

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

MINUTES

DATE: Monday, April 15, 2019
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

Board of Selectmen: Katherine D. P. Stewart Meredith C. Smith

Excused: John W. Kluge, Chair

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

Others: Jim Bonner (videographer); Kurt Gotthardt; Holly West; Bob Cusick; Paul Currier; Phil Shipman; Wayne Claflin, Fireward

CALL TO ORDER

In the unexpected absence of John Kluge, Meredith Smith volunteered to chair the meeting with Katherine Plumley Stewart concurring.

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

APPROVAL OF MINUTES

April 1, 2019:

- Page 9, 3rd para from bottom, 5 lines up, add R to “town manager”
- Last paragraph, 2nd line down, should read you don’t “just take a plan to town meeting”
- Page 11, 4th paragraph up, should say “engine 3 could be a hot ticket item.”

Ms. Stewart moved to approve the minutes as amended; Mrs. Smith seconded; the vote was unanimous in favor of the motion (2-0).

COMMUNICATIONS

NH Department of Environmental Services Letter – Reclassification of George Pond Dam

Mr. Aylesworth let the group know that the town is in receipt of a letter date 4/4 that reviewed impacts of failure of the George Pond Dam and reassigned the hazard classification of the dam. Impact on the Town was also outlined in the letter. There are avenues to contest the NH-DES determination, but, if findings are upheld it will be a substantial expense to upgrade. The Town is waiting on a forthcoming full report. The Board decided to reserve judgment until then. This letter was a surprise.

Ms. Stewart observed that the George Pond Dam has been here for a long time, and wants to understand if the Town actually owns the dam. Water belongs to the state but we are responsible for dam?

Mrs. Smith stated that she recalls the rebuilding of the Smith Pond dam; an individual financed the lion's share for the rebuild.

Mr. Gotthardt recalled that ownership of the Smith Pond dam was in question at that time.

Meredith stated that when the LaSalette brothers owned Smith Pond, they had performed some repairs

Mr. Gotthardt stated that the State's proposition was that someone pays to fix the dam or we remove it. Nobody wanted it removed, so the Smith Pond dam was repaired.

Mr. Aylesworth concluded that we will wait to see full report prior to further discussion.

Notice of Final Tax (2018):

Mr. Aylesworth explained that the State of New Hampshire requires the Tax Collector to provide this notice to the Board of Selectmen.

Letter of Appreciation from Larry and Sharon Guaraldi:

Mr. Aylesworth read aloud a letter of appreciation from Larry and Sharon Guaraldi to Sergeant Frye and Officer Lewis who responded to an accident where the Guaraldi's car was rear-ended and pushed in to a pedestrian friend. The Guaraldi's appreciated the Enfield officers patience and professionalism and commend them for their performance.. They wished to thank Chief Holland for the professional team he has developed and hopes he will share their appreciation with the officers.

BOARD REPORTS

Ms. Smith reported that the Heritage Commission will be meeting next week, and that the Lakeside Park Commission will meet tomorrow.

TOWN MANAGER'S REPORT

Casella Waste Disposal:

Casella provided photographic evidence of contamination in zero sort stream. The Town needs to make sure people are following rules. It costs town money, and ultimately the taxpayers. Casella can use mail to find out offenders.

Trash Receptacles at Town Parks:

What will our policy be? Carry in carry out is increasing in popularity, it seems to be working in other communities. Mr. Aylesworth suggested that the Board should revisit this issue prior to park season.

Mrs. Smith asked if recycling containers, with just the space for a can, could be placed at the parks. There was general agreement that we don't want to inadvertently discourage residents from recycling.

Mr. Aylesworth explained that receptacle rubbish collection becomes burdensome and expensive given the amount of time that members of the Grounds Division spend on managing overflowing receptacles throughout the season.

Land Use & Community Development Administrator:

Mr. Aylesworth reported having high quality land use applicants moving ahead to the next phase of interviews.

Police Department Events:

“Coffee with a Cop” will take place on April 24th

This week, the 16th and 18th, the Enfield PD and Canaan PD are hosting a women’s defense class.

