

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

MINUTES

DATE: Thursday, April 18, 2019
TIME: 6:30 PM
LOCATION: Police Station, 19 Main Street

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

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

Others: Erik Russell, Jean Patten, Bob Cusick, Rob West, Phil Shipman

CALL TO ORDER

Mr. Kluge called the meeting to order at 6:30 PM.

BUSINESS

The purpose of this meeting is to decide the membership of a new Municipal Facilities Advisory Committee.

Mr. Aylesworth explained that at the last Selectboard meeting the Selectmen were presented a plan to talk about a Municipal Facilities Advisory Committee. Letters of interest submitted to the Town were provided to the Selectmen at the last meeting. At this meeting, the Board was provided a list of possible members. The list included 24 individuals and a brief summary of qualifications (attached). Mr. Aylesworth suggested a quick run-through, and allowing those present, all of whom are included on the list of possible members, to speak when their name comes up.

Originally, holding a seat for a member of the Selectboard was discussed. Both John Kluge and Meredith Smith are interested.

Mrs. Smith clarified that she was not interested as a Selectboard member, but as a Heritage Commission member.

Mr. Kluge responded that that was tricky, since he could say he want to be on as a Planning Board member, not a Selectboard member. He suggested that maybe neither of them serve on the Committee. Both Mrs. Smith and Ms. Stewart expressed their concurrence with this recommendation.

The Board reviewed the list of individuals. Mr. Aylesworth provided a summary of qualifications and experience for each applicant with those present sharing their experience.

Mr. Shipman asked if, with the number of applicants, is the Board going to have a 20-member committee? He was informed that while the original size of the Committee was proposed at seven, the plan now is to select 9 full members and 3 alternate members, a variety of individuals with multiple perspectives.

Mrs. Smith asked what the Committee would be charged with. Mr. Aylesworth read from the proposal he provided to the Selectmen at a previous meeting. (Attached)

Mrs. Smith asked if the Committee would work exclusively with the Barrett Report. Mr. Aylesworth explained that while the Barrett Report would be an important resource, it would be one of multiple resources the Committee would use to inform and guide its decision-making. The Committee will be a working group, not just a sounding board for possible ideas. The members will look at plans, look at buildings, do site visits, etc.

Ms. Stewart rated each applicant, prepared matrices, scored each individual and then did a scatter plot. She used various criteria to balance out the Committee.

1. Ryan Aylesworth, Town Manager, will be a full (Ex-Officio) member. [Member 1 of 9]
2. John Kluge, Selectman, will not be a member.
3. Meredith Smith, Selectman and Heritage Commission, will not be a member.
4. Shirley Green has many strengths and serves on multiple committees. Mrs. Green was unanimously approved as a full member of the Committee. [Member 2 of 9]
5. Dominic Albanese, Library Trustee, Budget Committee member, and CIP Committee member (for the time being). The Library Trustees voted to have Mr. Albanese represent the Library. Mr. Albanese was considered a good candidate, perhaps as an alternate member. A decision on Mr. Albanese's membership was temporarily put on hold.
6. Melissa Hutson, Librarian. Ms. Hutson was not chosen to be a member as the Library was already represented by Shirley Green, and perhaps Dominic Albanese, and the Selectmen did not want the Library to overwhelm the process.

Mr. Cusick said that, as the Selectmen go through this process they need people who will look objectively at the process; at what's important for the majority of people of this Town.

Mr. Shipman informed the Board that people can come with their own knowledge. This doesn't mean they'll not take an objective view.

Mr. Shipman asked who would be selecting members of the Committee.

Mrs. Smith noted that the Library Trustees and Heritage Commission voted on members to represent them.

Mr. Kluge stated the Selectmen would ultimately make the appointments. This process has to pass at Town Meeting. There has to be balance.

