

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

MINUTES

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

PRESENT: John W. Kluge, Chair; Meredith Smith; Katherine D.P. Stewart

ADMINISTRATIVE STAFF: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

OTHERS: Jim Bonner (video); Emily Curtis (recording secretary); Dan Kiley

CALL TO ORDER

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

APPROVAL OF MINUTES

July 1, 2019 Regular Meeting:

Mrs. Smith moved to approve the minutes of July 1, 2019 as written, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

2019 Consumer Confidence Report – Lower Shaker Village:

Mr. Aylesworth reviewed that Lower Shaker Village has a private water source with two drilled wells which connects to the town municipal sewer. The report is supplied for informational purposes. There do not appear to be any immediate concerns that require further action at this time.

Governor Sununu Correspondence – State Budget:

Mr. Aylesworth reviewed the content of the letter stating that Governor Sununu was making a case for why the proposed spending levels are not sustainable and how his opposition to the budget does not represent opposition to municipal priorities.

Ms. Stewart noted that the document reflected Governor Sununu continuing to support the lowering of the Business Profit Tax and the Enterprise Tax. This is questionable when there are many projects already facing a lack of funding. Mr. Kluge agreed with this observation.

Town Clerk's Report – June 2019:

Mr. Aylesworth reviewed the detailed break-down which showed the town is about \$10,000 behind the Year to Date totals from June 2018. He believes the difference can be made up in the coming months, but

is obviously subject to many economic factors beyond the Town's control. This is a slight pull back from staying ahead as we have in previous months, but also not particularly alarming.

Tax Collector's Report – July 9, 2019:

Mr. Aylesworth noted that 93% of property taxes due for the first issued tax bills of 2019 have been collected. Tax bills were due July 1, 2019. Typically, we are at 96-97% at this point in time and he cannot account for the lag. There could be a number of first time (delinquent) tax payers in Enfield that need to catch up. He says that reminder letters will be sent out which will be a low-cost approach to close the gap.

Ms. Stewart wondered if someone is a first time (delinquent) tax payer that if it is included in their escrow, if they don't submit it to the bank, it may be the bank that is causing the issue, not the resident. Mr. Aylesworth and Ms. Stewart both acknowledged this was a possibility having known personally or through local residents that this happens.

Ms. Stewart notes concern for the Betterment District being in the 80% range for collection. Mr. Aylesworth acknowledges that he believes people will pay as they did in 2018. He notes that it is interesting that many people who are paying tax bills on time are not in turn making timely payment on their betterment assessment, which is billed separately.

Ms. Stewart asked if there is something that can be addressed with the Lakeview Board reflecting on the trend and requesting further communications in good faith. As of now it is as if they are taking a loan from town funds, which while it will be repaid with interest, was agreed to not be the ideal scenario for town finances. Mr. Aylesworth believes that with available funding on-hand from previously collected betterment assessments the town is not directly 'subsidizing' the shortage at present, but he believes that the message should reflect that the Board of Selectmen may ultimately need to assess a higher delinquency fee in the event that this trend continues. It would not be a popular arrangement for those paying on time.

Ms. Stewart suggested to begin with communications that there is a problem and asking them for a solution before assessing further fees. Mr. Aylesworth agreed with the idea for outreach in advance of the next Betterment Assessment, which will occur in November.

BOARD REPORTS**Planning Board – Meeting July 10, 2019:**

Main items were heavy equipment sales being performed by Mr. Hersey on Route 4. The Planning Board completed a site visit to the Route 4 location. Mr. Kluge notes he was not able to attend a site visit, but when the site was visited by the Planning Board it was unanimously approved for Mr. Hersey to perform heavy equipment sales at that location.

Heritage Commission:

Mrs. Smith met with Susanne Hinman and Nadine Miller of New Hampshire Historic Resources. Together, they toured the town and discussed moving forward with the certified local government program. It was suggested Enfield meet with Rebecca Owen, who is the Assistant Planner in Lebanon. Lebanon has had certified local government in place for almost ten years and Mrs. Smith notes that the city has benefited from the program.