Enfield PD is holding a citizen’s academy 8 weeks long, hoping it will jump start the next generation of the Enfield Ranger program.

Municipal Facilities Optimization Study:

Jay Barrett of Barrett Architecture will be furnishing a complete working draft of the optimization study by tomorrow. Mr. Aylesworth will meet with him, go over the original request for proposals (RFP), all required elements, and make sure everything is addressed. Mrs. Smith asked if Tim Schaal will be a part of this meeting, to which Mr. Aylesworth replied that he would be sure to invite him.

Requests for Proposals (RFPs):

The 2019 Road Paving RFP was issued last week, there is an IT RFP out as well, inviting an outside contractor to look at our networks and see if we are on the right path or should we change to a cloud based solution.

Phase II Archaeological Services RFP for Mascoma Lakeside Park. Conditions of the deed and federal grant money require us to have a phase 2 archaeological investigation done.

On April 12, the Town Manager and DPW Director met with Chris Paton of Paton Land Surveying at the Mascoma Lakeside Park property to stake out the northwesterly boundary of Lot 44 and delineate the approximate foundation of the old railroad house cellar hole. The Town Manager and DPW Director also placed stakes marking an approximately 25’ X 60’ rectangle that represents the rough boundary of a future pavilion.

Route 4 Corridor:

Mr. Aylesworth attended a commissioner’s meeting of the Upper Valley Lake Sunapee Regional Planning Commission. We were on the short list for the Route 4 Corridor this year, but this project ultimately did not get moved forward. Instead it was decided to move forward with the installation of a roundabout at Mechanic Street and Mascoma Street.

PUBLIC COMMENTS**Paul Currier: Regarding Snowmobile Trail Cuts on Bicknell Brook Property:**

The trail in question has nothing to do with the snowmobile club. The solution is to post no snowmobile signs. Mr. Aylesworth stated that the area of our (the Town’s) property is not high traffic. Mr. Aylesworth did not get the idea that Alan Strickland, Chair of the Conservation Commission, was concerned about environmental impacts.

Mr. Currier stated that his concern is that this trail is only used illegally by one person who made the cut.

Ms. Stewart made a motion for the Town to post no snowmobiling signs along the portions of the trail that are on the Town owned property, Mrs. Smith seconded; the vote was unanimous in favor of the motion (2-0).

Holly West was out on the Bicknell Brook loop and saw there was a sign there that was down. She wondered if she should hang it back up, or should she ask someone in the town to do it? Mr. Aylesworth stated that he would contact the Conservation Commission and Public Works and get back to her.

Bob Cusick stated that in an area by Bicknell Brook, there was a young girl who drove over the bank – the edge of the road is next to a steep drop off – just having markers or signage would help. It's really dangerous, like 40 ft down.

Kurt Gotthardt believes Alan Strickland from the Conservation Commission can help us with those signage problems. He thanked the Board for making the motion prohibiting snowmobiles.

Kurt Gotthardt – Streetlights:

Mr. Gotthardt inquired about the current status of streetlights? Mr. Aylesworth explained that before any action is taken, the Chief of Police will follow up, perform a fresh light scan and, coming out of winter, it will happen soon. Any light that is not working that should be working, please report to Paula Rowe Stone in the PD office. She calls in the work orders.

Phil Shipman – Municipal Facilities Optimization Study:

Mr. Shipman wished to discuss the Barrett Architecture study as it relates to the Municipal Facilities Advisory Committee. Mr. Shipman thinks the Barrett report is very lacking in good information...unless that is going to change with final report. Mr. Aylesworth confirmed that the information previously shared was merely a PowerPoint presentation, and that the final report will be more comprehensive and go into considerably more great detail than what could be presented at a public forum.

Mr. Shipman stated that what bothered him is that when he was asked specific questions Mr. Barrett did not answer them to Mr. Shipman's satisfaction. Mr. Barrett's theoretical numbers did not make sense in the real world. What should be presented is a conceptual idea, not a guide to be followed. Unless the final report comes in with factually driven needs, in Mr. Shipman's opinion, it is not sufficient.