7. Bob Cusick voluntarily withdrew since, as a CIP Committee member, he will be involved without actually serving on the Committee.
8. Ed McLaughlin voluntarily withdrew since, as a CIP Committee member, he will be involved without actually serving on the Committee.
9. Erik Russell, a Planning Board and Budget Committee member, has an engineering background along with years of construction work in timber framing and restoration work. Mrs. Smith and Mr. Kluge were strongly in favor of Mr. Russell serving on the Committee. Mr. Russell was unanimously approved as a full member. [Member 3 of 9]
10. Rob West does not serve on a Town board or committee and has a more independent view. He would represent a younger demographic. He was chief operating officer at Whaleback, but has little building experience. He works in operations and information technology for a finance firm.

- Ms. Stewart did not participate in the appointment decision due to a family relationship. Mr. West was approved as an alternate member of the Committee. [Alternate member 1 of 3]
11. Bill Chase has extensive experience with HVAC and other systems on very large projects, including government buildings. He no longer travels as much. He has lots of business acumen and project management expertise. He has no preconceived outcome. A decision on Mr. Chase's membership was temporarily put on hold.
 12. Mark Tarantelli has experience with infrastructure and on both municipal and educational facilities. He has no preconceived notions. He does not serve on any other Town committees. Mr. Aylesworth read from Mr. Tarantelli's letter of interest. Mrs. Smith noted he does not have building engineering experience. Ms. Stewart was in favor of the appointment. Mr. Tarantelli was unanimously approved as a full Committee member [Member 4 of 9]

Mr. Shipman asked if the selection process require a length of residency. He was informed that no, there was no length of residency requirement, though Ms. Stewart categorized applicants into <20 years and >20 years of residency.

There was a question about availability to attend meetings. Mr. Aylesworth asked each of the applicants (#11, 12 & 13) and none expressed any issues at this time. Each applicant has been told to expect at least two meetings per month.

Mr. Russell suggesting telling people they may have 4 hours of prep time for each meeting.

13. Tracy Young has worked for Trumbull Nelson and at KUA. He understands facilities maintenance and project management. He has a good reputation at KUA. It was noted that none of the previous three individuals (Messrs. Chase, Tarantelli and Young) have previously served on a Town committee. Mr. Young was unanimously approved as a full Committee member [Member 5 of 9]
14. Jean Patten, a long-time resident, member of the Budget Committee, married to a contractor and helping run her husband's business. Ms. Stewart had Jean Patten and Kristin Harrington rated together in terms of strengths. She would like more women.

Discussion ensued regarding Mrs. Patten vs. Mrs. Harrington, or the appointment of both. Concern was expressed about individuals having full time jobs, families and other commitments.

Mr. Cusick asked if individuals could be removed for non-attendance. He was informed the Selectmen were in the process of developing a policy.

Mrs. Patten was unanimously approved as a full Committee member [Member 6 of 9]

15. Kristin Harrington has some experience building her own home. Mrs. Smith stated, Mrs. Harrington serves as co-chair of the Old Home Days Committee. While she was an alternate member of the Heritage Commission she has not attended any Heritage Commission meetings. The Selectmen considered her as an alternate member. A decision on Mrs. Harrington's membership was temporarily put on hold.
16. Gary Hutchins has no municipal experience. He has a background in facilities maintenance and construction and wants to see any Town buildings construction be net zero buildings. Ms. Stewart would not make a decision relative to Mr. Hutchins as he is her neighbor and godfather to her child. Mr. Cusick informed the Board that Mr. Hutchins is very smart. He came to all of the meeting when they were talking about the school. He's very focused on zero energy loss. A decision on Mr. Hutchins' membership was temporarily put on hold.
17. Dolores Struckhoff is a long-time resident. She serves on the Conservation Commission and has served on several other committees in the past. Due to a personal relationship Mr. Kluge will not

participate in the decision regarding Ms. Struckhoff. Mrs. Smith noted that, in addition to her other experience, Ms. Struckhoff also served as the Director of the Enfield Village Association. Mrs. Smith noted that she is a very hard worker and has lived in Town most of her life. Mr. Kluge added that she is passionate about culture/historical resources and since he will not be serving on the committee that conflict is removed. A decision on Ms. Struckhoff's membership as a full or alternate member was temporarily put on hold.