Mascoma Lakeside Park Committee:

The Mascoma Lakeside Park Committee meets on July 16th. Mrs. Smith hopes to finalize the RFPS regarding the Archaeological Determination of Effect and Landscape Design and Pavilion construction.

Ms. Stewart clarified that it was not in the committee's capacity to make a decision on the matter. Mr. Aylesworth and Mrs. Smith confirmed that the committee would be reviewing the RFPs in order to give feedback and recommendations to the Town Manager's Office.

TOWN MANAGER'S REPORT**Storm Damage – July 11, 2019:**

Mr. Aylesworth reported the roads most heavily affected by damages were: Potato Road and Lockehaven Road, near Spectacle Pond. Minor reports of damage were also reported for Hewitt Drive, Oak Hill Road, and Boys Camp Road. The town highway crews have been busy documenting the damages and providing short to mid-term fixes. The town has also been providing mutual aid to Canaan. The Town of Enfield dispatched two employees, who are heavy equipment operators, and some equipment to Canaan over the weekend, which will be ultimately reimbursed by Canaan. The Governor visited several area towns on Friday, July 12th and declared a State of Emergency.

The Emergency Management Director and Assistant Emergency Management Director have been compiling records of where damages have been reported. The town has put out a notice requesting public feedback regarding public buildings and infrastructure that may have gone unnoticed due to lack of utilization. Mr. Aylesworth noted that the Enfield Center Town House was of notable concern as it was affected by flooding from Hurricane Irene.

Ms. Stewart agreed with the concern and inquired if anyone had looked around the Enfield Center Town House. When driving by she noticed possible indicators of damage. Mr. Aylesworth noted that Phil Neily would be stopping by to check on the building. It was discussed that the brook behind the building sometimes carries debris which can cause further flooding and water damage in the area. Mr. Aylesworth encouraged residents to report any damages to Jim Taylor or Chief Holland so they may be properly documented and addressed.

Mr. Aylesworth also noted that FEMA would ultimately reimburse for reparations at a 75/25% split. He acknowledged that while the town will not get 100% of the funding for the damages, it would get a majority of it. He also expressed concern for the influx of sewer flows due to the rain, noting that the town would be paying Lebanon regarding the influx of water due to ground water penetration. He would like to see if it is possible to adequately document 'cause and affect' and request FEMA to assist in the coverage of the added cost. Mr. Aylesworth is not certain the funding can be secured due to the fact it is inflow, but, because it will be an expense to the town as a direct result of the storm, it is worth pursuing. It will likely be an 8-10 month process before the town knows what the reimbursement level will be.

Town Operating Budget Updates:

Mr. Aylesworth notes that items on the expenditure side are looking good. The town currently has 56% of its budget unexpended. There is a roughly 6% cushion since we are now halfway through the year. The Water Department is at approximately 60% unexpended and the Sewer Department is at approximately 57% unexpended; though he notes things can change as some departments back-load expenditures for the second half of the year. If we stay on the trajectory it would be an improvement in the undesignated fund balance of the general fund.

On the revenue side things are looking good. Some areas are lagging a bit behind projections, such as the Enfield Recreation program income. Mr. Aylesworth notes that summer camp enrollment is down this year which can be attributed to a number of factors, including more camps available in the area than there have been in the past.

Ambulance revenue is at 85-90% of what has been budgeted and collected. We are on pace to significantly exceed ambulance revenue projections, thanks in large part to the new third-party billing service the Town is utilizing.

The Operating Budget overall looks good.

Municipal Facilities Advisory Committee – July 8, 2019 Meeting:

Alisa Bonnette attended in Mr. Aylesworth's absence. It is reported the meeting was productive. The Committee toured the Enfield Community Building and the recreation pavilion located in Huse Park. They also received information from the Regional Recreation Coordinator regarding current and future programs offered as well as how recreation utilizes the current facilities. These are the final tours of Enfield facilities and will now be focusing on site visits to facilities in other communities which can serve for comparison.