Ms. Stewart stated that we are asking the group to thoroughly review Mr. Barrett's report and determine which elements seem most appropriate to act on. There is a lot more information that will be available in the future. She requested that all Committee members be objective and take the good information without throwing out the whole thing just because there are points that they maybe disagreed with.

Mr. Aylesworth emphasized that the Barrett report should be considered a resource (emphasis added), as opposed to the only resource, the committee will reference during its extensive upcoming deliberations.

Mr. Shipman stated that he understands what Ms. Stewart is saying. He stated that he thinks there is too much leeway in the unrealistic numbers and does not agree with the proposed plans going forward.

Ms. Stewart stated that the RFP was just to get an evaluation of the state of the current buildings, explore a suite of possible alternatives, and then we need the newly formed Committee to review and evaluate.

Mr. Aylesworth clarified that Town officials did not offer any directive, suggestion, or implication of a set of desired outcomes to Barrett Architecture. Mr. Barrett arrived at his findings and recommendations independently.

Mr. Shipman stated that Jay Barrett said he used those numbers based on a maximum cost.

Mr. Aylesworth explained that the dimensions for the building were arrived at to size it in a way that would serve as an emergency services complex for Police, Fire and Ambulance. Mr. Barrett is not recommending decommissioning the Enfield Center fire station. Mr. Barrett sized his proposed emergency services complex in a way to accommodate future growth. He took a careful review of all equipment and machinery that we have and arrived at a projection of five (5) Fire/EMS bays (10 spots). This is the conceptual piece. Mr. Aylesworth agrees you want to be careful about your level of precision

or lack thereof at this stage. This is something to be reviewed by the Committee as well. It is not a directive; it is a piece of data that will help them develop a roadmap. The Committee should consider all of this.

Mr. Shipman stated that in follow up, relative to a piece of property that is being considered as a location, the history of that piece of property needs to be looked into before a standard clean up is done.

Bob Cusick, recalling the exterior painting of Whitney Hall, noted that we didn't previously know much about the structure of our buildings. This report is a starting point for people to start talking about it. It is doubtful it will end up as the original plan; it will change before the end. Don't take the plan as gospel, just a starting point for conversation. Not all of Mr. Barrett's suggestions will ultimately be acted on for financial and other reasons, but they are credible professional recommendations. We have to sit back and let people talk this thing through. A lot of things will come into play.

Mr. Shipman asked if there a reason we can't merge Fire and Ambulance now.

Mr. Aylesworth explained that one factor is that the physical space is not sufficient to physically accommodate both at this time. It's not that we can't move forward without the facility, but we have to be mindful that we're a calendar year ahead of when the Town Meeting vote (relative to Fire Department organization) would go into effect.

Mrs. Smith asked what is required to merge the two beside approval of the Firewards.

Mr. Aylesworth explained that there is a lot of behind the scenes work to be done. While he can see a lot of advantages associated with ultimately merging Fire and EMS into a joint department, it is not a predetermined outcome. There's a need to look carefully at pros and cons. It seems a good idea but we don't want to presuppose any outcome, we'll work with an outside group to thoughtfully develop and implement a transition plan; they are two pretty different departments in terms of their current cultures.

Mr. Shipman stated that he is of the opinion that this could be put on a faster track. It makes sense, and that merger could also determine some viability in the building concepts.

Mr. Aylesworth agreed that moving forward, the way you design the facility would be affected by this.

Wayne Claflin – Fire Department:

Wayne Claflin, newly elected Fireward, stated that he has been, over the past month, communicating with the Town Manager at least two to three times a week. Mr. Claflin has come up with five proposed policies, bringing them before multiple stakeholders, as there were no policies or procedures up to this point. He offered that he is bringing his military management experience to bear in this, and will implement training, but the Firewards are over the Fire Chief so that is not feasible at this time. He will assist. He has researched and has all of the information to do training projects going forward. Fire Department members can receive certificates of attendance for trainings, learning different things taught within the department with Mr. Claflin overseeing for Level 1. Some policies will require different levels of training. As far as co-mingling Fire and EMS, this will have to be done carefully as not all members agree with the merge. Once you are an EMT you have to be recertified every year; it is tough to do both when you are trying to get the fire side taken care of. He does not think it is a good time to force the issue, but it is important to have "people power" in both organizations. Mr. Claflin hopes to have a Fireward/Fire Department meeting in the near future.

