

**Enfield Board of Selectmen
Meeting Minutes**

**May 20, 2019 6:00 PM
Public Works Facility
74 Lockehaven Road, Enfield, NH**

Board of Selectmen: John W. Kluge (Chair), Meredith C. Smith, Katherine D.P. Stewart (arrived at 6:13 PM)

Administrative Staff: Ryan Aylesworth, Town Manager; Alice Kennedy, Recording Secretary

Others: Jim Taylor (DPW Director), Dwight Marchetti, Jim Bonner, Charles Clark, John Harlow, Jillian Beasley, Marcia Herrin and various members of the Shaker Field Dog Park Board, Alan Strickland

CALL TO ORDER

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

APPROVAL OF MINUTES

May 6, 2019 Minutes

Ms. Smith moved to approve the minutes as written; Mr. Kluge seconded; The vote was unanimous in favor of the motion (2-0).

COMMUNICATIONS

NH Department of Transportation – US Route 4 Roadway Reconstruction Mitigation Efforts:

Mr. Aylesworth reviewed a letter sent to the Town from the New Hampshire Department of Transportation regarding future upgrades to the section of US Route 4 beginning at the Enfield-Lebanon town line and extending to the Maple Street intersection. The letter asks local officials to help the state identify possible means of mitigating anticipated impacts the projects may have on sensible resources and other Town assets.

Office of the Planning Board – Memo Regarding Recent Site Visit to Conkey Gravel Pit (Notice of Intent to Excavate):

Mr. Aylesworth summarized a memo prepared by the Town's interim Planning & Zoning Administrator relative to a recent site visit to Conkey's gravel pit on Bog Road (triggered by a Notice of Intent to Excavate). Town staff report no concerns regarding the gravel operation specifically.

Barbara Ruel Letter – (Map 14, Lots 3 & 5):

Mr. Aylesworth summarized a letter sent by Ms. Barbara Ruel in which she expresses various concerns about Town-owned property at the end of Johnston Drive, which is currently being leased to a private party (Sanborn). The tenant has in turn sublet the property to an individual who is residing in it on a year-round basis, which Ms. Ruel suggests is not permitted. Ms. Ruel also expresses concerns in the letter about erosion and other damage being caused to Johnston Drive as a result of the snow plowing activities

of the individual subletting the property. Mr. Aylesworth indicated he was gathering additional information to substantiate the claim made by Ms. Ruel.

TOWN MANAGER'S REPORT

Mr. Aylesworth reported that, after an extensive search process that ended up spanning a few more months than anticipated, a conditional offer of employment has been made (and accepted) by Rob Taylor to serve as Enfield's new Land Use & Community Development Administrator. Rob will officially start the week of June 10. The Town's interim planner, Vickie Davis of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will continue serve the Town through the week of June 3. Rob has a wide range of professional experiences, skills and abilities that will allow him to make valuable contributions to the position and the Town more broadly. For the past few years he has served as the Executive Director of the Lebanon Area Chamber of Commerce, and prior to that for roughly 13 years he served as the co-owner and President of a commercial dairy and maple farming operation. Before all that Rob earned a bachelor's degree in political science from Keene State and went on to work both in the brewing and IT industries. Rob's many years of service on the Plainfield Board of Selectmen (as well as the Planning Board) also gives him some unique insights into municipal government.

In other news regarding recent hires, the Town's new Water/Sewer System Operator, Norm Ruel, will officially assume his new duties on May 22. Additionally, Officer Courtland Smith was officially sworn in this past week. Officer Courtland Smith served as a Patrol Officer in Enfield for approximately 4.5 years before joining the Canaan Police Department.

Mr. Aylesworth stated that the Town Manager's Office, with help from the Town's contracted assessor, has been making a point of providing information regarding the Town-wide revaluation process. The goal is to make this effort as transparent as possible.

Mr. Aylesworth reported that, while in Lebanon for a municipal officials workshop, he happened to run into Mr. Tim Sidore, who is a property manager for LedgeWorks, LLC; a company owned by Mr. Michael Davidson. During the conversation, Mr. Sidore informed Mr. Aylesworth that his employer may be interested in selling the old Gambrel building that is located on Blacksmith Alley, which is the parcel that houses the "Gambrel." If the Board would like to discuss this further, Mr. Aylesworth suggested that this be done in non-public session.

The Municipal Facilities Advisory Committee convened its second meeting on May 13. Mr. Aylesworth reported that this meeting took place at the Enfield Police Facility and included a detailed tour of the Enfield Police Facility and an opportunity for the Committee to ask the Police Chief any questions they had about the building's current condition, past/present maintenance issues, planned building upgrades, and the buildings overall compatibility with current/future needs of the Police Department. It was a very informative meeting in Mr. Aylesworth's opinion. The next meeting will be on May 28 at Whitney Hall, and the committee will tour Town offices, library and theatre space.

After some back and forth negotiating, Mr. Aylesworth reported that the Town has entered into contract with Municipal Resources, Inc. (MRI) for transitioning planning services relative to the Fire and Ambulance Departments. Mr. Aylesworth indicated that he had initial concerns that MRI's proposed approach was not sufficiently collaborative and did not place enough emphasis on coaching and mentoring. MRI has since refined their proposed approach in response to concerns expressed by the Town, and the revised scope of work makes it clear that MRI will be working in close collaboration with local stakeholders to help members of the Fire and Ambulance departments self-identify existing issues and develop associated solutions.

Mr. Aylesworth stated that there are a number of RFP's out at this time:

- One pertaining to the Lakeside park pavilion; will be done with money received from federal grant
- One pertaining to landscape design plan and design services for the Lakeside Park project.
- Firms are working on archaeological proposal re: direct effects of installation of pavilion on site
- RFPs out for improvements to Enfield Center Town House, which will be primarily funded with state funds in the form of a Moose Plate grant
- RFP out for the IT network assessment: will wait for 4th RFP (Symquest – this is the company that provides our printer copier services)

PUBLIC COMMENTS

Dwight Marchetti – Route 4 Sewer Hookups:

Mr. Marchetti asked, regarding the Rte. 4 sewer hookups, where does the town stand on this project financially at this time?

Mr. Aylesworth stated that as far as communication with landowners along Route 4, he would let Jim Taylor speak to it.

Mr. Taylor stated that 5 or 6 are not hooked up that need to be, next step is either they will schedule it or we will have to enforce the town ordinance. We have a list of properties and a couple said they'll sue the Town, and some said they were waiting for better weather.

Mr. Aylesworth explained there's about \$2.5 million or \$2.7 million left on what we owe. The project was finished in 2013.

Mr. Marchetti stated that property owners were given a mandate to hook in, and he thinks the Town has been more than lenient. Somebody has to pay this bill and he thinks it is time to get these people to hook in.

Mr. Aylesworth stated that litigating the matter in court is the next move if a property owner does not take the requested action to connect to the Town's system.

Mr. Marchetti stated that he also understands that there are water issues in town, our water system is over 100 years old and he wonders what the administration has planned in the near future to take care of this problem.

Mr. Aylesworth stated that Mr. Marchetti's question is timely; we have retained a consultant for a water system asset management plan, a 50 page document that walks through a variety of really pressing needs. Recommendations include replacing 1903 water main at the price of roughly \$3.2 million; this would require taking out a loan because the Town's water capital reserve fund does not have the balance needed to pay for such a project. Mr. Aylesworth offered to send a copy of the water asset management plan to Mr. Marchetti.

Mr. Marchetti stated that water is the lifeline of the community-if you don't have water you're going to have problems. What troubles him is that the Town has a habit of not addressing a problem until it is a catastrophe or close to it. He questions whether it is a good time to focusing on improvements to municipal buildings if we are having problems with our water.

Mr. Aylesworth stated that the BOS agrees that understanding the needed investments in the Town's water system is a top priority and that care was taken to have the asset management plan completed prior to starting the second phase, the municipal buildings assessment. The reason for this is that it is important to have a complete picture of all the Town's infrastructure needs before final decisions are made in terms of what projects will be funded first.

Charles Clark stated that he just got notice from Liberty Utility that this DPW building will get a free energy audit, then the Town Manager wants to do all buildings, Liberty will do the energy audit then give suggestions on how to improve the efficiency of the building with regard to insulation etc. The inner part of the building is not insulated efficiently. Many offices in here are cold!

BUSINESS

Shaker Dog Park Rules:

John Kluge laid out ground rules for the discussion.

Ms. Stewart asked when this was approved was a lease put in place, have we ever considered a lease?

Mr. Aylesworth stated this was discussed, when this happened previously, but ultimately it does not provide the sort of legal protection or buffer for the town. Our town counsel thinks that a lease would be done as an extension of the Town, so any liability would still rest with the Town. There is an MOU in place.

John Harlow: We are requesting that there be a trial in the big dog park that would allow intact dogs into the big dog park. Several factors in support are outlined in supporting materials.

- Ingrid's dog park trial was successful
- Scientific peer reviewed evidence that intact dogs are not more aggressive than neutered dogs. Cortisol, not testosterone causes aggression.
- Selective enforcement – there's no way to tell if a female dog has been neutered.
- Best practices: are not to segregate dog parks on the basis of intact dogs. A survey of published dog park rules has found that less than 1% of public dog park rules exclude intact dogs. This is only found in jurisdictions where there are ordinances surrounding spay/neuter – about birth control not aggression.
- The book the dog park was based on states that this rule could be unfair. Should reflect behavior, not status, otherwise it would not be possible to enforce this law fairly.
- Municipalities are allowed to impose rules but it must be based on a compelling governmental interest and this does not.
- Contemporary studies establish that intact dogs are no more aggressive than neutered dogs.
- Audience questions – none.

Marcia Herrin, President of founding group of dog park: She stated the Dog Park board carefully vetted its rules with the Town Manager and Board of Selectmen. Members of the Dog Park board are out there breaking up the dog fights and they would prefer not to have unaltered dogs in the park.

In a report from the Dog Park board:

- Members of the Dog Park board are not in support of this trial, it's already been done in 2017-2018.
- A change in atmosphere of park, more agitation because unneutered dogs were visiting the park against our rules.
- They do not lease or own the land so they cannot stop people from trespassing.

The Dog Park board feels the protocol works: if someone continues to break the rules they can report to the Town Manager and, if the user is not happy with the Town Manager's decision they can ask for an appeal with the Board of Selectmen and that is why they are here.

Last year the Dog Park board agreed to the trial at Ingrid's park. They agree that trial was a success as they received no complaints. Ms. Herrin has neutered dogs. She feels you can't blame the unaltered dog because they know they are at a disadvantage. When they had the opportunity to design a park here, they decided that for the kind of park that they wanted to have, they would disallow these dogs in the community. Ms. Herrin believes 483 dogs are licensed in Enfield and, while she is not sure how many are neutered vs unneutered, she estimates that approximately 10% are intact; 90% of the dogs are therefore neutered. Owners of rescue dogs are required to have them altered. There is no reason to give a trial; it made users unhappy in the past; some people do not go to the park anymore because of the unaltered dogs coming by. This is the first problem they have had in the park in four years. It is from one person, the park is provided free of charge, and this family is not involved in running the dog park.

Mr. Aylesworth stated that he hasn't done the depth of research Mr. Harlow has in terms of looking at rules etc., since this issue was deliberated approximately one year ago. However, Mr. Aylesworth has taken the time to randomly sample what he estimates to be the rules for 100 dog parks in the United States, and what he observed is that it is very uncommon to see a rule that prohibits intact males or females, with the exception of females in heat. Just Denver and Los Angeles. All the other parks appear to only prohibit aggressive dogs and females in heat. It seems to Mr. Aylesworth that if these problems were as persistent as Ms. Herrin and others suggest they are, they would be frequently adopted in other parks, since this is not unique to Enfield.

Ms. Herrin stated she would argue that there are problems and people simply put up with it.

Ms. Jillian Beasley stated that altered animals sometimes react to the smell and they behave anxiously and aggressively, they are more predisposed to a more fearful reaction, being able to monitor the behavior is hard because they don't have the resources. For right now, most of it is on behalf of the altered dogs, they are more prone.

Ms. Stewart stated in society, we make provisions for humans, how about a space reserved for trauma dogs and rescues.

Jo Melendy: resident of Enfield and Dog Park board member. She thinks some do not differentiate between – they have three enclosures in our park. The facility gives options for dog owners. She remembers a lot of their conversations when this was being discussed, and the differences between dog ownership now and before when dogs roamed free and came home at night. The dogs need a place to safely be off leash and owners need a place to socialize. Dog ownership has changed. Having the park is a great asset to the Town. There is a park not far away where people can take their intact dog.

Mr. Harlow asked if there is a public record of the complaints that were made about intact dogs?

Larissa Pyre: Treasurer of Dog Park board. The Dog Park board has an Excel spreadsheet of complaints surrounding how to enforce rules for habitual offenders. In the small dog enclosure there are not many dogs in there either. They have set up Facebook group to set up playdates.

Ms. Stewart stated we have some very serious matters in this Town and doesn't want to be having this same debate every year. She wants to focus on issues like water and facilities. She strongly opposes these rules. The previous town manager provided her with a copy of the proposed park rules some years ago that did not have this exclusionary rule and then all of a sudden it appeared. She has a big concern

about this for other reasons. One of the things she sees is a lack of personal responsibility, we are blaming the intact dog, but the dog that is fearful also needs training. Are we giving the same treatment to all of the dogs? It is a two-part thing. She takes responsibility for her dogs when they are reactive. She doesn't want pointing fingers and she wants this put to rest.

Mr. Aylesworth stated he knows one question was 'to what extent legal opinions had been sought.' He consulted with Town Counsel on multiple occasions going back to last year. They felt more comfortable last year staying on the course proposed by the Dog Park association. Mr. Aylesworth recently asked Town Counsel, based on this understanding of the law and liability concerns, what his thoughts were on this topic. Town Counsel's legal opinion was that the Town should agree to the proposed trial, it is reasonable, and that it be treated as an experiment. If an event happens, it will come again before the Board and the trial could be discontinued at that time. Mr. Aylesworth is concerned that the more intervention or control the Town tries to exert, the more onerous these rules are to enforce and the more complicated things become. For instance, the Town makes a basketball court available for public use at Huse Park. We don't have any rules surrounding that with respect to physical or behavioral requirements of the people who use the court. There is no added liability for the Town to allow the proposed trial at the Dog Park. Mr. Aylesworth advocates for keeping it simple and not having more prohibitions than necessary, a trial is a reasonable place to start.

Mrs. Smith moved to make trial period of one year to allow intact dogs into the Dog Park with the exception of intact females in heat, Mr. Kluge second, vote unanimous in favor of the motion (3-0). The Selectmen can discontinue this trial at any time.

Request to Extend Hazen Road (Class VI Road):

Hazen Road is located off of Potato Rd. Mr. Aylesworth stated we have individuals looking to buy a parcel without any Class V road frontage and build a home. They are proposing to extend Hazen Rd. about 250 feet for use as a private road, privately maintained. Our current policy discourages construction off Class VI roads. BOS would have to approve.

Mr. Taylor stated we currently pile snow on Hazen Road; we will have to relocate our winter 'push pile'. Hazen Road is Class V up to last house at this time. There are no essential problems, there is a precedent. The way the road is shaped now it would not be that expensive to upgrade.

Ms. Stewart made a motion to approve the upgrade of Hazen Road in accordance with our policies, Mrs. Smith seconded, the vote was unanimous in favor of the motion (3-0).

At this time the Board postponed discussion of additional agenda topics under New Business to enter into two scheduled public hearings.

Public Hearings

**Hearing #1 NH Route 4A Sewer Connection Charges:
To discuss and take action on Lakeview sewer extension**

Ms. Stewart moved to open the public hearing at 7:10 pm and Mrs. Smith seconded. The vote was unanimous in favor of the motion, 3-0.

Ryan Aylesworth explained that the whole project cost was about \$3.5 and provided a breakdown of total costs and individual elements (pump station, etc.). Roughly \$1.6 million of the project is work that took place in the road. The Town has worked with Pathways Consulting on this, about how different clusters of homes could connect, 100 households could connect in addition to Shaker Landing. The Town cannot

mandate connections due to this being a force main; homeowners will have to get together in groups, unlike those on a gravity sewer. The current recommendation is to set a \$7,000 connection fee for 4A force main connections, plus the standard \$1,500. The \$7,000 connection fees collected will allow additional payments toward principal and shorten the debt service term

Jim Bonner asked if it is a price per connection or per grouping of units?

Mr. Aylesworth explained that it is on a per (dwelling) unit basis.

Mr. Taylor stated that this is still a savings over repairing septic. At the mobile home park, lots are rented, land and infrastructure belongs to the landowner (one person/body).

David Cavanaugh from Meadow Lane: They have 14 homes on Meadow Lane; they'd like to connect. What is the math? He will discuss with Ed McLaughlin.

Mr. Aylesworth explained that the connection that is made reduces the overall debt burden on Lakeview by \$7000. We will share the conceptual design that our planners put together.

Ms. Stewart requested that we put a fact sheet together for this overall process with names of any contractors who want to be on a bid list.

Mr. Aylesworth agreed that the Town will put this together now that the fee has been established. This is in an effort to be clear as to the Town's role and expectations. He also explained that roughly 100 households is the ceiling as to the number expected to reasonably tie in. We are conservatively estimating that half of those will connect.

Ms. Stewart moved to close the public hearing and Mrs. Smith seconded. The vote was unanimous in favor of the motion, 3-0.

Ms. Stewart moved to set the sewer fee as described and Mrs. Smith seconded. The vote was unanimous in favor of the motion, 3-0.

Hearing #2 Acceptance of Donations greater than \$10,000, in Aggregate

Mrs. Smith moved to open the hearing at 7:30 pm, Ms. Stewart seconded, the vote was unanimous in favor of the motion (3-0).

Mrs. Smith read off the names of donations totaling \$15,500:

Robert and Patricia Barr
David Beaufait
Kimberly Quirk
Mr. and Mrs. Reginald Jones
N. Bruce Duthu and Hildegard Ojibway
Patti Warren Silent Auction
The Charles E. and Edna Brundage Foundation
The Lucy & Eleanor Upton Foundation
Upton & Hatfield (Barton Mayer)
June Rock
Geraldine Gossler

Several of these donors are donating for the 2nd and 3rd time.

Mrs. Smith moved to close the hearing and Ms. Stewart seconded, the vote was unanimous in favor of the motion (3-0).

Mrs. Smith moved to accept the donations totaling \$15,500 with Ms. Stewart seconding. The vote was unanimous in favor of the motion (3-0).

BUSINESS, Continued

The Board then resumed discussion on items on the agenda under “BUSINESS.”

Road Paving Bids:

Jim Taylor stated that we ended up with 4 separate projects. Maintenance overlay (3 bids, Pike had lowest cost but chose not to because they don't work in good weather, R&D Paving is next lowest, and Blaktop is highest but they can do it at a great price for this and base paving as well so Blaktop is recommended), reclaim George Hill road (1 bid by All States Asphalt), base paving on George Hill Rd (Blacktop was lowest by substantial margin), and grader shim (Pike was lowest but had a bad experience last year, so are recommending Blacktop again).

Ms. Stewart moved to accept Mr. Taylor's recommendation, Ms. Smith seconded, the vote was unanimous in favor of the motion (3-0).

Committee Appointments:

The following individuals requested appointment or reappointment to Town boards & committees:

- Capital Improvement Program Committee: Eric Crate
- Conservation Commission: Shirley Green, Sue Hagerman
- Energy Committee: Kim Quirk, Charlie Clark (Alternate)
- Heritage Commission: Marjorie Carr, Shirley Green
- Mascoma Lakeside Park Committee: Julie McLaughlin, Mary Ann Haagen, Ken Warren
- Old Home Days Committee: Ron Hill, Kristin Harrington, Lori Bliss Hill
- Planning Board: David Fracht, Kurt Gotthardt, Paula Rowe (Alternate), Phil Vermeer (Alternate)
- Tax Increment Finance Advisory Committee: Nate Miller

The Board is not supportive of appointing a member to the Planning Board who also serves on the Zoning Board of Adjustment. As such, they will allow Mr. Gotthardt to choose which board he would prefer to serve on. Should he wish to continue on the Planning Board the Selectmen will appoint him to that Board upon receiving his resignation from the Zoning Board of Adjustment.

Ms. Smith made a motion to approve all on the slate, but also including Linda Jones for Planning Board (and excepting Kurt Gotthardt for Planning Board as previously discussed), Ms. Stewart seconded, vote unanimous in favor of the motion.

Ms. Stewart stated that she would prefer Linda Jones to Tim Taylor if Kurt Gotthardt stays on the Planning Board.

Donations for Conservation Commission Sponsored Bench in Memory of Gary Gaudette: \$350.00 in aggregate– Vote Required

Ms. Stewart made a motion to accept the donations for the bench, Mr. Kluge seconded, the vote was unanimous in favor of the motion (3-0).

Ms. Smith asked where it would go, and Alan Strickland stated it will go at the end of the parking area at the Town Offices overlooking the wildlife island.

Charitable Exemption – Visions for Creative Housing Solutions:

Mr. Kluge recused himself on Visions given that he is an abutter and his sister is the organization's Executive Director.

Mrs. Smith made a motion to grant Visions for Creative Housing Solutions a full tax exemption on condition of non-profit status, Ms. Stewart seconded, the vote was unanimous in favor of the motion (2-0).

Enfield Lioness – Placing a Storage Shed on Town Property:

The Enfield Lioness Club would like to place a storage shed on town property, looking for a good place from the Town. The only space that seemed to work is Shedd Street. Mr. Aylesworth was clear in explaining that the future of Shedd Street is unclear, and that it may need to be moved within a few years.

- It will be moved if necessary at their expense.
- The group may store their shed provided that it is stored on wheels.
- No motion required.

Impending Tax Deeding, Waivers

Five properties are currently subject to tax deeding. Jane Murray came in and made full payment with a personal check, the Town has verified available funds, and anticipates that the check will clear. If the Board is comfortable with this, no action is needed. The Board indicated it was comfortable with this approach.

When it comes to the property owned by Jonelle Burgess, Mascoma Bank has indicated it will drop off a check by 1 pm tomorrow. As such, the Town Manager recommends that the Town not take the property because the money is reportedly in route. Town Manager recommends that the Board sign the corresponding deed waiver.

The Board approved the development of a payment plan for Gary Smith who was to meet with Wendy Huntley and Alisa Bonnette. Mr. Smith has not been heard from him since. Mr. Aylesworth recommends the Board refrain from deeding the property for at least one month to see if Mr. Smith will honor his commitments and follow through on the payment plan.

Connecticut Hospice Inc. has property in Eastman, there has been no communication from them. The recommendation is to let that go to deeding

Thomas Beard has passed away; his heirs have no interest in it, they'd prefer it go to Town. Mrs. Smith stated those lots can be traded for wetland or similar. The Board will let go to deeding.

ADMINISTRATIVE ITEMS**Review and Approval of 2019 Property Tax Warrant (First Issue):**

The Board approved and signed the 2019 first issue Property Tax Warrant.

NEXT MEETING

Monday, June 3, 2019, 6:00 PM, Public Works Facility, 74 Lockehaven Road

ADJOURMENT

At 8:10 pm John Kluge made a motion to close meeting, Meredith Smith seconded, the vote was unanimous in favor of the motion (3-0).

John W. Kluge, Chair

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – MAY 20, 2019

General Information and Updates from Departments

- After an extensive search process that ended up spanning a few more months than anticipated, a conditional offer of employment has been made (and accepted) by Rob Taylor to serve as Enfield's new Land Use & Community Development Administrator. Rob will officially start the week of June 10. The Town's interim planner, Vickie Davis of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will continue serve the Town through the week of June 3. Rob has a wide range of professional experiences, skills and abilities that will allow him to make valuable contributions to the position and the Town more broadly. For the past few years he has served as the Executive Director of the Lebanon Area Chamber of Commerce, and prior to that for roughly 13 years he served as the co-owner and President of a commercial dairy and maple farming operation. Before all that Rob earned a bachelor's degree in political science from Keene State and went on to work both in the brewing and IT industries. Rob's many years of service on the Plainfield Board of Selectmen (as well as the Planning Board) also gives him some unique insights into municipal government.
- The Town's new Water/Sewer System Operator, Norm Ruel, will officially assume his new duties on May 22.
- The college senior (Plymouth State) taking part in the recently established Public Works Internship Program will officially start the week of May 27. As a reminder, the intern's focus will be on collecting field data and preparing an associated assessment of the Town's roads (both paved roads and gravel roads) using a standardized rating system. The Town Manager is in discussions with UVLSRPC to see if certain relevant proprietary software/resources maintained by the UVLSRPC could be made available to the Public Works Intern at a nominal fee.
- This past Wednesday, May 15, a local contractor was assisting the Town with the removal of an existing fire hydrant and installation of a new one by the intersection of Maple Street and US Route 4. While this work was being performed, water began pouring out of the Town's water main approximately 100 yards north on Maple Street. It took DPW staff several hours to identify the location of the break and perform the needed repairs. A roughly two-foot long break in the main was ultimately discovered. It seems unlikely that the work being performed by the contractor caused the break to occur, and more likely that the ground tremors associated with the work caused a very unstable equilibrium to be lost (i.e., subsurface rocks that were acting as a "band aid" of sorts over the pre-existing crack shifted and the pressure within the main did the rest). Fortunately, the DPW crew was able to fix the issue in a relatively straightforward manner.
- Officer Courtland Smith was officially sworn in this past Thursday. Officer Courtland Smith, who most recently was a Patrol Officer with the Canaan Police Department, served as a Patrol Officer in Enfield for approximately 4.5 years. The Department is very excited to welcome Courtland back to the team.
- This past week Chief Holland participated in a full-day emergency management training meeting with the City of Lebanon to identify ways that the two communities can more effectively collaborate on emergency events in the future. Emergency management drills are also being

planned with each municipal department over the next month to improve readiness in the face of various scenarios (i.e., natural disaster, active shooter, etc.).

- The Town Manager's Office has been making a point of providing information regarding the Town-wide revaluation process (which occurs every 5 years, and is taking place again in 2019) on the Town's official website: <https://www.enfield.nh.us/assessing-department/news/introduction-2019-revaluation>. We hope that residents who would like to know more about what this important process entails and the general trends in real estate values in our community will take the time to review these resources.
- LedgeWorks, LLC, has expressed a potential interest in selling XX Blacksmith Alley, which is the parcel that houses the "Gambrell." This could include the possibility of selling the property to the Town for parking purposes, or potentially selling the property to another private interest. The Town Manager has agreed to convey this interest to the Board of Selectmen to open up lines of communication.
- The Enfield Lioness recently had a meeting with the Town Manager and DPW Director regarding a possible location on Town-owned property for the Lioness to site a small storage shed. The shed would be placed on a base of sand or gravel, and would not require access to any utilities. The Lioness obviously provide a variety of valuable community services, so it is reasonable to consider this request. If the Town were to entertain this request, it appears that Shedd Street may be the only viable option. The Lioness have been informed of the likelihood that any shed they site at Shedd Street will ultimately need to be relocated at such time as the existing dilapidated structures at Shedd Street are "scraped" in anticipation of either sale or alternative municipal use. For these reasons, the Lioness are looking at prefabricated units built on pressure treated wood skids to allow for easier relocation.

Project Updates

- The Municipal Facilities Advisory Committee held its second meeting on May 13. The meeting took place at the Enfield Police Facility and included a detailed tour of the Enfield Police Facility and an opportunity for the Committee to ask the Police Chief any questions they had about the building's current condition, past/present maintenance issues, planned building upgrades, and the buildings overall compatibility with current/future needs of the Police Department. After providing the group with an overview of the conference room – which has also been designated as the Town's primary Emergency Operations Center (EOC) during times of natural disaster and other emergency events – Chief Holland suggested it might be most efficient to start with a walking tour of the building and encourage Committee members to ask any questions they have in the process. In the course of the tour, Chief Holland highlighted a number of shortcomings with the facility's design and layout that posed real safety concerns and/or negatively impacted the efficiency of police operations. Chief Holland went on to explain how these issues were placing the Enfield Police Department out of compliance with strict standards issued by entities such as the Department of Labor and the Commission on Accreditation for Law Enforcement Agencies (CALEA). The site visit primarily focused on the interior of the building. Highlights of the tour included the following:
 - The building is generally structurally sound and is situated in an advantageous location
 - The building is structurally capable of being enlarged either laterally or vertically

- Current office spaces are adequately sized for the Police Chief and patrol officers, but supervisors (two sergeants) currently share a somewhat cramped office. The current space would not easily allow for the addition of new personnel that may be needed in order to meet the Department's future needs.
 - Administrative assistant office space is not unsecured and poses significant safety risks
 - The security of the Department's on-site/physical server is an issue and there are plans to help improve this situation in the short-term by converting the existing evidence room into the dedicated server room.
 - The building provides inadequate record storage space, but the Department is in the process of digitizing files. Current files stored in unsecured and inappropriate (structurally) area (attic)
 - The building provides inadequate evidence processing space. Items need to be properly processed, dried, packaged, etc. before being placed in storage. This area needs to be environmentally correct and secure.
 - The Department's evidence room is maxed out and not capable of effectively serving its intended purpose, and there are plans to help improve this situation in the short-term by converting one of the sally ports to an evidence room to provide more space.
 - The EOC (while also serves as the general-purpose conference room) is inadequately sized and does not possess the technological tools/resources as have become custom/necessary in 21st century emergency management operations. There are FEMA grants available for up to \$150,000 that can be used to properly equip an EOC.
 - The building's heating system is not functioning properly (inadequate heat distribution) and has not functioned properly for some time (despite repeated servicing)
 - The building does not possess a central cooling system, which considerably reduces energy efficiency. Independent portable air conditioning units have been installed in windows and covered with plastic bags, leaking onto floors causing water collection containers under each unit.
 - The building's roof is not in compliance with current snow load requirements
 - The overall aesthetic appearance of the building is poor
 - Kitchen facilities are adequate
 - Bathroom and locker room facilities are generally adequate, although there are ongoing moisture problems with the shower facility
 - The facility's victim/witness interview space/room is not user-friendly. Needs comfortable environment, pleasant atmosphere, away from arrest/prisoner area, needs to be secure setting, quiet, and inviting.
 - Insufficient booking/processing/temporary holding cell area. Too small for multiple individuals, privacy, safety/security of arrested as well as police personnel
 - The department does not currently have an onsite impound area/facility for storage of vehicles being held as evidence
- The Town has received positive feedback from the NH Department of Environmental Services regarding the draft asset management plan for the Town's municipal water system that was officially presented to the Board of Selectmen at the May 6 business meeting. This document will be organic, and Horizons Engineering (the consulting firm the Town hired with grant funds to assist with the project) will be holding a training session with appropriate municipal personnel on May 23 to demonstrate how the CUPSS software is used to generate/revise the asset management plan.

- The Town Manager, DPW Director, and principals from DPC Engineering (project consultant on the Town's ongoing wastewater planning projects) will be taking part in a tour/meeting with Lebanon officials at the city's wastewater treatment plant on May 23. The tour will provide DPC Engineering an improved understanding of the components/operations of Lebanon's wastewater treatment plant will help inform the viability analysis of the Town constructing and operating its own wastewater treatment plant.
- The Town Manager has prepared presented recommended connection fee that residents along NH Route 4A should be assessed should they choose to tie into the municipal sewer system. These fees will be subject review and action during a public hearing at the May 20 Board of Selectmen business meeting. The intent of the fee is to offset an appropriate portion of the debt service associated with the construction of the new force main. It should be reemphasized that residents along NH Route 4A will not be required to connect to the municipal system. Connecting to the Town system will be voluntary (because it is more logistically challenging to connect to a force main than it is to a gravity sewer main), and residents are encouraged to coordinate with their neighbors to increase efficiency and reduce the total number of connections ultimately needed.
- As was previously reported, Municipal Resources Inc. (MRI) ultimately emerged as the only qualified firm submitting a proposal for the Fire-EMS transition planning project. The Town Manager was subsequently been in contact with MRI representatives to relay certain concerns about the proposal as presented. More specifically, it was relayed to MRI that the proposed methods needed to better promote an atmosphere of collaboration and their intended role is one of coach/facilitator above all else. In response to these concerns, MRI graciously revised their scope of work and project deliverables. The revised scope of work and contract documents were deemed acceptable by the Town Manager, and MRI is in the process of working with appropriate municipal personnel to compile pertinent background information and schedule an initial "kick-off" meeting in early-June. The stated deliverables of the project are as follows:
 - Conduct an analysis of merging fire/EMS into a joint fully integrated department
 - Provide an overview of pros and cons of integration and make a recommendation reflective of industry best practice.
 - Provide planning and implementation support relative to this organizational and service re-alignment.
 - Work with Enfield Fire/EMS staff and transition team members to reshape organizational culture and generate buy-in pertaining to new organizational governance, structures and procedures.
 - Provide perspective based on industry best practice and team experience.
 - Track and reporting progress on action items.
 - Provide electronic communication to identified stakeholders.
- A complete copy of the 2019 road paving bid results was included in the information packet for the May 6 Board of Selectmen meeting. Because each firm formulated their bids in a different format (i.e., different units of measure), the bids had to be carefully reviewed in order to prepare an "apples-to-apples" comparison. The Town Manager, DPW Director and Highway Supervisor completed additional analysis and engaged in follow up communications and negotiations with those venders who had submitted proposals. At this time, the Town Manager

is recommending that the Town retain the services of BlakTop for the pavement overlays on five roads (including George Hill Road) and All State Asphalt for the reclamation and liquid asphalt injection of George Hill Road. More detailed information will be shared with the Board of Selectmen during the May 20 meeting.

- The IT network assessment proposals the Town received from several qualified area vendors in early-May have been reviewed by both Town staff and trusted volunteers with ample experience in the IT field. After completing this review, it was determined that another area vendor who was not previously aware of the RFP opportunity should be encouraged to submit a proposal before a final decision is made. This vendor is currently preparing their proposal and have assured the Town it would be submitted no later than May 24.
- A pair of RFPs related to planned improvements at Mascoma Lakeside Park (one pertaining to the development and implementation of a landscape design plan, and the other pertaining to the design and construction of an open-air pavilion) are nearly finalized and will be published in the coming days. The hope is to have the design aspects of both projects completed by late-summer and, hopefully, have construction at least partially underway before the conditions turn unfavorable in the fall. In accordance with the grant received from the Northern Borders Regional Commission, all work must be completed (and reimbursement requests submitted) by September 2020.
- A revised RFP for significantly curtailed archaeological services pertaining to the Mascoma Lakeside Park property was officially issued on May 10. Proposals are due by May 31. Multiple firms have already contacted the Town to signal their intent to prepare a proposal. As a reminder, alternative construction methods for the pavilion are being planned to reduce anticipated site disturbance and likewise reduce the intensity of the requisite archaeological investigation. For instance, if instead of installing a poured concrete slab we brought in material and placed pavers to serve as the pavilion floor, then the square footage being disturbed dramatically reduces to only include the footprint of concrete forms to support the wooden posts and the footprint of a possible chimney/fire feature. The goal is to secure the needed services for approximately \$5,000.
- As was reported prior to the Board of Selectmen's May 6 meeting, the Town of Enfield issued an RFP relative to structural repairs and stabilization of the Enfield Center Town House. This project will be entirely (or at least primarily) funded by a \$10,000 Moose Plate grant the Town previously obtained. Interested contractors were encouraged to make arrangements for a site visit during the week of May 20. Unfortunately, no contractors have as of yet reached out to town officials to make such arrangements. The objective is to retain the services of a construction professional(s) who has ample experience performing rehabilitation on historic buildings and has the ability to complete the needed work by the end of September 2019. The Town's building inspector estimates that it would take a two-person team up to three weeks to perform the work outlined in the RFP.

Recent/Upcoming Meetings

- The Town Manager attended the 2019 "Local Officials Workshop" convened at River Valley Community College on May 8. The workshop was presented by New Hampshire Municipal

Association's Legal Services attorneys, and covered a range of relevant topics, including: the Right-to-Know Law, ethics and conflicts, town governance, and municipal roads. The discussion will help the Town improve its policies and procedures in multiple areas.

- The Town Manager will be participating in the Police Department's semi-annual physical fitness test on May 21.
- Representatives from the NH Department of Revenue Administration will be meeting with the Town Manager and assessing officials on May 24 to review preparations for the 2019 reval (the last reval was in 2014).
- The Town Manager will be on vacation May 28-31.
- The Town Manager will attend the Annual Meeting of the UVLSRPC on June 12, which will include a complimentary dinner cruise aboard Lake Sunapee's MV Kearsage.
- The Town Manager will attend the Municipal Managers Association of New Hampshire Annual Conference (being hosted in Lincoln, NH) on June 20-21.