18. Ken May has 20 years of experience on the Enfield Police Department. He also served on the Enfield Fire Department. He has no previous committee experience. Mr. Aylesworth spoke to him at some length and likes the idea of having someone with a public safety background on the Committee. Mr. Shipman noted that Mr. May's father was also a police officer. Mr. Shipman has known Ken May since he was a child. Mr. Kluge did not feel both Mr. May and Mr. Shipman are needed on the Committee. Mrs. Smith noted that Mr. May has a full-time job. Mr. Shipman is retired. Mrs. Smith and Mr. Kluge preferred Mr. Shipman over Mr. May. Mr. May was not chosen to serve on the Committee.
19. Phil Shipman informed the Board that he grew up in northern Vermont in the dairy business. He later became a police officer in Haverhill NH, and in that position worked closely with the Fire Department. They had a small facility in the Clerk's Office. He moved down to Lebanon after a year. In Lebanon had a facility working under City Hall. During his career the department moved up to Poverty Lane where they have a beautiful, professional facility. He worked there for about 20 years, from patrolman to second in command. He shared his experience with the Lebanon Police Department. He's lived in Enfield almost 35 years, reclaimed the land to a farm, built their own buildings, including a barn, house and outbuildings. He is now retired. Mr. Shipman was unanimously approved as a full Committee member. [Member 7 of 9]
20. Wayne Claflin, recently elected Fireward. Mr. Claflin has a lot of experience with firefighting and fire training. The Selectboard felt that Mr. Claflin already has a full plate as a newly elected fireward. Mr. Claflin was not selected as a Committee member.

Mr. Shipman noted that as a fireward he would be invited to meetings. The meetings will be public meetings, though Mr. Kluge pointed out that those in attendance don't have to be allowed to participate in the discussion. Mr. Aylesworth noted that how the room is set up makes a difference, whether it's a Committee facing an audience, such as at Selectboard meetings, which invites public participation, or a Committee sitting around a table, which does not invite public participation.

21. Maynard Southard is a long-time resident, owns a metal stamping company, and has considerable business experience. Is an engineer and Tuck School graduate. He has served on the EVA Board for two years and currently serves as the EVA treasurer. Mr. Aylesworth said that Mr. Southard seems to be highly regarded by those that know him, and has a very positive disposition that would serve the Committee well. Mr. Southard was unanimously approved as a full Committee member. [Member 8 of 9]
22. Don Roberts, is a respected area builder. He does not currently serve on any Town committees, but has served on the Budget Committee in the past. Mrs. Smith noted that Mr. Roberts does not do email and she is not sure he has the time to devote to the Committee.
23. Robert Parker spoke with Mr. Aylesworth briefly. Mr. Aylesworth added him to the list but was not sure how interested he is. Mr. Parker is retired Navy and lives in Eastman. Mr. Aylesworth has not been able to follow up with him as he didn't leave any contact information. Ms. Stewart did some research and found that Mr. Parker is the chair of the Eastman Water Commission.
24. Sam Eaton, long-time resident, Budget Committee chair, member of CIP Committee, previously worked as part of family drywall business. The Board considered Mr. Eaton, but there are already Budget Committee members on the Committee. Ms. Stewart pointed out that unless alternates are counted there are only 2 younger people on the Committee. Mr. Eaton was not selected to serve on the Committee.

5. The Board discussed the appointment of Dominic Albanese to the Committee. Mr. Albanese was unanimously appointed as an Alternate member of the Committee. [Alternate member 2 of 3]

Mr. Shipman asked if alternate members would be required to attend meetings. If so, he feels they should have a vote. Mr. Shipman was informed that it would be important for alternate members to attend so they are up-to-date on what's going on. They can also speak at the meetings, but as alternate members, unless they are filling in for an absent full member, do not have a vote.

Mr. Russell recommended Kristin Harrington. As a young woman and mother he thinks she would be a good addition. She's the only one who falls in this demographic.

15. The Board approved the appointment of Kristin Harrington as a full member. [Member 9 of 9]
11. Bill Chase was not chosen to serve on the Committee.
17. The Board approved the appointment of Dolores Struckhoff as an alternate member. [Alternate member 3 of 3]

The need to inform members of the commitment they will be expected to make was discussed. Any member selected for the Committee who does not feel they can commit the necessary time can decline the appointment.