Holly West asked if there are going to be any fitness related guidelines or policies.

Mr. Claflin explained that right now that would be a tough thing to 'throw out'. He is not certain if we can push that yet, it would have to be up to the Town Manager and Board of Selectmen in the future.

Ms. West explained that we want to set people up for success in their rescue efforts; it also sounds like Mr. Claflin is working on a lot of things at once and she appreciates that. It might be wise to do some team building activity.

Mrs. Smith suggested a tug of war event at Old Home Days.

Mr. Claflin stated that he is working to bring the two parts together and create some healthy competition.

Mr. Aylesworth stated that he wants to be mindful that Mr. Claflin is bringing a lot of ideas that he has put thought into, but we want to make sure that they are appropriately considered as part of the broader Fire-EMS transition planning process.

Mr. Claflin has made sure that his suggestions are aligned with the Town's Strategic Planning.

Ms. West stated that we should all reserve judgment of the municipal plan until we have read all 130-140 pages.

Mrs. Smith asked when Mr. Barrett's role is complete.

Ms. Stewart requested that we have sufficient time to read the draft (more than 3-4 days).

Mr. Aylesworth stated that he thinks the Board will have at least a week.

Ms. West stated that it's also important to note that the danger of having a process that takes too long to complete is that the information could be out of date by the time you're done. She thinks we are getting a good compromise and it is time for it to be done and released.

BUSINESS

Vote to Expend up to \$12,000 from CIP Capital Reserves for Fire Department Air Packs:

Mr. Aylesworth believes Firefighters Association is meeting and we'll find out if they voted to cover the approximate \$35,000 not be covered by donations or Capital Reserves. The Selectmen previously voted to approve the difference between what was approved for air cylinders and what was expended, so no further action is needed by the Board.

Vote to Expend up to \$5,000 from CIP Capital Reserves for New Police Department Base Station Radio:

Burlington communications was the low bid; we received 3 quotes very close in price. This will come from CIP capital reserve funds.

Ms. Stewart made a motion to withdraw \$4,974.32 from CIP Capital Reserves for a new Police Department Base Station Radio, Mrs. Smith seconded, the vote was unanimous in favor of the motion (2-0).

Surplus Equipment – Fire Department:

It was requested that the boat be transferred back to the Firefighters Association as it was a donation from the Association to the Town.

Mrs. Smith asked what the policy was.

Mr. Aylesworth stated that we're under no obligation to donate the boat back to the association; it's just a question of it possibly being the right thing to do.

Ms. Stewart asked if are we allowed to do so.

Mr. Gotthardt stated that he was not in favor of the boat being given back as they could sell it. The Town could sell it, money could be used to offset equipment being bought at this time, and everyone can have a chance to bid.

Mr. Aylesworth stated that he has no strong feelings either way. He is willing to listen to alternative views.

Mrs. Smith stated that if we don't have a policy maybe we should. She can see this coming up again in the future.

Mrs. Smith made a motion to declare Engine 3 and the 1954 Forestry Truck surplus with Mrs. Smith seconding. The vote was unanimous in favor of the motion (2-0).

A vote on declaring the boat surplus was tabled.

Enfield Outing Club Raffle Permit Request:

The Enfield Outing Club submitted a request for a raffle permit to raffle a Ruger Mark 3 target pistol. The drawing will be held August 14th.

Ms. Stewart made a motion to grant a permit for a raffle with Mrs. Smith seconded; the vote was unanimous in favor of the motion (2-0)

Policy for Board/Committee Membership (Lack of Attendance)

Ms. Bonnette provided the Board with an email response from legal counsel laying out options. For land use boards you have to have a public hearing – we can draft something up for all appointed boards and committees using the same procedure and timeline if the Board so desires.

