although the terms of the agreement should not be reported here, we can report that the two parties ultimately "met in the middle" and that the additional remuneration that the Town will make to Kingsbury is quite insignificant in the context of the overall \$3.5 million project. The exact terms of the agreement can be discussed in non-public session at the request of the Board of Selectmen. Kingsbury is now completing the required final closeout paperwork for the project (which the contract specifies must be done prior to final payments being made).
- With the help of the DPW Director and Building Inspector, a request for proposals (RFP) is being prepared relative to the envisioned "improvements" to the Mascoma Lakeside Park property. The RFP will invite qualified firms to submit "design-build" proposals for a new open-air pavilion (800-1,000 square feet that includes a fire feature; built on a concrete slab) as well as a wide range of other improvements that were prepared by the Town Manager and Mascoma Lakeside Park Committee for Board of Selectmen review some months ago. Due to the amount of background information and site-specific detail that the Town must provide prospective firms, assembling the RFP will not be a simple task. The goal is to publish the RFP before the end of the month so that work can commence as early as June 2019. As a reminder, funding for this project will come from a Northern Border Regional Commission grant (\$135,000) and an equivalent amount of matching contributions from private sources) for a total project budget of approximately \$270,000.

2019 Town Meeting - Debrief

- After months of careful preparation - it's over! We won't have to start preparing for the 2020 Town Meeting for at least a couple of weeks (tongue is inserted in cheek, but the next budget season and round of Town Meeting planning will arrive before we know it).
- The 2019 Town Meeting was relatively well-attended (although less than 10% of registered voters attended, it still represented a 20-25% increase over attendance at the 2018 Town Meeting). All articles proposed by the Board of Selectmen were approved by the voters. Obviously, Article 11 garnered the most public interest and debate. Ultimately, the 151-16 vote (a 90%-10% margin) on the article appeared to resoundingly reflect public support for and

confidence in the proposed changes in Fire Department governance. Pursuing needed change is often not for the faint of heart (especially when certain individuals and institutions have been in place for a considerable period of time), but improved management oversight, accountability, and training will improve public safety in Enfield and – with the right approach – fences will be mended among those that did not support these organizational changes. The transition planning process will soon commence and it is clear that there is much important work to be done over the course of the next year. There may be various elements seeking to undermine this effort, but we will do what is necessary to ensure that the migration of the Fire Department under municipal government is handled as smoothly as possible and that everything is in place prior to the initial phase of the transition being finalized in March 2020.

Recent/Upcoming Meetings

- 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 has been arranged for March 20 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.
- Barrett Architecture has agreed to the Town Manager's request to convene a public forum on March 25 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.