If Kristin Harrington is unable to make the time commitment the next choice for the full slot is Bill Chase if he is sure he can meet all the meeting expectations.

Mr. Kluge stressed the important of keeping the Selectmen filled in on step-by-step progress. Mr. Aylesworth expects to have a detailed brief every twice a month meeting from the time this Committee starts meeting until it submits recommendations.

Ms. Stewart suggested that any questions the Selectboard has be provided to Mr. Aylesworth for presentation to the Committee.

Mr. Cusick asked about how much interpersonal communication there is going to be outside of the meeting. He can see with a group like this, people becoming factional. He thinks there should be some reasonable structure to the Committee – these things should be at the meeting. They should be clear, visible, so you don't get people splitting into different groups.

Ms. Stewart stated that if the Selectmen are going to provide Mr. Aylesworth with questions, so can the Committee.

Discussion ensued regarding Committee members having discussions or visiting sites on their own. If the Committee delegates it out, that would be fine, but care has to be taken to ensure that members of the Committee are not working independently and inadvertently sending mixed signals and undermining the consensus-based approach of the Committee.

Mr. Aylesworth said Mr. Cusick's point is well taken. He's not saying there wouldn't be the best of intentions, but things can quickly snowball. And people do have conversations with one another and we want to be able to have as much constructive brainstorming and open discussion that doesn't end up as topic #1 at the coffee shop the next day.

Mrs. Smith suggested the Town Manager draw up rules for the Committee. Mr. Shipman suggested this be done before calling the individuals selected.

The rules that prohibit a quorum of this Committee meeting and discussing business would apply as with any other Town committee.

Mr. Kluge asked if the Committee would vote its own chair. Mr. Aylesworth replied that it would.

ADJOURMENT

Mrs. Smith moved to adjourn at 7:22 PM, Ms. Stewart 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

MUNICIPAL FACILITIES ADVISORY COMMITTEE – POSSIBLE MEMBERS

1. Ryan Aylesworth (Town Manager)
2. John Kluge (long-time resident, BOS, Planning Board)
3. Meredith Smith (long-time resident, BOS, Heritage Commission)
4. Shirley Green (long-time resident, Library trustee, Budget Committee, Heritage Commission, Conservation Commission)
5. Dominic Albanese (long-time resident, Library trustee, Budget Committee, CIP Committee)
6. Melissa Hutson (Librarian)
7. Bob Cusick (long-time resident, CIP Committee, Business Development Background)
8. Ed McLaughlin (long-time resident, CIP Committee, ZBA, MLP Committee, Corporate Sales Background)
9. Erik Russell (engineering/analytical background, Budget Committee, Planning Board, some direct construction experience)
10. Rob West (analytical background, no municipal committees, experience with finance/capital projects [including several at Whaleback Mountain])
11. Bill Chase (HVAC business owner/executive, considerable business experience, project management experience, no municipal committees)
12. Mark Tarantelli (professional background in facilities maintenance and data industry, project management experience, no municipal committees)
13. Tracy Young (professional background in facilities maintenance and construction, budgeting experience, project cost estimation experience, no municipal committees)
14. Jean Patten (long-time resident, Budget Committee, married to respected contractor and helps run the business)
15. Kristin Harrington (previously served on Heritage Commission, experience building own home, biological sciences background)
16. Gary Hutchins (professional background in facilities maintenance and construction, built two homes, no municipal committees, wants to see Town build net zero building)
17. Dolores Struckhoff (long-time resident, passionate about culture/historical resources, Conservation Commission, has served on several other committees in the past)

18. Ken May (long-time resident, no municipal committees, former Enfield Police Officer, also previously served on the Enfield Fire Department)
19. Phil Shipman (long-time resident, no municipal committees, former Lebanon Police Officer)
20. Wayne Claflin (long-time resident, Fireward)
21. Maynard Southard (long-time resident, owns metal stamping company, considerable business experience, volunteers for EVA, no municipal committees)
22. Don Roberts (long-time resident, respected area builder, no current municipal committees, previously served on the Budget Committee)
23. Robert Parker (long-time resident, retired Navy, lives in Eastman)
24. Sam Eaton (long-time resident, Budget Committee member, CIP member, previously worked in family dry wall business)

MUNICIPAL FACILITIES ADVISORY COMMITTEE

The Municipal Facilities Advisory Committee ("Committee") is established as an ad hoc group to review, evaluate and make recommendations regarding town-owned buildings for the purpose of informing proposed future capital improvements/investments.

Duration:

The Committee shall be established for a period of approximately one year (April 2019-March 2020). The Committee may be convened beyond March 2020 as appropriate.

Membership and Charge:

The Committee shall have nine (9) members, which are appointed by the Selectboard and Town Manager. The Town Manager and a member of the Selectboard will serve as ex officio members. The Selectboard and Town Manager will make every effort to appoint at least two members with professional building design/construction expertise. Committee members shall be chosen from a pool of individuals from the following groups:

- Selectboard Member (ex officio member)
- Town Manager (ex officio member)
- Library Trustee (1) [see note below]
- Budget Committee Member (1)
- CIP Committee Member (1)
- Heritage Commission Member (1)
- At-large Enfield Residents (3)

A Library Trustee representative is needed due to State statute RSA 202-A, which gives the Library Trustees jurisdiction over library buildings and facilities. The Board of Selectmen have jurisdiction over all other Town buildings and facilities.

Although they will not serve as official members of the Committee, given their professional expertise and responsibilities with various aspects of building design/construction/maintenance, it is recommended that the DPW Director and Building Inspector be invited to as many meetings of the Committee as practicable.

Throughout the process, municipal department heads – and the public safety chiefs (police, fire and ambulance) in particular – will be encouraged to attend Committee meetings to share valuable input regarding their respective facility needs and preferences.

Duties:

The Committee is tasked with the following:

1. Reviewing and discussing the current condition of the following Town-owned buildings:
 - a. Whitney Hall
 - b. Police Facility
 - c. Public Works Facility
 - d. Union Street Fire Station
 - e. Enfield Center Fire Station
 - f. Enfield Community Building
 - g. Depot Street Station
 - h. Pavilion Building
 - i. Shedd Street Garages
 - j. Transfer Station
 - k. Enfield Center Town House
2. Reviewing and evaluating the needs and recommendations of Department Heads and findings from pertinent planning and evaluation efforts (i.e., Strategic Governance, Municipal Facilities Optimization Study, previously commissioned building audits, etc.)
3. Convening public informational meetings to obtain stakeholder/resident feedback
4. Building consensus around proposed facility (re)construction projects
5. Identifying the specific requirements/needs, specifications, estimated costs, and project timeline/phasing for each proposed project.
6. Seeking the professional advice of consultants to aid the Committee in its review of the respective project; RFQs and/or RFPs will be issued for such services in accordance with Town Purchasing Policy.
7. Issuing recommendations to the Town Manager and Selectboard on or before December 31, 2019 for appropriate consideration and approval for inclusion in Enfield's 2020 operating budget and/or Capital Improvement Plan (CIP).

Furthermore, the Committee shall also:

1. Issue recommendations to the Town Manager regarding the present and future use of each existing municipal facility and outline criteria using information from the Strategic Governance Plans, Municipal Facilities Optimization Study, and additional sources. Criteria may include (but are not limited to) the following:
 - a. Who does the building serve?
 - b. Who could the building reasonably serve in the future?
 - c. What activities take place or could take place reasonably in the building?
 - d. Is the building the appropriate size for the use(s)?
 - e. What changes would have to be made to the building in order for it to most effectively satisfy its intended uses?
 - f. Does the building have adequate health and human safety infrastructure (water, septic/sewer, lights, parking)?

2. Designate each existing Town-owned building/parcel as:
 - a. Maintain;
 - b. Renovate/expand/consolidate;
 - c. Replace, or;
 - d. Sell.
3. Identify potential for revenue, cost savings and value-add:
 - a. Sales or activity revenue
 - b. Energy costs
 - c. Operational efficiencies
4. Identify potential non-tax funding sources including grants, gifts, and fundraising.

The Committee shall be responsible for providing ongoing progress reports, advice and recommendations on the projects discussed to the Town Manager and Selectboard.