Mr. Gotthardt asked if the Board was aware of RSA 673:13, regarding a public hearing for negligence of duty. He was informed that the Board had been provided with that information.

Mr. Aylesworth stated that we can have the public hearing prior to the policy being in place.

Mr. Shipman suggested sending a letter to all members of all boards to let them know they could resign which might help move the system along easier than public hearing process.

Mr. Aylesworth suggested that we can reach out to the members first, prior to initiating the process.

Mrs. Smith stated that it is also holding up an appointment process at this time.

Mr. Aylesworth will reach out to all individuals to educate them on the expectations and make it clear that prompt responses should be made if parties are still interested in serving.

It was clarified that there is a difference between rules applying to those who are elected vs. appointed.

The appointments to boards and committees, including the Municipal Facilities Advisory Committee, were tabled.

Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$4,030 in aggregate – Vote Required:

Mrs. Smith moved to accept all four donations totaling \$4,030, Ms. Stewart seconded; the vote was unanimous in favor of the motion (2-0).

HB409 – Town Clerk Fees for Municipal Highways

The Board received information about House Bill 409 relative to the maximum optional fee for transportation improvements. The bill allows a maximum fee of \$10, which would be added to each vehicle registration (excluding all-terrain vehicles, antique vehicles and motorcycles). It was suggested the Board discuss this and make a conscious decision to place it on the warrant for Town Meeting approval or not, rather than simply not address it at all. This issue was tabled until John Kluge is present. Paul Shipman asked that if we do bike lanes should we do registration for bicycles as well.

Health Insurance Premium (Employee Share) for Future Hires:

Mr. Aylesworth stated, contrary to previous legal guidance he received, he now understands that the Town can differentiate employee health plans based on the date of their hire. That is, although a municipality cannot offer different categories to different classifications of employees – unless there is a collective bargaining agreement – a municipality is able to make changes to the percentage of the premiums it covers while “grandfathering” existing employees. We currently offer a generous employer/employee split (95%/5%). For instance, if we went from 95/5 to 80/20 for new hires on a family plan, that would save \$4500/year on one employee. Mr. Aylesworth explained that, based on data provided by a wide range of municipalities as part of a recent survey, he is aware that the vast majority of Towns offer a lower percentage toward employee health insurance premiums. We now offer only one health insurance plan, still a high quality plan, but with a lower premium. In trying to keep the year over year increase as small as possible (4% or 5% vs. 10%) we went to one plan that split the difference.

Ms. Stewart stated that some companies do a bigger split of plans.

Mr. Aylesworth stated that we held off on introducing a plan with a deductible but we want to be mindful that as much as it is tempting to start adjusting health insurance across the board for budgetary purposes, it is a factor that a potential future employee would use to decide whether or not they will accept employment with the Town. As such, Mr. Aylesworth stated there are definitely pros and cons associated with making adjustments. The Board of Selectmen is in support of the proposal.

Mr. Shipman stated that being assigned a vehicle to use comes at a benefit. Is there tax law that goes along with this?

Mr. Aylesworth stated that his understanding is that Police Departments and Fire Departments are treated differently and taking home a vehicle is not considered a taxable benefit because they work in a public safety capacity. In some communities a DPW worker can take vehicle home (which we do not do) and this would be a taxable benefit.

ADMINISTRATIVE ITEMS

The Board reviewed and approved the March 18, 2019 minutes as amended and exemptions and tax credits; 3 new veteran applicants and 3 renewing surviving spouses, and they all qualify.

NEXT MEETING

Monday, May 6, 2019, 6:00 PM, Public Works Facility, 74 Lockhaven Road

ADJOURNMENT

Ms. Stewart made a motion to adjourn the meeting at 7:45 PM, Mrs. Smith seconded, the vote was unanimous in favor of the motion (2-0), meeting adjourned.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen