

**Enfield Board of Selectmen
Public Works Facility
74 Lockehaven Rd, Enfield, NH**

**Meeting Minutes
May 6, 2019 6:00 PM**

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

Excused: none

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

Others: Jim Bonner (video), Bob Cusick, Jim Taylor, Cathy Conway, Annabelle Bamforth (minutes).
Gary Smith

CALL TO ORDER

Mr. Kluge called the meeting to order at 6:00 PM.

APPROVAL OF MINUTES

March 18, 2019 Minutes (non-public, sealed):

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

April 15, 2019 Minutes:

Meredith pointed to a sentence on page 2 which read “Mrs. Smith offered that the LaSalette brothers, when they owned the Smith Pond Dam, did some repairs.” She clarified this statement to read “Meredith stated that when the LaSalette brothers owned Smith Pond, they had performed some repairs.”

Ms. Stewart noted on page 4, paragraph 6 the word “maybe” had a space. She clarified that “may be” should read as one word, not two.

Ms. Stewart moved to approve the minutes as amended; Mrs. Smith seconded; the vote was unanimous in favor of the motion (2-0), with Mr. Kluge abstaining due to excusal from this meeting.

April 18, 2019 Minutes:

Ms. Stewart said that on page 13, #15 relative to Kristin Harrington, the section reading “She 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.” should read “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.”

Ms. Stewart moved to approve the minutes as amended; Mrs. Smith seconded; the vote was unanimous in favor of the motion (3-0).

COMMUNICATIONS**Tax Collector's Report – April 2019:**

Mr. Aylesworth said that collections are shaping up as anticipated; property tax and water/sewer collections are in the mid-to-upper 90% range. He noted that the most recent bills for water/sewer are not due for a few more days. He said the collections are keeping up with the Town's historical rates.

Town Clerk's Report – April 2019:

Mr. Aylesworth noted the year-to-date total is just under \$340,000; slightly outpacing the year-to-date of this time period last year, which was roughly \$320,000.

NH DRA Notice of 2018 Total Equalized Valuations:

Mr. Aylesworth reported that a letter sent by the NH Dept. of Revenue Administration has found that the state believes that the town's properties are undervalued by about 5%. He said there appears to be no reason at this time to contest this finding based on feedback he has received from the Town's assessor.

BOARD REPORTS**Heritage Commission and Mascoma Lakeside Park Committee:**

Mrs. Smith reported that the Heritage Commission and the Mascoma Lakeside Park Committee (MLPC) both held recent meetings. She reported that the MLPC has raised the necessary funds and purchased the land. She said that Doug Smith has suggested continuing fundraising efforts in case of unexpected expenses in the future. Mrs. Smith added that the state's LakeSmart program plans to use this park as a model for illustrating good lake stewardship. Mrs. Smith said that the LakeSmart representative shared several suggestions and will also appear at the upcoming June meeting.

Mr. Aylesworth provided an update regarding the prospective archaeological survey for property at the Lakeside Park location. He explained that the town had issued an RFP for a Phase 2 survey (which is more intensive than a previously completed "1B" survey), and one bid has been received so far. He said he is looking at ways to lower the square footage to minimize disturbance and is re-issuing an RFP for a lesser-scale investigation for less disturbance. He said that \$30,000 was the initial proposed cost of the bid, and the new scope of work requests less than \$6,300.

Planning Board:

Mr. Kluge shared that at the April 24th Planning Board meeting, the board discussed Montcalm's finalized plans for a golf cart storage shed. He noted that the shed meets necessary requirements, including environmental.

Budget Committee:

Ms. Stewart shared that the budget committee met and is getting organized.

TOWN MANAGER'S REPORT**E-Newsletter:**

Mr. Aylesworth noted the town newsletter that was issued May 1.

Water/Sewer Operator Position:

Mr. Aylesworth stated that he's found a water/sewer operator replacement who has worked for the town before and possesses all the required licenses. The new hire will be starting May 22nd.

Land Use & Community Development Administrator Position:

Mr. Aylesworth said there are two finalists for the Land Use & Community Development Administrator position. He explained that he commends both finalists on their performance throughout the multi-step selection process, and noted that essay question responses regarding economic development, zoning, and other topics from the finalists are under review.

Budget Update:

Mr. Aylesworth noted that the town is about one-third through its budget year, hitting milestones that he'd been hoping to hit at this time. He added that the complete picture is not clearly shown as some expenses are not spent at the same time, but overall the town is in a similar position as the previous year.

George Pond Dam – DES Classification:

Mr. Aylesworth provided an update regarding the DES letter that had been sent to the town reclassifying the George Pond Dam as a “high hazard” dam; he said the town has responded asking for an explanation. He noted that the state owns the land there and the water belongs to the state. Jim Taylor said it might be good to challenge the reclassification as nothing has changed at this location; he added that the ruling appears arbitrary and this will ultimately cost the town more money in taxes.

Police Department Staffing:

Mr. Aylesworth shared that Det. Sergeant Ryan Porter will no longer be an officer in Enfield, as he has accepted an employment offer from the town of Canaan. Mr. Aylesworth said he is working with Chief Holland to re-organize and modify the department's structure to move the current Sergeant to the role of Lieutenant with some of the responsibilities of a Sergeant, as well as create a Corporal position and train a current patrol officer as a Detective. Mr. Aylesworth noted that former Patrol Officer Courtland Smith will be returning to Enfield.

NH Route 4A Sewer Connection Fees:

Mr. Aylesworth told the Selectmen that at the next scheduled meeting, he would like to have the Board vote on establishing connection fees for new users of the municipal sewer system along the NH Route 4A corridor. He said the engineering firm from the Lakeview/Shaker Landing sewer projects, Pathways Consulting, has a conceptual design of how neighborhoods would tie into the force main system, which is different than a gravity system. Currently, he is analyzing the level of interest from homeowners. Mr. Kluge asked if homeowners will have a chance in the future to join the system if they miss this round. Ryan confirmed this and emphasized the importance of establishing a connection fee that can be consistently applied over time so that the homeowner that connects in Year 1 is assessed the same fee as the homeowner that connects in Year 10.

Fire/EMA Transition Planning:

Mr. Aylesworth said he has received a proposal from MRI for the Fire/EMS transition plan. MRI was the only company to submit a detailed proposal that appears to have the capacity to facilitate proper implementation of most objectives. Mr. Aylesworth noted that for this particular project, the process needs to be more collaborative with the fire and ambulance departments rather than MRI simply issuing recommendations based on what other towns have done or what they believe to be best practices in the industry. He said he's asked for modification of their proposal and a revised scope of work, as he wants to be sure that the fire and ambulance departments are actively involved in a collaborative process.

PUBLIC COMMENT**Bob Cusick – Enfield Center Town House:**

Bob Cusick asked about the report on the Enfield Center Town House. He said that from looking at the report of that building, he is unsure how \$15,000 will do anything substantial for the building due to

structural issues. He said he believes that someone qualified should be able to offer a clarification on the safety status of building following changes made in the building. Mrs. Smith said that “stabilized” would be a more accurate term than “safety”. Mrs. Smith added that an RFP for repairs is out now, and the Town is applying for another Moose Plate grant upon indications that it’s likely the Town could receive another one.

BUSINESS

—Municipal Water System Asset Management Plan: —

Mr. Aylesworth introduced Cathy Conway from Horizons Engineering, and Luis Adorno from the State of NH Department of Environmental Services; Ms. Conway has served as the Town’s primary consultant on the development of the water asset management plan.

Ms. Conway presented the plan and noted that she spent many months working with Mr. Aylesworth and Mr. Taylor collecting data to develop a comprehensive plan. Ms. Conway went on to summarize the significant findings. She said there are essentially three major well fields; the Prior Well provides 60% of the town’s water, and she noted the quality is great, but yields are lowered. She said the Marsh Well is also of good quality but there is a similar problem with low yield (35 gallons a minute at its lowest). Ms. Conway said that the McConnell Well covers the remainder of the water supply, and the quality there is fair but not as high as the first two wells. She said that the yield issue should be addressed. Mrs. Smith asked if the wells could be dug deeper. Ms. Conway said that a second well was installed at the Prior well, but there are sand issues. She said that a geological analysis should be done as well as test drilling to get a good sense of where to put a supplemental well. She noted the Marsh site might be a good place as there are 25 acres there.

Ms. Conway stated that page 7 of the report summarizes the distribution mains; some are in poor condition. One main is from 1903, and is the source of the bulk of repairs. Ms. Conway said that Phase 1 would fix the worst of the mains and Phase 2 would take care of the lesser issues. She added that when comparing gallons of water that’s been paid for vs. the gallons pumped, there is likely a minor leak occurring somewhere, but it’s not huge.

Ms. Conway said she recommends working with the USDA and NH DES to look at funding through grants and long-term loans to address the action items in the plan. She said that some rate increases might need to be considered to help cover the true cost of operation.

Ms. Conway explained the chart on Page 19 of the report that shows high, medium, and low risk assets. The chart shows which assets are at highest risk and those at a lower risk, as not all assets are equal. Ms. Conway shared a financial ratios chart, which is mostly green; she said she plans to add more information that could be used as a communication tool with residents.

Mr. Aylesworth said that this report showed the magnitude of financial impact regarding what’s going to be needed to get on the right track; \$2M will be needed in the short term and another \$1M down the road. Unfortunately, these needs simply cannot be ignored. He said we need to think about this factored into other priorities like buildings, etc. He stated that this is where the Selectmen, as Water and Sewer Commissioners, will need to do some serious decision-making.

Mr. Taylor noted that the table showing consequences of failure is useful because it shows the items that are more important to replace than others.

Mr. Aylesworth noted that in terms of financial predictability/unpredictability, there are various grant/loan funding projects that are around now but we won’t know if they’ll be around in the future.

Ms. Conway pointed to the financial ratio chart; she said this will be very important when seeking a loan or bond; this ratio reflects ability to obtain favorable rates. She added that the town should be thinking a year ahead regarding loans and bonds, and offered to help, if the town is comfortable, with pre-applications. The Board thanked Ms. Conway for her presentation.

Property Tax Payment Plan Request:

The Board listened to a property tax relief request from Gary Smith. Mr. Smith explained that he has been on disability for 9 years, but is going back to work and foresees a better financial situation to pay what's due. He stated that he could pay in installments but cannot pay the entire amount due all at once.

Mr. Smith explained how much he can pay now and how much he could pay in the following months. He added that his house is paid off, so he can put more towards the tax bills.

Mr. Kluge asked if a proposed payment plan has been finalized. Ms. Bonnette said there hasn't been one fully constructed. Mr. Kluge said he would like to pursue this. Mr. Aylesworth asked if the Board would like to recommend a schedule that has a certain pace that gets him caught up and prevents future fees.

Ms. Stewart noted that the Town appreciates its residents and wants them to be able to stay, and she suggested that when residents find there's a hint of trouble, it's important to communicate with the Town as soon as possible.

There is no motion needed at this time, but possibly in the future. Mr. Aylesworth asked Mr. Smith to see Wendy Huntley to discuss constructing a payment plan.

Surplus Equipment – Fire Department (Boat):

Mr. Aylesworth said that NHMA legal counsel have informed us that the town cannot simply return the boat to the Firefighters Association. This would have the effect of issuing an unbudgeted appropriation. The Board noted that the process should be competitive to remain consistent with current practices.

Ms. Stewart moved to declare the boat as surplus equipment. Mrs. Smith seconded; the Board voted in favor of the motion (3-0).

Health Insurance Premium (Employee Share) for Future Hires:

The current split is generous; rather than propose a shift for current employees, Mr. Aylesworth proposed looking at phasing in a new level of cost offset that would apply to new employees hired after April 1. He said that he has been looking at the plans of other communities. Mr. Aylesworth suggested a 95/5% town/employee share for a single person, a 90/10% for 2 persons, and an 85/15% for families. He noted that the current share is 95/5% for all plans, and there is also no deductible. Mr. Aylesworth said that if we shift to 85/15% for families, the Town would see a savings of at least \$4,000 per employee that enrolls in a family plan.

Ms. Stewart moved to approve the proposed policy and Mrs. Smith seconded; the Board voted in favor of the motion (3-0).

Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$7,739.65 in aggregate:

Mrs. Smith moved to accept the donations. Mrs. Smith seconded; the Board voted in favor of the motion (3-0).

Set Public Hearing Date for NH Route 4A Sewer Connection Fees**Set Public Hearing Date for Donations Amounting to Greater than \$10,000**

Both public hearings are scheduled for May 20, 2019 at 6:30 PM.

ADMINISTRATIVE ITEMS

The Board reviewed and approved the following documents:

- Appointment Forms for Committee Appointments Previously Made (Municipal Facilities Advisory Committee)
- Elderly Exemption Applications. Mr. Aylesworth said these have been approved by assessor.
- Solar Exemptions

OTHER BUSINESS**2019 Revaluation:**

Mr. Aylesworth briefly discussed the overview of the 2019 town-wide revaluation, noting that he may fine-tune it more before presenting it on the Town website. He noted that the Town website will also have photos of the field workers for residents to better recognize workers on their properties.

Selectboard Meeting Attendance:


Mr. Kluge informed the Board that he may be unable to attend a future Selectboard meeting due to an upcoming appointment, but he's not sure of the exact date of the appointment at this time.

NEXT MEETING

Monday, May 20, 2019, 6:00 PM, Public Works Facility, 74 Lockehaven Road.

ADJOURNMENT

Ms. Stewart moved to adjourn the meeting, Mrs. Smith seconded; the Board voted unanimously to adjourn (3-0) at 7:45 p.m.


John W. Kluge, Chairman
Katherine D. P. Stewart
Meredith C. Smith

Enfield Board of Selectmen