The Committee will be touring facilities in Sunapee, Hanover, and Hartford (Vermont). A subgroup may make a visit or request information from other towns such as Bow, Moultonborough, Litchfield, and Farmington. Each town selected has public safety complexes and/or libraries that will offer the best insight for comparison to the Town of Enfield.

Mr. Aylesworth is particularly interested in speaking with Farmington as they had a facility built that was considerably larger than what has been proposed for the Town of Enfield, but the cost to build was 60% of the worst-case scenario cost quoted to Enfield by Barrett Architecture. The new facility is a 20,000 square foot complex and was built for a little over \$2 million; whereas Barrett Architecture quoted an 11,000 square foot complex for a worst-case scenario cost of \$4 million. Mrs. Smith inquired as to the population of Farmington. Mr. Aylesworth believed the town to be in the range of five to six thousand people, which is relatively comparable with call-based fire and ambulance.

The Committee is working well together.

Municipal Resources Inc. (MRI):

MRI was in town July 1 to meet with fire and EMS personnel, as well as Mr. Aylesworth and the Police Chief, and a member of the Board of Selectmen (BOS). After the BOS meeting on July 1 an open forum was held. Mr. Aylesworth notes that Chris Olsen performed excellent facilitation of the conversations. The conversation was free flowing and many people contributed input. Mr. Aylesworth believes they will put together a summary of the discussion and will return later in July to work through some of the challenges present in the departments.

SymQuest Assessment:

The Town has been working with SymQuest – SymQuest currently maintains our networked copier/printer – to do a comprehensive network assessment. The town is already a client of SymQuest, so they are completing the assessment at no charge. SymQuest has been working with the current IT provider to gain access to the network to provide a report. SymQuest is still in the process of assessment and has provided positive feedback for what they have attained access to so far. SymQuest is continuing to work with the current IT contractor to gain access to more information to complete their assessment of the network.

PUBLIC COMMENTS**Safety/Parking Issue:**

Dan Kiley noted that coming out of town offices, when there are two cars parked in front of the library you cannot see before pulling onto the road. Mr. Kiley offered a solution of moving a sign near Huse Park, or replacing the current sign with with 'No Parking Here to Corner'.

Ms. Stewart offered the possibility for a 'Drop Off Only' sign to suggest it as a drop off/pick up area instead of a parking space.

Mr. Kiley agreed with Ms. Stewart, and offered the alternative of having only one parking space available.

Mr. Aylesworth noted that he recalled having this conversation in 2018 and at that time it had been decided to designate it as only one parking space. He offered, pending any objections, to pick the item back up and help make the change. No objections were stated.

It was noted to the Selectmen that the Planning Board received a conceptual for a car wash on the property past the Enfield House of Pizza, near the town line. The site was proposed to be a three-bay drive-through car wash with mixed use, with the possibility of apartments on top.

BUSINESS**Storm Damage Debrief:**

Completed by Mr. Aylesworth in the Town Manager's Report.

Municipal Financial Policies

Mr. Aylesworth presented drafted policies including: Fraud Policy, Undesignated Fund Balance Policy, Debt Management Policy, and a Capital Reserve Policy.

The Board reviewed each document prior to making a motion.

Undesignated Fund Balance Policy:

Ms. Stewart confirmed that Governmental Accounting Standards Board Statement is a proper name. She also requested that the adopted date be revised.

Ms. Stewart inquired as to what the legal terminology was with regard to the usage of the title 'Board of Selectmen.' Mr. Aylesworth notes that most references in annual reports and official documents refer to the 'Board of Selectmen.' He noted it is possible for the Board to vote to change the name of the Enfield Board of Selectmen, if desired, but otherwise would be referred to as Board of Selectmen.

Ms. Stewart requested that the reference to 'Selectmen' be changed to 'Board of Selectmen' on page two of the document, and then referred to Selectmen or BOS thereafter.

Ms. Stewart also clarified that the table presented on page two of the document was developed by Mr. Aylesworth. Mr. Aylesworth clarified that the 8-17% that is presented in the table is applicable to the entire expense budget and not just a portion.

Ms. Stewart requested to remove the parenthetical verbiage '(whichever is less)' from page three. Mr. Aylesworth noted that the policy was written using a percentage so that the number in the policy did not

have to continually be adjusted each year as the budget amount changed. He also noted that 2% is the upper threshold of what we would use to supplement a \$6.5 million operating budget.

Ms. Stewart clarified the utilization of wording regarding ‘mismanagement of funds.’ It is not meant to imply any sort of criminal act, but references quasi negligence.

Ms. Stewart asked if the CIP Committee and/or Trustees of the Trust Funds have reviewed the documents. Mr. Aylesworth noted he wanted to be inclusive by adding them by name for input regarding the policy, but also acknowledges he does not want to speak for them. He noted that there is no statutory reason for either of them to approve the policy, but their mention is an intended gesture that they are welcome to give input.

Debt Management Policy:

Ms. Stewart inquired as to what the current valuation for the Debt Policy is. Mr. Aylesworth noted it is approximately \$550 million.

Capital Reserve Policy

Ms. Stewart requested to change the verbiage ‘has determined’ to be more consistent with other policy language. The Board was in agreement to change wording to ‘It is the position of the Town of Enfield...’

Mr. Aylesworth notes that he worked on formatting the policies in the same way which will be put into a policy binder to be utilized.

The Board reviewed the Fraud Policy and found no problems.

Mr. Kluge made a motion to accept the policies as amended. Mrs. Smith moved, Ms. Stewart seconded, vote unanimous in favor of the motion. (3-0)

Appointment of Alternate Inspectors of Election

Ms. Bonnette informed the Board that there were two residents interested in reappointment as Alternate Inspectors of Election. The moderator noted that she did not have any quandaries with the reappointment requests. Ms. Bonnette noted that regular member reappointments are for a term of two years whereas Alternate Inspectors were reappointed for one year terms last year.

Mrs. Smith made a motion to approve Shirley Green and David L. Stewart as Alternate Inspectors for a one-year term, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Donations for Conservation Commission Sponsored Bench in Memory of Gary Gaudette, \$50.00:

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

Donation to Mascoma Valley Regional Recreation for IRS Cross Country & Track: \$300:

Ms. Stewart motioned to accept, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

ADMINISTRATIVE ITEMS

NH DRA – Election to NOT use PA-28 Inventor of Taxable Property Form in 2020:

Ms. Bonnette clarified that the town has not been using the PA-28 form in recent years. The forms were used with regard to the inventory of taxable property. In the past, questionnaires were sent to Enfield property owners inquiring who lived on the property. Ms. Bonnette noted that the forms were utilized for

resident tax, which the town does not exercise, therefore they are not relevant or necessary. The Board unanimously agreed to not use the PA-28 Inventory of Taxable Property Forms in 2020.

The Board of Selectmen signed a document to verify the decision to NOT use PA-28 Inventory of Taxable Property forms in 2020.

Adoption of Pool Credit – Regarding Municipal Water

Mr. Aylesworth discussed a conversation with a local resident with regard to the Pool Credit which had previously been adopted by the Board of Selectmen in their capacity as Water & Sewer Commissioners. The resident was curious about the possibility of an analogous garden or irrigation credit.

The Board discussed logistical concerns with such a credit, including how pools have specific dimensions which can store a measurable quantity of water. There seems to be too much variation in garden watering to be able to proceed with such a credit. Mr. Aylesworth spoke with Jim Taylor about the possibility of there being a solution to allow the garden water to be metered. Mr. Aylesworth questioned that if it was found there is a low-effort/low-cost way of accurately measuring water usage for garden irrigation, would the Board be open to establishing such a credit? Mrs. Smith noted there would need to be specific evidence of a town utilizing a program which metered and credited water for garden use. Mr. Kluge agreed that having examples of something that works would be key to having an understanding of it. The Board decided that it was likely not a high-priority use of the DPW Director's time and efforts to further research options for metering garden water use at this time.

Route 4 Sewer Hook Ups

Ms. Smith inquired about the status of sewer hookups along the US Route 4 corridor. Mr. Aylesworth indicated he did not have an update at this time, but would obtain the information for the next meeting.

OTHER BUSINESS

Ms. Stewart moved to enter non-public session at 6:46 PM, RSA 91-A:3 (e), Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to come out of non-public session at 7:00 PM, Ms. Stewart seconded, vote unanimous in favor of motion (3-0).

ADJOURNMENT

Ms. Stewart moved to adjourn at 7:00 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0), meeting adjourned.


John W. Kluge, Chair

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – JULY 15, 2019

General Information and Updates from Departments

- As everyone is aware, the Town of Enfield and other communities throughout the region experienced a major rain storm event the night of July 11. The Town of Enfield sustained relatively minor damages compared to some of the towns surrounding us (for instance, the Town of Canaan lost three bridges in the storm). The Governor visited Canaan, Groton and Orange on Friday and declared a state of emergency in these communities. Enfield did sustain major road erosion on Potato Road, Lockhaven Road. We have also recognized minor erosion damage on roads such as Hewitt, Oak Hill, Boys Camp to name a few. On July 12, the Police Chief (also Emergency Management Director) spoke with NH Homeland Security/Emergency Management and informed them that Enfield had sustained damage and loss due to the storm. On the same date, the Police Chief spoke with the DPW Director, Fire Chief, and Assistant Emergency Management Director about the event and the plan to move forward. Everybody is on the same page with respect to how the documentation and recording of the damage is completed and what is needed to properly complete the process. We are reaching out to residents via social media, e-mail and town web sites to see if we can locate any “hidden” damage. Included are a couple pictures of damage that we have seen due to the storm. In the next couple weeks, the Police Chief will be working closely with the DPW Director to ensure that everything is documented and prepared for FEMA so that the town can obtain as much funding as possible to offset recover costs. FEMA provides reimbursement at a rate of 75%. Based on prior experience and because of the amount of damage we sustained, we anticipate it will take about 8-10 months for the FEMA/Homeland Security process to be completed.
- 
- As was previously reported, on June 28 the Enfield PD discovered a hole in Bog Road. DPW had been battling beavers at that location for several days leading up to the hole forming. The beaver had constructed a dam at the midpoint of the culvert at a joint that had a failed collar that joined two sections. The road was repaired and is passable and is continuing to be monitored. This is a 48” culvert with a flowing stream and its replacement will need a NHDES Wetland Permit. DPW installed a steel road plate \to protect the waterway while we wait for the permitting process to be completed. The Town has retained the services of Horizons Engineering for the engineering and permitting process, and at this time it is anticipated that NH DES will render its determination on the proposed work to permanently replace the culvert by late-August.
 - As of the end of June, the Tax Collector had received approximately 93% of payments from the first issue property tax bills of 2019 (which were due by the end of the month). This is a few percentage points behind where we have been at the time tax bills were due the last several

years, but we can reasonably anticipate this gap will shrink over the course of the next month (and the Town will receive 8% interest on late payments as a result).

- We have reached the mid-point of 2019, and the Town's operating budget is performing well on both the expenditure and revenue sides of the equation. Just over 56% of the general fund operating budget is unexpended, which means if we are able to sustain this trajectory we may be able to add an additional \$300,000+ to our undesignated fund balance and continue bringing that balance into our more fiscally healthy range (10-15% of the total operating budget). Likewise, the Water Fund is at 65% unexpended and the Sewer Fund is at 57% unexpended. Non-property tax revenues are also generally coming in in accordance with initial projections. Although certain accounts, such as Enfield and Regional Recreation, are lagging a bit behind where we might anticipate at the mid-point of the budget year, other accounts (such as the sale of municipal property, dividends and payments from insurance) are outperforming pre-budget year projections and making up for any potential shortfall in other areas.
- The second quarter (April 1 – June 30) water and sewer bills have been issued and will be due in mid-August. The total commitments for water and sewer are approximately \$53,000 and \$185,000, respectively. These fiscal figures are consistent with the levels of revenue collection the Town projected for water and sewer when the 2019 budget was developed.

Project Updates

- After reclamation was completed by All States Asphalt on George Hill Road in late-June, Blaktop Paving applied a base coat and top coat on July 12. Finishing touches on the wear course will be completed on July 15.
- The Municipal Facilities Advisory Committee (MFAC) held its fifth meeting on July 8. The meeting took place at Huse Park and included a detailed tour of the Enfield Community Building and Recreation Building/Pavilion, and an opportunity for the Committee to ask the Recreation Department and other municipal staff any questions they had about the current condition, past/present maintenance issues, and the buildings' overall compatibility with current/future needs of the Recreation Department and other user groups that reserve the Community Building for various functions. Although a number of relatively minor maintenance issues were identified with both the Community Building and Recreation Building, the general consensus was that these buildings are effectively serving their intended purposes and do not appear to need major capital investment at this time. As such, the MFAC will not make them a main focus of its ongoing facilities analysis.

The MFAC is now in the process of arranging site visits to facilities of interest in other communities. These include the public safety complexes and libraries in Hanover, Sunapee, and Hartford (VT). Although in-person site visits may not take place to recently constructed public safety complexes (Moultonborough, Farmington, Litchfield, and Bow) and libraries (Henniker) in other communities, these towns have graciously agreed to provide substantial information about their facilities to help inform the MFAC's review/analysis/recommendations. At present the firm site visits are planned for July 22 (Sunapee library and public safety complex).

- Municipal Resources Inc. (MRI) completed a series of kickoff meetings for the Fire/EMS transition planning process on July 1. The day's events culminated with a large group "listening session" for which all members of the Fire and Ambulance departments were invited. This session – coupled with a series of individual interviews with key local officials and other stakeholders earlier in the day – yielded a wide range of valuable information about the current status (including challenges and opportunities) of both departments that MRI is in the process of distilling prior to its next site visit. When MRI returns later this month, the team anticipates completing a nominal group process with members of the Fire and Ambulance departments to further inform whether or not it will be advantageous to move forward with an organizational merger of the two departments into a fully integrated Fire-EMS department over the course of the next 1-2 years.
- As was previously reported, the Town of Enfield will be hosting an informational meeting for property owners that are interested in connecting to the recently completed sewer pressure main that extends from Shaker Village to the Lakeview Condominium complex. The meeting will be held at 7:00 pm on Thursday July 25, 2019 at the Enfield Public Work Facility and will cover subjects including the financial, ownership, location, technical, maintenance and permitting aspects of connecting to the Enfield Sewer System. Property owners along NH Route 4A have received letters via surface mail announcing this meeting and answering a wide range of frequently asked questions. A copy of this mailer has been included in the informational packet for the Board of Selectmen's July 1 meeting.
- As was previously reported, the Town retained the services of SymQuest to perform the previously described comprehensive IT network assessment. Because the Town already has a client relationship with SymQuest (they provide/service the majority of our networked printers/copiers), they are performing this assessment at no cost. SymQuest's senior engineer who was assigned to the project spent one day on site compiling information, talking with the Town's current IT service contractor (Twin Bridges, LLC) and staff. Unfortunately, the Town's IT contractor has been slow in providing a variety of key data needed by SymQuest in order for the assessment to be completed. Town administration has followed up with our IT contractor to stress the importance of complying with the information requests so that the assessment can be as comprehensive and accurate as possible. A detailed report with findings and recommendations will be furnished to the Town as soon as the remaining information gaps are addressed. This information will help us identify any issues/vulnerabilities/shortcomings with our current assemblage of computers, servers, firewalls, internet connectivity, off-site data backup, and overall IT network environment.
- As has been previously reported, 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) were published on May 20. The deadline for submissions was originally June 17, but was extended to July 1 due to the need to make some minor modifications to the RFPs as originally published. Unfortunately, no proposals were submitted relative to the design and construction of the open-air pavilion. This was somewhat surprising given that the RFP was published in a variety of resources (NHMA classifieds, Valley News, Union Leader, etc.). It is speculated that some would-be bidders elected not to submit a bid because of the more onerous requirements associated with a project that is being supported by federal funds. In any case, the RFP for pavilion design

and construction will need to be updated and reissued. The Mascoma Lakeside Park Committee is also giving more thought to the merits of focusing on the procurement of an aesthetically pleasing modular unit that would not necessitate the assistance of firms with expertise in custom design/construction. With respect to the other RFP pertaining to landscape design planning services, the Town received a proposal from Park Architecture LLC, which is a landscape architecture firm based on Etna, NH. Although we had anticipated a second landscape architecture firm would submit a bid based on communications prior to the deadline, they ultimately declined the opportunity. The fee proposal for landscape design planning services submitted by Park Architecture is a bit above the amount budgeted for this component of the project, but the “overage” will likely be able to be offset with actual costs coming in under budget in other areas of the overall project budget. The Town Manager is also in the process of exploring more favorable pricing with Park Architecture.

- As has been previously reported, a revised RFP related to archaeological services (which are being required as part of the deed) at the Mascoma Lakeside Park property was issued in early-May May 10 with proposals due by May 31. The Town ultimately received proposals from four different archaeology firms. Although a firm called Independent Archaeological Consultants (IAC) was initially selected for the project based on relevant criteria (they also appeared to be the low bid), we are revisiting this because it appears that their quoted fee (a not to exceed of approximately \$6,300) was actually based on some inaccurate/incomplete information. IAC subsequently revised their proposal (which increased their fee by approximately \$4,000) and all four proposals were again reviewed (to ensure an “apples to apples comparison”) and evaluated at that time. The summary of each proposal are as follows:

IAC (Independent Archaeological Consulting, Inc.)

\$10,349.60 Not to Exceed

Project (Hours): Background research (4), Site Prep (6), Fieldwork [2 days] (100), Lab work & Analysis (22), Report Prep (34): Total (166)

Gray & Pape

\$38,480.31 Fixed

Project (Hours): Phase 1: Project Start-up (33), Phase 2: Field [1 week] and Laboratory Investigations (168), Phase 3: Archaeological Technical Report (225): Total (426)

Northeast Archaeology Research Center, Inc.

\$12,991.00 [Fixed or Not to Exceed not specified]

Project (Hours): Background Research (12), Field Work [days not specified] (69), Laboratory & Report (88): Total (169)

Monadnock Archaeological Consulting, LLC

\$9,420.00 Not to Exceed

Project (Hours): Background Research (16), Fieldwork [4 days] (96), Analysis (32), Management Summary (8), Inventory Forms (6), Report Production (32): Total (190)

It now appears that Monadnock Archaeological Consulting (with a not to exceed cost of \$9,420) may be the most advantageous firm. The Town Manager is in the process of following up with Monadnock to confirm that they will be in a position to complete the needed work in an expeditious matter (i.e., by end of summer).

Upcoming Meetings

- MFAC site visits to Sunapee library and public safety complex on July 22
- Public informational meeting relative to Route 4A sewer connections on July 25 beginning at 7:00 PM in the Enfield Community Building.
- MFAC site visits to Hanover library and public safety complex the week of July 29
- MFAC site visits to Hanover & Hartford (VT) libraries and public safety complexes the week of July 29