

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

MINUTES

DATE: Monday, August 5, 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

OTHERS: Jim Bonner (video); Emily Curtis (recording secretary); Ed & Julie McLaughlin, Fred Cummings, Fire Department Chief; Dan Kiley; Cecilia Aufiero; Roy Holland, Chief of Police; Luke Frye, Lieutenant; (family of Luke Frye); Michael Crate, Police Officer, Teri Crate

CALL TO ORDER

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

APPROVAL OF MINUTES

July 15, 2019 Regular Session

Ms. Smith motioned to approve the minutes of July 15, 2019 as written, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

July 15, 2019 Non-Public Session

Ms. Stewart made a motion to accept the minutes as printed and seal the non-public session minutes for July 15, 2019 as written, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Town Clerk's Report – July 2019

Mr. Aylesworth reviewed the year to year comparison with regard to July 2019 income. The motor vehicle revenue has largely caught up with the 2018 totals. He noted that the gap from the end of June has been closed, and all of the numbers from July are within the range of normal. Mr. Aylesworth noted there are minor lags in other areas of the budget, but overall the July 2019 revenue report showed strong performance in relation to revenues that were budgeted at the beginning of the year.

Tax Collector's Report – July 2019

Mr. Aylesworth reviewed the report and noted that property tax collection stands at just under 96% complete, which is in keeping with the usual 96% to 97% collection rate. The first water and sewer bill for 2019 is at 94% collected, and the second water and sewer bill payment is not due until August 16th, which is why it stands as 32% collected. In the July 15th meeting, Mr. Aylesworth expressed concern for the first issue of Lakeview Condos betterment payments being at 80% collected; which was behind where it was expected to be. He noted there was a surge which has brought the first betterment assessments for 2019 up to 90%. Mr. Aylesworth noted that he spoke with Mike Moore, the President of the Lakeview Condo Association, regarding collaboration to help Lakeview residents understand the impact of non-payment. Mr. Moore requested that, in the future, if there are delays with receiving betterment payments from Lakeview residents that he be contacted to assist with the process.

Shoreland Permit Application – Joyce Winslow, 11 Bay Drive

The Shoreland Permit Application was presented with intention to install 347 square feet of pervious patio with a fire pit, 30 square feet of retaining wall, and 180 square feet pervious walkway from house to garage. (Notice of Application previously received July 1, 2019) Complete application available for viewing

Mr. Aylesworth notes that this is not something within town jurisdiction and is not necessary to be presented to zoning because it does not infringe upon town setbacks or zoning. The area falls within the buffer zone on the lake and the bulk of the work will be completed within the 50-foot buffer zone, including the installation of the fire pit. According to town ordinances, the fire pit is considered landscaping and not a structure. Mr. Aylesworth confirms that the document is purely a NH DES action.

Ms. Smith raised a question regarding the paperwork being filed in the name of Joyce Winslow as she is deceased. She questioned if the property was still in Ms. Winslow's name. Mr. Aylesworth stated that according to the documents it appeared so, however, he could not confirm.

NH House & Senate Correspondence – State Budget

Mr. Aylesworth noted that the letter from the legislature was in response to the governor's letter presented at the July 15th meeting. The legislature responded with notations as to why proposed spending levels were necessary and reflected the compromises that the governor had sought. They are trying enlist local support for the passage of a spending bill. The letter states that there is approximately \$40 million in direct municipal funding that hangs in the balance.

2018 EMS Services – Lebanon Fire Department

Mr. Aylesworth stated he received a letter from Chris Christopoulos, the Lebanon Fire Chief, stating that in calendar year '18, they responded to 215 emergency calls in Enfield. The cost will be going up to \$300 for 2019; however, the town is still currently billed at \$285 per call. The total amount is \$61,275. Mr. Aylesworth noted that this number comes in below the budgeted \$65,000.

Mr. Aylesworth notes that the Enfield Ambulance has done an excellent job in answering more calls between the hours of 6 pm- 6 am, which assists in maintaining the budget.

Grafton County Budget

Mr. Aylesworth notes that the final budget remained largely unchanged from the preliminary budget that had been published some weeks earlier, with a modest reduction of \$12,000 in the expenditures. It represents a 5.5% increase in spending from the prior year, with an anticipated 6.5% increase in the county portion of the property tax rate. Mr. Aylesworth is concerned about the increase.

Ms. Stewart also noted that health insurance questions were not addressed and that proposals were not completed as they have done in the past.

BOARD REPORTS**Heritage Commission – July 2019**

Ms. Smith was unable to attend the heritage meeting for July. The committee did not have a quorum for the meeting therefore there is no report.

The Budget Committee – July 2019

Ms. Stewart noted that the committee met and discussed a standard overview of where the budget is to date. Mr. Aylesworth confirmed that discussions focused around information as presented at the Board of

Selectmen meetings and added that the committee would be planning to integrate quarterly updates, as presented at the Board of Selectmen meetings.

Planning Board – July 24, 2019

A minor two lot subdivision was discussed regarding proposals for Uber Pick and West Lebanon Feed and Supply. The set up would allow for customers to pick up orders in locker units so they don't have to drive into West Lebanon. The proposal indicates a location near Enfield House of Pizza. Mr. Kluge notes that the project looks as if it will progress through the necessary procedures without issue.

Mr. Kluge notes that the Planning Board also had a lengthy discussion regarding the hiring of a consultant to assist in the creation of a new master plan for the Town of Enfield. There was discussion among board members if the consultant was necessary. Mr. Kluge is strongly in favor of having a consultant. He noted that having someone's time and expertise is important to be successful with the project. He believes there is a request for qualifications relative to master planning services being developed by the Town Manager. Mr. Kluge notes that there was no formal vote by the Planning Board, so there was no indicator of how many people favored the hiring of a consultant or not.

TOWN MANAGER'S REPORT

Correspondence for the Record, from Peggy DeStefano, 333 Grafton Pond Road

Mr. Aylesworth read a letter written to Jim Taylor, Director of Public Works and Scott Johnston, Highway Supervisor. In her letter, Ms. DeStefano acknowledged the dedication of municipal employees providing extraordinary quality of service. Ms. DeStefano extended her appreciation for the hard work and dedication of the workers repairing Grafton Pond Road.

The August issue of the Town's monthly newsletter was published August 1, 2019

The Town's independent auditor has submitted the MS-535, which is the Financial Report on the Town's budget to the Department of Revenue. Mr. Aylesworth noted a continued improvement in the undesignated funds balance for the general fund. The MS-535 filed for 2016 showed a deficit of \$122,000. The town now has a positive undesignated fund balance of \$569,000 as of the end of 2018. Per the Department of Revenue recommendations, the goal is to attain an undesignated fund balance of at least 8% of the overall general ledger budget, including school payments. Given the size of the towns operating budget, 8% would equal approximately \$1.5 million. Mr. Aylesworth notes that there is still work to do, but the progress has been significant. Mr. Aylesworth applauded the effort of department heads that have been judicious in turning back funds and not spending their entire budget.

Mr. Kluge thanked Mr. Aylesworth for keeping a close eye on the process and his general leadership in this area.

Mr. Aylesworth reviewed that the 2019 budget has been going well. He noted that there have been some higher dollar expenditures such as paying vendors for paving and road reclamation projects. There is currently 42% of the budget year remaining and there is about 45% of the overall fund budget unexpended. Mr. Aylesworth hopes to continue following the trend of having the gap of 3-4% widen towards the end of the year.

Mr. Aylesworth noted that some revenue is currently behind where it was projected, such as Enfield Recreation and Regional Recreation who are at or just under 50% when they were projected to be around 56%. However, the ambulance line is outpacing what was originally budgeted, which is encouraging. He noted that changes to third party billing are paying in dividends, and while it has only been in effect for a short period of time, it is hoped that the trend continues.

Mr. Aylesworth informed the Board of Selectmen (BOS) that Michael Stearns, a light equipment operator with the Highway Division of the Department of Public Works, has submitted his letter of resignation. Mr. Stearns acknowledged that the commute from his home in Haverhill has been difficult to manage for his personal needs as well as his duty to the town, particularly in inclement weather. Mr. Aylesworth noted that he has been a valuable employee for the town and he will be missed. Mr. Aylesworth informed the BOS that he would be advertising the Light Equipment Operator vacancy in the near future.

Municipal Facilities Advisory Committee – Meetings July 22, 25, & 29th

Mr. Aylesworth explained that each meeting held in July focused on site visits to municipal facilities in other towns including: Sunapee, Hanover, and Hartford, Vermont. The committee toured buildings including town offices, public safety complexes, and town libraries. Mr. Aylesworth notes that the committee is now coming to a place which may involve a couple more site visits, but will focus on next steps and decisions to be made regarding recommendations. Mr. Aylesworth expressed gratitude to the local officials in neighboring towns who were gracious with their time for giving in depth thought and insight to help the MFAC understand all the pieces that go into the decision. The Committee will be meeting several more times in August and will be deliberating on the options.

Municipal Resources Inc. (MRI)

MRI has issued preliminary recommendations based on ongoing conversations and assessments pertaining to the Town's fire and EMS services. A copy of MRI's most recent report was included in board packet. MRI will be returning on 8/29 for more one-on-one meetings and an evening nominal group process. The process will take about three hours and all members of fire and EMS are invited to participate. Mr. Aylesworth offered to assist in addressing any questions or concerns in the process.

Wastewater Asset Management Project

Mr. Aylesworth informed the BOS that the project continues to move forward. He noted that work was stalled from beginning due to a late onset of spring, as well as difficulties with inaccessible manholes. DPC Engineering anticipates having their initial Asset Management Plan Report to Mr. Aylesworth within the next couple of weeks. All users of the sewer will be invited to comment on the vision for the system, addressing future needs, and addressing maintenance concerns.

The second phase of the project will include the sewer rate study, as well as a feasibility analysis of developing wastewater treatment options for the Town of Enfield. The project is being funded by loans with principal forgiveness.

IT Network Assessment – prepared by Symquest

Mr. Aylesworth provided a copy of the assessment for the BOS. He is still working through the material as it is very technical. Mr. Aylesworth is meeting with local IT experts to better understand the assessment, and plans to meet with the Town's current IT contractor to review the information and give them an opportunity to speak to the deficiencies noted. He noted that there are some areas with significant issues to be addressed.

Ms. Stewart inquired if some of the more detrimental deficiencies could be addressed more immediately.

Mr. Aylesworth noted that he had already reached out to Mr. Treadwell, the company's principal, to try to remedy some of the easier items.

Grafton Regional Development Corporation

Mr. Aylesworth and Rob Taylor, the new Land Use and Community Development Administrator, met with the Executive Director of the Grafton Regional Development Corporation. They discussed projects

that GRDC may have interest in funding in the Town of Enfield. GRDC primarily works on private sector projects (commercial and residential development), but there are possibilities for them to directly and/or indirectly assist with municipal government projects. Mr. Aylesworth hopes that the conversation opens up new opportunities to explore for the town.

PUBLIC COMMENTS

Ms. Aufiero commented on the Master Plan, in that she has a copy of the one drafted in 2008 by the Regional Planning Committee. She asked if the BOS or Mr. Aylesworth were aware of the old documents. Mr. Aylesworth noted that he was aware in that the plans were never officially adopted by the planning board, and therefore not enacted. He believes that there is hope that the work can be incorporated in the current process.

BUSINESS

Police Department Promotion – Sergeant Luke Frye

Chief Holland noted that the department had been through many changes in the last 18 months, including the development of a Strategic Governance Plan, updating internal policies, and beginning to follow a new command structure. Chief Holland noted that Sergeant Frye had been with the Enfield Police Department for 12 years. In his time there, Sergeant Frye had held many positions within the department.

Sergeant Frye has received his Associates Degree in Criminal Justice, his Bachelor's Degree in Public Administration, and is currently working on his Masters Degree. Sergeant Frye has served the Enfield Community and the Enfield Police Department well over the years, and he will continue to do so. As a Lieutenant, he will assume more administrative and command duties.

Ms. Smith, Ms. Stewart, and Chief Holland all participated in pinning the Lieutenant. Chief Holland also recognized Lieutenant Frye's wife for her support and acknowledged that police officers cannot do their job without the support of their family.

NH Route 4A Sewer Connection Fees – Debrief from 7/25 Public Informational Meeting

Mr. Aylesworth stated that a public information meeting was held on July 25th at the Department of Public Works Building regarding the NH Route 4A sewer connections. He noted that surface mailings went out to residents living on Route 4A between Landing Road and Lakeview Condos, and the meeting was also publicly advertised. There was a strong turn out for the meeting.

The content of the meeting focused on engineering concepts and how the connections could or would be made to the sewer line. The town has been working with Pathways Consulting, who provided conceptual maps of how different neighborhoods would tie in to the force main. Mr. Aylesworth noted that Pathways Consulting also fielded questions from residents about more technical aspects, as well as questions regarding the proposed fees. Mr. Aylesworth presented information that had been drafted by the BOS to show how the project costs were broken down.

Attendees requested feedback regarding how the system would be maintained (i.e. town and private citizens), and financial aspects of the project.

Mr. and Mrs. McLaughlin participated in the meeting and voice some of their thoughts and concerns that arose from the meeting.

Mr. Aylesworth noted many residents expressed that they did not agree with how the costs were balanced between Lakeview residents and Route 4A residents. There was a sense there should be more incentive,

such as discounts for early adopters, to increase the likelihood there would be more residents ultimately connecting. There was also discussion of how Lakeview residents would pay off their betterment assessments over a 20-year period versus what has been planned as a lump sum payment for the Route 4A residents. The town's position is that all of the lateral infrastructure, such as lines and pump stations, will be installed at private landowner expense and maintained at private landowner expense. The town's responsibility begins at the edge of the right of way. There were expressed concerns among residents at the informational meeting relative to the perceived fairness of the arrangement.

Mr. McLaughlin spoke with members of the town that attended the meeting to summarize key points. Mr. McLaughlin presented information gathered by attendees for the BOS to consider as an equitable approach to the project proposal and NH Route 4A residents seeking a sewer connection:

- A request for town support in filing for grants, particularly for low-income people that live along Route 4A.
- Assistance in obtaining financing for installation of required sewer pipes.
- Town ownership of the sewer lines, with required easements for pipes to be maintained.
- Consider reopening the quarterly sewer bill that include both sewer fixed cost bill and the sewer deficit charges.
- Consider reducing or eliminating the payback to Lakeview, as it is town infrastructure now.

Chief Cummings inquired as to why there was a desire to not own the piping or the infrastructure as the responsibility for piping and infrastructure was not put-upon Lakeview.

Mr. Aylesworth corrected Mr. Cummings that the Town does not have such responsibility when it comes to Lakeview. Mr. Aylesworth sees it as analogous because the town's responsibility ends at the Lakeview pump station. He clarified that the town does not have any part of the gravity system on the Lakeview property, and stated it was maintained by Lakeview.

Chief Cummings clarified that the pump station was being maintained by the town. Mr. Aylesworth confirmed, yes. He added that anything lateral to the pump station and going away from the road is Lakeview responsibility. The same logic was applied that anything off the forced main between Lakeview and the museum would be privately maintained.

Mr. McLaughlin noted that he spoke with Mr. Taylor, the DPW Director, who said the Town was responsible for the sewer pipes at Lakeview. Ms. Stewart and Mr. Aylesworth did not agree with the assessment.

Ms. Stewart gave the example of how electrical hook ups work in that the line between the pole and the house is the owner's responsibility.

Mr. McLaughlin clarified that from the main pump line on Route 4A, coming down Sloan Road, going up Bud Mill Road, going down Meadow Lane – those roads are the responsibility in question, not the pipes between the road and the owner's house.

Ms. Stewart clarified that if the Town wanted to expand and make a project it would be different than a group of private land owners coming together to join the line. There is a difference between a private project versus a public project.

Mr. McLaughlin reviewed horizontal drilling costs with Mr. Jim Keller and found that in order to run the pipe to the house would cost about \$30,000, and the hookup would be an added \$9,000, ultimately costing around \$40,000 to hook up.

Ms. Stewart noted that it typically costs around \$38,000 to get a new septic, in most places.

Mr. Aylesworth questioned the costs that were quoted specific to him.

Mr. McLaughlin noted that with the Pathways design as presented it would be 2,000 linear feet for a hook up, and he was quoted around \$75 per foot. He noted this was very cost prohibitive for residents and they didn't feel they were being treated equally. He acknowledged that the pump was installed for Lakeview as an emergency, but in his opinion the approach the town is taking is inequitable, and is showing discrimination against residents on Route 4A.

Ms. Stewart posed that if a project was done with the same idea, that if the town took on the loan that the Route 4A residents would band together to connect in understanding they would have to pay it back. She noted that there was always a question on qualifying for grant money.

Mr. Aylesworth noted that with regard to the Lakeview project, they received grant and loans from the USDA because the town would own the pump and Lakeview sewer as an asset. There were portions of the project not eligible for USDA funding, which is why there was state SRF funding. The gravity sewer lines, which would be privately maintained, were not going to be town assets and therefore could not be funded with federal grants or loans from the USDA. The town would not be able to pursue USDA funding for this particular project, absent the town taking on ownership and maintenance responsibility of the lateral infrastructure. More research needs to be done as to whether state SRF loans could be utilized for the project. It's also important to understand that, if there were no other impediments in the process, there would need to be a town meeting vote to authorize the borrowing. Mr. Aylesworth noted that it was conceivable for the BOS to authorize residents to pay off the connection fee in installments as opposed to a lump sum; however, Lakeview and Shaker Landing betterments come with a lien on the property. Mr. Aylesworth noted that Lakeview residents expressed a wish to prepay upfront to avoid a lien, but ultimately it was decided to pay over time, whereas now Route 4A residents are not satisfied with a lump sum agreement and would seem to prefer a lien.

Mr. McLaughlin noted he understood the idea of the lien on the property, but that he felt residents seemed concerned with the cost beyond the \$7,000 it cost for hook up, such as the cost of getting the pipes installed.

There was confusion on understanding the easements at Lakeview and Shaker Landing. He will seek to speak with Mr. Taylor to clarify.

Ms. Stewart noted that if there was a town project which involved a town run system every single home, as designated by New Hampshire state law, must connect whether they want to or not, and they would be forced to pay the connection fee. It would not be optional, and there are no waivers, which is something to consider when discussing the project with residents. In such a case, the town would have to force residents that may not wish to connect.

A local resident asked if the same rule applied to Route 4. Ms. Stewart said yes. Chief Cummings added that the difference was that waivers were given on Route 4. Mr. Aylesworth explained that the state laws allows BOS to administer waivers under certain conditions. Per the current iteration of the state approved sewer ordinance, the homeowner must have a state approved system that is less than 20 years old. The waiver also only extends to the owner of the property at the time that the septic went in. If the property changes hands it's the BOS expectation that the new owner will connect.

Mr. McLaughlin noted that he was not aware of such circumstances.

Ms. Stewart noted that it was good to have a conversation and important to speak with neighbors about the process so everyone can understand what goes into the decision, and how their neighbors might be affected in the process.

Mr. McLaughlin suggested the possibility of a study group consisting of the town residents and DPW, or someone who can help discuss and understand how it works.

Ms. Stewart noted it was fair to look and see if funding is available, and whether it's practical. She noted it is a challenge as there are many hoops to jump through to secure it. She inquired as to if there was a way to survey people to get an idea of what the needs are.

Mr. Aylesworth noted that it was possible to send a targeted mailing.

Ms. Stewart inquired as to how many people needed to be in the group to connect.

Mr. Aylesworth noted that there was no specific number. He noted that for the purpose of setting a fee, the BOS had to provide an educated guess on how many of the 107 households along the stretch of road, located within distance specifications to connect, would be interested. The estimate of 50 houses that would connect affected the fee presented; if more residents connected the estimated fee would go down, and if fewer residents connected the estimated fee would go up.

Chief Cummings offered that the town could do a similar set up as to what it did at Lakeview; for example, Wilson's Trailer Park. If you wanted to get the trailer park on board and the town offered to own the main sewer line and the pump station, the town would qualify for the USDA funding again. He inquired as to why the town wouldn't pursue that.

Mr. Aylesworth clarified that the town would qualify for funds to cover the pump station, but that ownership of the system would not extend beyond the pump station.

Chief Cummings agreed, and stated that the loan would be available if the town agreed to own the pump station.

Mr. Kluge reiterated that the Lakeview project was presented to voters at Town Meeting with the promise that town would not be on the hook for a nickel regarding the project. He is concerned that there would be outcry if the Town offered to assume ownership of lateral infrastructure that it was previously understood would be privately maintained.

Ed noted that residents at Wilson Trailer Park are marginal or lower income and may qualify for different grants. He inquired if the BOS could see the 20+ residents paying \$8,000 out of pocket for sewer.

Chief Holland acknowledged Ed's point and noted he was trying to look at it from another perspective.

Mr. Kiley added that when the original project was created, they had put Wilson in there as a probability because of the low-income piece, and therefore got priority on the USDA list for getting funding. He also echoed Ms. Stewart's remark on the cost of a septic system being in the range of \$30,000.

Ms. Stewart added that there are also maintenance costs for getting it pumped, and electrical costs that people don't usually think about to also take into consideration.

Mr. Aylesworth noted that these were details mentioned in the meeting, and reiterated that it was expressed that people were not required to connect. People have an option to calculate costs and see if

they are better to stay with their current septic system. Mr. Aylesworth also noted that if people connected to the system, there would no longer be a bedroom maximum threshold. It would be possible for people to add two or three bedrooms to their home to increase their property value, and they would not have to dedicate a piece of their property for a leach field.

Ms. Smith noted that Ed's idea for forming a study group to look into all options was excellent.

Mr. Aylesworth noted that the cost figures contained on the slides presented at the meeting reflects the towns best efforts to honor the promises made to Lakeview on how to recover costs on their behalf for the portion of the system that benefits those beyond just them, such as other landowners along Route 4A. In the end, the town cannot subsidize the hook ups for residents, the cost needs to be borne by the user. It would be up to residents or officers of the Lakeview Association to meet and agree that the ideal situation is to have a larger volume of connections, and to agree that it may necessitate lowering the fee for Route 4A residents to encourage more participation. By lowering the hook up fees for Route 4A residents, Lakeview in essence be agreeing to absorb the excess costs.

Ms. Stewart was contacted by a resident on Shaker Hill Road who just paid a large fee to get their system hooked up because of how it needed to be installed for their particular residence is very large. The resident is located in an area that is not on a forced main and can connect, but they could not gravity feed and did not have an ideal connection. After adding all of the costs it was almost as expensive as owning a septic. It is a possibility that this could happen to some people, but it is not unavoidable on the property owner's side.

Mr. McLaughlin understood Ms. Stewarts comments about the responsibility of the property owners, but thinks that all of the parties should sit together to discuss what an equitable approach would be for all involved. He expressed that he doesn't feel that residents should have to 'pay back' Lakeview, and while he acknowledges that some payment is appropriate, but he also recognizes that they had town support when completing their end of the project in the first place. If Route 4A residents get the same support and equitable treatment as Lakeview, it would be appropriate.

Mr. Kluge recognized that the town can try to create the support and funding, but that if those efforts do not work, then it will be the end of the discussion.

Mr. McLaughlin disagreed, and felt it would be another discussion. Conversations he has had with residents who share septic systems with their neighbors, or who would like to build a larger house are interested in pursuing connects. He stressed that there were more and more people living on the lake full time, with questionable septic.

A member of the public inquired if when property changes hands on the lake if property owners must have proof of septic?

Mr. McLaughlin noted the property owners are required to have a septic assessment completed with a grading on it and give it to the person who is purchasing it.

Ms. Smith noted that if the septic is in failure, then the property owner has to act upon it.

Mr. McLaughlin agreed with Ms. Smith's assessment. Mr. McLaughlin expressed he understands he is not an expert, and may have misunderstood previous conversations he'd had with Mr. Taylor. He acknowledged that there also might be a greater component for hook ups beyond Route 4A residents, but he doesn't know. He acknowledged the need to address the situation more equitably, but also noted that he did not have an answer as to how.

Mr. Kluge noted that it is ultimately up to the Town Meeting, which can be a hard sell. He also noted that one of the likely reasons it went through is that, at the time, there were three Selectmen stating that it would not cost the taxpayers a cent.

Mr. McLaughlin requested to see the grant and to understand the wording in the grant. He thought that low margin income and lake quality were in there, which can be used to support the residents.

Ms. Smith noted that it still had to be approved at Town Meeting, and the selling price was that it was not going to cost the town any money.

Mr. McLaughlin agreed with that general assessment.

Mr. Kluge would be happy to see a process move forward seeking more information and getting some ideas out, as long as it is understood that it is not entirely feasible.

Mr. McLaughlin reiterated that a study group would assist in looking at what the issues and options are to be able to come back with something that represents all of the different parties.

Ms. Stewart would like for the study group not to expand too far outside of the Route 4A area. There are many large projects on the plate for the town and she is concerned keeping the focus within the scope of Route 4A and not extending to residents around the end of the lake. She acknowledged that it would potentially be possible to extend the conversation at a later time, but as of this time the focus needs to be on Route 4A residents.

Mr. McLaughlin agreed and discussed aspects of the waste water study going on and how expansive that study should be, with regard to having a treatment plant. He noted that should have a big picture scope.

Ms. Stewart noted that yes, the wastewater study was ongoing and may inform the town that they are doing well as is, or may have other feedback to offer, but it is hard to know.

Mr. Aylesworth indicated the relevancy of the wastewater study to the potential growth in the sewer system and where it might happen.

Mr. McLaughlin thanked the BOS for their consideration in the matter, and the Selectmen expressed their gratitude for his attendance to the meeting.

Mr. McLaughlin inquired as to what the follow up would be between the BOS and developing the study group. Mr. Aylesworth noted that the DPW director would be back from vacation on Monday, and that he would sit with him and bring him up to speed and discuss the approach. Mr. Aylesworth invited Mr. McLaughlin to be a part of the conversation.

Mr. McLaughlin requested to be on the agenda for the next BOS meeting to discuss the upcoming Lake Sunapee Regional Planning Commission and to make a presentation.

US Route 4 Sewer Hookups – Status Update

Mr. Aylesworth reviewed a document with the BOS that listed twelve properties that, as of the last update had not connected nor had there been any response or activity on their behalf. Five of the twelve are either hooked up or have been granted waivers, or are engaged with contractors and appear to be working through the process to get connected. Seven of the twelve have yet to follow up with the Public Works Director regarding plans to connect, nor have they responded to waiver or denial letters. Mr. Aylesworth would like to discuss the next steps with BOS in the non-public session.

Master Planning Services

Mr. Aylesworth requested feedback from other members of the Board regarding the process. Mr. Kluge spoke earlier in the evening regarding his KUA experience and reaccreditation, and all the efforts that went into that. Mr. Aylesworth expressed that this is a major undertaking. After many years of not updating or utilizing a Master Plan, the stakes are higher. It would take a lot of work and energy, both from the standpoint of writing a document as well as bringing the right people together, including facilitating public involvement and discussions with the stakeholders to be sure the values, objectives, and goals are an accurate reflection of a cross section of the town's population as possible. Mr. Aylesworth noted that the town's with a robust Land Use Department tend to work with outside groups to help the employees maintain their regular work flow, as well as maintain objectivity. Enfield has one full time staff member in the Land Use Department and would be heavily involved with the process, even if the town contracted with an outside agency. An outside agency comes to the town with no preconceived notions, which is beneficial to the project.

Mr. Aylesworth strongly encouraged the Planning Board to move forward with requests for proposals or requests for qualifications and sitting down with firms to get a better idea of what could be brought to the table. There was expressed concern among certain members of the Planning Board that the master plan would not be an authentic town document if certain functions were "outsourced" to a consultant.

Ms. Smith also added that cost is a factor. Mr. Aylesworth agreed and noted that there is a grant that the town is looking to apply for. It is the Municipal Technical Assistance grant, which is geared towards overhauls relating specifically to zoning. However, Mr. Aylesworth spoke with administrators and they agreed that the town could make the case that the Master Plan could have implications on future zoning. It may be possible to get up to \$20,000 to help with the process, which in the case of the town, would cover the entire budget.

Mr. Aylesworth asked if Mr. Kiley had any additional perspectives to add. Dan noted that he questions the timing of when a consultant would be a part of the process and that the town could look into what chapters could be updated or written prior to a consultant coming on board. He noted that the discussion was more a question of when a consultant would come on board, not if. He also noted a specific interest in getting requests for qualifications as a priority to give the Planning Board a chance to review and to receive input.

Mr. Kluge disagreed and stated he felt the need for a consultant in the process sooner rather than later. The history of the process in the town speaks to the need for hiring a consultant, and why leaving the matter only to the Planning Board does not work.

Ms. Stewart inquired if there was anyone who is a part of the process and who has professional experience.

Mr. Kiley confirmed that there is one person on the Planning Board who has.

Ms. Stewart noted that consultants are important to the facilitation of the process, and also serve as the champion of getting started, which is her key interest in getting started. Having a consultant created accountability and a timeline of expectations and deliverables, with the ability for action items to be assigned out. They can also assist with redirection, when necessary, and overall organization of the process. There is a lot to be done in the town and it does not seem fair to see the Land Use Department solely working on the Master Plan and not other duties within his job description. She also expressed that outside perspective is helpful and it doesn't mean it would be a non-Enfield document. Ms. Stewart has heard many questions from newer residents of the town, and she does not see Mr. Rob Taylor, the Town's

Land Use & Community Development Administrator, assuming primary responsibility for the collection process.

Mr. Kiley expressed that his contribution to the discussion was not his personal opinion, but a representation of the Planning Board. He personally stands behind the need for a consultant, noting his previous experience with entering the process and having a consultant that left for a new job before the project and the document was completed. Only three chapters were completed and were not put into action.

Mr. Aylesworth notes that regardless of the firm, there should not be a concern that the firm will use a cut and paste approach to Enfield's process. He stated we are our own unique town with unique objectives and values, and the right firm, will provide a focus to the process to make it happen. The process does not involve entirely handing off the burden to the consultant, but assuring that there is a shared facilitation in the process to assure completion.

Ms. Stewart notes that volunteers can mean well in their intentions to assist with the process, but when it is a paid position they are on the hook for a deliverable, and they are trained to complete it. Volunteers can be well qualified and well meaning, but life changes which can cause disruption to the process. Whereas, with a firm,

Mr. Kluge confirmed that volunteers are also typically busy with their own lives and can be a tricky situation.

Ms. Smith noted that when Steve Schneider was Town Manager, he stated at a Select Board meeting that the primary focus for Scott Osgood, on the Planning Board at the time, was to prioritize the Master Plan: Yet we are still here in the same place, years later.

Mr. Kluge confirmed that all of the Selectmen were in agreement that a consultant is needed, and Mr. Aylesworth requested that Mr. Kiley pass along the feedback to the Planning Board.

School Funding Presentation

Mr. Aylesworth noted that there was no presentation by the school, however, there was a question as to if the presentation would be appropriate to bring to the BOS.

Ms. Stewart inquired if it was the same presentation that was done at the high school.

Mr. Aylesworth believed that it reference a presentation that was made by Attorney Tobin at some point last year.

Ms. Stewart stated that she attended the presentation by Attorney Tobin and the Executive Counselor, Andrew Valinski. She noted it was an excellent, nonpartisan presentation with many good ideas.

Mr. Aylesworth and Mike Sampson were contacted by the Mascoma Valley School Superintendent, Amanda Isabelle, to offer the presentation as a part of a board meeting or as a public information session that could be sponsored in the town.

Ms. Smith expressed that a special public information session would be the most appropriate avenue.

Mr. Kluge agreed that it would not be appropriate for a BOS meeting.

Ms. Stewart stated that her takeaways were pertinent to our small towns with regard to how funding is done in New Hampshire. The presentation discussed what it looks like to cost average the funding across the state and breaking it down among the regions. The presentation involved no partisan politics and that it was all about affordability and challenges.

Chief Cummings offered his perspective and advised the BOS to steer clear of school district issues and keep them separate. If the school district wants to hold a presentation in each town that would be a great idea, but as a BOS it is not

Mr. Kiley added that the school board wants bigger groups for attendance, but they cannot get larger groups so now they are looking for a five-town meeting among the regional school district.

Shaker Field Dog Park – Correspondence from John & Kathryn Harlow

Ms. Stewart made a motion to skip the correspondence as the BOS had already reviewed previous correspondence. She believes the BOS is being asked to be an arbiter of a ‘sand box argument’.

Mr. Aylesworth included the correspondence for informational purposes, as there was no board action needed, but it was to keep folks informed of somewhat charged rhetoric. Mr. and Mrs. Harlow sent a letter to the Mascoma Valley Dog Park Board of Directors regarding concerns for the notice posted on the enclosures at the dog park. The notices discussed how incidents at the park could be reported, and the Harlow’s expressed concern with the directions, which may actively encourage people to see issues when they may not exist. The letter is public record and was posted online.

Mr. Aylesworth reviewed some of the Harlow’s concerns regarding procedures for adjudicating incidents, procedures for managing social media posts, and issues with posted rules in social media settings.

Mr. Aylesworth and Ms. Stewart expressed that the issues should be discussed between the Harlows and the Mascoma Valley Dog Park.

Mr. Kluge noted that the letter from the Mascoma Valley Dog Park to the Harlows was polite and thoughtfully written. Mr. Aylesworth noted that the letter to the Harlows did not address all the concerns they had expressed, but it acknowledged that the sign was not.

Mr. Kluge expressed it was not in the best interest of the BOS to discuss how the Mascoma Valley Dog Park organizes their Facebook page. Ms. Stewart echoed Mr. Kluge’s remark, and added that the BOS also did not need have any part in their day to day operations as they are a nonprofit using town land. Ms. Stewart noted that she wished to make a motion to lease the land to the dog park because this scenario was one of her concerns.

Ms. Aufiero inquired if the town had liability insurance, or if they were liable for that dog park, and if it was possible for someone at the dog park to sue the town.

Mr. Aylesworth confirmed that he spoke with Town Council, and that any attorney representing a complainant from the dog park could potentially file suits against private parties, the dog park board, and the town. Mr. Aylesworth asked Town Council if the town would have a reduced liability exposure if they leased the land to the dog park, but the town would still be the property owner and still be equally as liable.

Headrest Request to Use Mascoma Lakeside Park for annual Rail Trail Ramble

Mr. Aylesworth informed the BOS that Headrest rescinded their request.

Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$1,250 in aggregate – Vote Required

Mr. Aylesworth noted that Casella had pledged \$5,000 towards the lakeside park. This is the third installment of \$1,250.

Ms. Smith made a motion to accept the donation to Mascoma Lakeside Park in the amount of \$1,250; 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 – Vote Required

Ms. Smith made a motion to accept the donation to the Conservation Commission for a Bench in Memory of Gary Gaudette; Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Donation to Mascoma Valley Regional Recreation: \$800 in aggregate – Vote Required

Ms. Stewart motioned to accept the donation to Mascoma Valley Regional Recreation in the amount of \$800, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Chief Cummings – Fire Department Update

Chief Cummings met with Mr. Aylesworth regarding a concern for the budgeted amount regarding repairs to the bay doors at the Union Street firehouse. The budget as it was approved may be challenging towards the end of the year due to an unanticipated repair to the primary truck which will cost \$6,000-7,000. The repair must be completed because it is relevant to the pump. He informed the BOS that they have updated safety equipment, helmets, and boots out of the current budget. He discussed that there were two garage doors approved for repair at a prior meeting. He stated that the door in Enfield Center is going to be funded out of the current fire department budget as it was already included. After the money for repairing the Union Street door was approved at a previous meeting, Chief Cummings noted that none of the doors have sensors that prevent the doors from closing on people or vehicles. He asked the door company to assess the updates necessary. A member of the Overhead Door Company, who specializes in commercial doors, noted that the current openers are 20 years old and are not able to take the sensors. Chief Cummings requested that the previously approved budget of \$6,000 be amended to \$6,588. Chief Cummings worked closely with Overhead Door Company to find a way to help the needs fit the budget, and they were able to arrive at \$6,588. Chief Cummings confirmed that this amount would replace one bay door at Union Street Station, as well as replacing three openers and installing the necessary sensors so the doors do not close on people. Chief Cummings also noted that the doors would be serviced to replace broken nylon rollers, which are not adequate for the weight of the door and would be best fit with steel rollers.

Ms. Smith confirmed the funds would be coming out of CIP.

Ms. Stewart inquired if it could be voted as it was not an agenda item.

Mr. Aylesworth confirmed it was the towns practice to have items print on the agenda. While it would have been ideal have it added prior to the meeting, there was no specific advisement that suggested it could not be voted on immediately. Mr. Aylesworth noted that it was a relatively nominal increase and if the BOS was so inclined, they could make a motion to accept the amendment.

Ms. Stewart motions to authorize an additional amount up to \$600 out of CIP for the Union Street Garage Door project. Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Mr. Kiley noted that the apparatus they are calling the ‘new truck’ down at Union Station is now 18 years old. Chief Cummings stated that Dan is sitting on the truck committee and he was involved with the process on the last truck, so he understands the process for attaining a new truck. Chief Cummings stated

that they have met with the manufacturer, and it is going to be their recommendation that they stay with B1 to retain uniformity with their trucks, and combine two trucks into one, which will save the town \$200,000-300,000 by removing a truck from the CIP plan. If they purchased the same truck as before, it would cost roughly \$500,000, and they are trying to keep the cost between \$500,000 and \$550,000 to combine two trucks. He doesn't know where the numbers will come out, but he wished to give the BOS an update.

Mr. Aylesworth notes that there is reason to hope that there is a fire fighters grant, which has not been pursued in the past, can help offset the cost of major items to small towns. They are hopeful they will be able to get the support needed for the fire department.

Mr. Kiley added that combining two trucks will allow for more room in the Union Street station.

Mr. Kluge asked that the discussion be tabled for a later date and thanked Chief Cummings and Mr. Kiley for their input.

ADMINISTRATIVE ITEMS

2019 MS-535 (Financial Report of the Budget)

Mr. Aylesworth reported on the financial report prepared by the town's auditor, who has e-filed the document. Mr. Aylesworth reviewed the document and confirmed it reads accurately and requested the BOS to sign the document, which they did.

Mr. Aylesworth then distributed the public and non-public meeting minutes for July 15th to be signed by the Selectmen.

Appointment Forms – Alternate Inspectors of Election (Voted Previously)

Mr. Aylesworth distributed documentation relevant to the Alternate Inspectors of Election which were voted on during the July 15th meeting. The vote was already completed, but the appointment forms required BOS signatures for finalization.

Property Tax Abatement

Request for property tax abatement in the amount of \$389.40 for Alison Flint at 526 Shaker Blvd. Two parcels were annexed to one lot, and she was continuously billed for one of the parcels that was annexed. She was being double billed for a portion of her taxes.

Ms. Stewart motioned to accept the abatement request as printed. Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Veterans Tax Credit

A request for a disabled veteran tax credit was received. Mr. Huntley's (the Assessment Administrator) notes say that the VA revised an earlier denial and stated the veteran was disabled as of October of 2018. The BOS is requested to approve a credit that should have been given, which was previously denied.

Ms. Stewart motioned to accept the credit request as printed. Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Property Tax Abatements

Mr. Aylesworth notes that there are five properties on the warrant from the tax collector seeking abatement. The properties were located on Paul's Place, Road Round the lake, and two Hickory

Overlooks (lot 43 & 46), and Barrett Drive. The properties were formerly owned by Crystal Moses who purchased them through town surplus, and had not recorded them with the county when she purchased them. She called the town for a payoff amount and send payment for all taxes, penalties, and interest due through that set date. The check was not mailed until a later date. These balances reflect the time delay. The properties are currently owned by Eastman Community Association. The amount to be abated due to the timeline is \$144.77.

Mr. Kluge motioned to abate the settlement of \$144.77 to Crystal Moses. Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Elderly Exemption

Mr. Aylesworth presented a request for an elderly exemption. The individual qualifies based on their income requirements, with back up documentation to attest to that.

Mr. Kluge moved to grant the elderly exception to Gary Purington. Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Veterans Tax Credits

Mr. Aylesworth presented an application for a veteran's tax credit. Ms. Huntley inadvertently sent the mailing to the wrong address back in the spring. Once the error was discovered the deadline had passed, however, the person does qualify for the veteran's tax credit.

Ms. Smith motioned to grant the veterans exemption. Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented a resident that did not learn about the veteran's tax exemption until after the deadline. Mr. Aylesworth confirmed that the resident qualified at the time prior to the deadline.

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

Mr. Aylesworth presented an application in which needed to be resubmitted by a widow because the original form was filed in her deceased husbands name; therefore she is resubmitting for herself.

Mr. Kluge moved to accept the application for tax credit exemption for Sandra Balargion. Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented a veteran's tax credit application from a veteran who was unaware they were met the requirements for eligibility.

Mr. Kluge motion to accept the application for a veterans tax credit, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Solar Exemption

Mr. Aylesworth presented a solar exception request which qualifies.

Mr. Kluge motions to accept the application for solar exemption, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Property Tax Refund

Mr. Aylesworth presented regarding a settlement over a dispute between the assessor and the property owner regarding the value of the property. A negotiation was met over the sale price to execute.

Mr. Kluge motions to refund the 2017-2018 property taxes, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Gravel Tax Levy

Mr. Aylesworth presented a document regarding a gravel tax levy for Crates Gravel Pit on Bog Road in the amount of \$14.40.

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

Yield Tax Warrant

Mr. Aylesworth presented a yield tax of \$528.24 tax burden for timber cut on map 13 lot 22, carried out by an amalgamation of owners.

Mr. Kluge moves to accept the certification of yield tax as presented, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Property Tax Abatements

Mr. Aylesworth presented a request for abatement on Boys Camp Road. The tax payers own a parcel of land on Boys Camp Road which is part of the Nickel subdivision. All the parcels have beach rights to Crystal Lake. The property was assessed at \$58,400 and was on the market for quite some time. The Reagans purchased the property in November of 2017 for \$28,000 and it turns out the parcel requires a more expensive septic system than normal. The parcel also has beach rights on Crystal Lake. The property was reviewed in comparison to other parcels, and due to the difficult septic issues he has reduced the value to \$37,900, a reduction of \$20,500 in value. The reduction in value results in a refund of \$541.41 as well as 6% interest.

Ms. Stewart motion to refund the 2018 property taxes for the Reagans, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented a request for abatement filed by Joshua and Erin Wessells. The tax payers own a parcel of land on George Hill, previously owned by Jane Carpenter. The parcel was previously assessed for 93 acres, of which 90.25 acres were listed in the current use program. After review from a surveyor it was determined the parcel really only contains 51 acres of land. Mr. Norm Bernaiche (the Town's contracted assessor) reviewed the property and noted that three of the shed-type buildings had been removed. He reduced the acreage to 51 acres, thus decreasing the land in current use from 90.25 acres down to 40.25 acres. The difference in assessed value to the land is \$1,777. Mr. Bernaiche also noted that there were three sheds removed from the property totaling about \$1,700 in value. The total adjustment in the assessed value is \$3,477. Based on the current tax rate of \$26.41 per thousand the refund would be \$91.83, plus 6% interest backdated to December 21, 2018.

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

OTHER BUSINESS

Mr. Aylesworth noted that the only other matter was for non-public regarding RSA 91:3 (e), which is to discuss matters of possible pending litigation.

Ms. Stewart moved to enter non-public session at 7:48 PM, Ms. Smith seconded, vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to come out of non-public session at 7:57 PM, Ms. Smith seconded, vote unanimous in favor of motion (3-0).

Ms. Stewart moved to seal the non-public minutes from the August 5, 2019 meeting, Ms. Smith seconded, vote unanimous in favor of motion (3-0).

ADJOURMENT

Mr. Kluge made a motion to adjourn at 7:58 PM, Ms. Stewart 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 – AUGUST 5, 2019

General Information and Updates from Departments

- The August issue of the Town's monthly e-newsletter was published on August 1.
- The Town's independent auditor recently finished preparing the MS-535 for 2018, which is the financial report of the Town and must be submitted to the NH Department of Revenue Administration (NH-DRA) on an annual basis. There are two figures I would like to draw specific attention to. First, the undesignated fund balance of the Town's general fund (which faced a \$122,000 deficit as recently as the end of 2016) shows a **positive balance of approximately \$569,000**. The Town Manager had previously conservatively estimated that the undesignated fund balance had improved to at least \$450,000 (up from approximately \$83,000 as of the close of the 2017 budget year) and the final result is clearly even better. Although it marks considerable progress in the right direction, the Town will still need to further increase the general fund's undesignated fund balance by \$1 million (up to approximately \$1.5 million) before it reaches roughly 8% of the Town's total operating budget (a minimum standard recommended by the NH-DRA).
- We are now seven months into the 2019 budget year, and the Town's operating budget is performing well on both the expenditure and revenue sides of the equation. Approximately 45% of the general fund operating budget is unexpended as there is roughly 42% of the year remaining. 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 ambulance revenue, sales of municipal property, and dividends and payments from insurance) are outperforming pre-budget year projections and making up for any potential shortfall in other areas.
- The assessors are currently working on several tasks associated with the 5-year revaluation. They are reviewing property sales, doing field reviews and working on the analysis in the Vision system (the assessing software that we have used for multiple decades, but will be discontinuing this year). In the Avitar System they continue to make changes in the data (data scrubbing) to make the system work as close to the Vision system as they can. They are also making sure that all of the sales data is in both systems. The data scrubbing has been a challenge, but is coming along well. Norm Bernaiche is pleased with how things are progressing. He anticipates having the analysis completed by the end of August. Once the analysis is done and the new values are created, the Assessing Administrator (Julie Huntley) will be sending the new property record cards to owners and scheduling informal hearings. We expect approximately 3 weeks of hearings. A hearing can be either in person or via the phone. We will not conduct hearings by e-mail as this proves to be less efficient. We anticipate having final values for the Board of Selectmen's meeting on October 7, and the final tax rate for 2019 can then be set.
- The Police Department recently evaluated its phone system and determined that it had the capabilities to better respond to public needs. The Department has changed the call in (603-632-7501) to an automated line that will immediately allow a caller who has an emergency to be transferred to Hanover Dispatch while still giving the option to get a hold of the station for non

emergency needs as well. There have been instances in the past when calls of an emergency were ultimately fielded by Paula at the station, and she in turn had to contact dispatch. The new approach should be more efficient and contain fewer possible points of failure.

- On August 15, the Police Department will be doing the annual senior lunch at the Enfield Community Building. As usual we will be grilling up hotdogs and burgers along with locally grown corn on the cob.
- The first day of school is August 27, and the Enfield Police Department will again start off the school year with “Walk With a Cop.” Students and parents will meet up with officers at Huse Park and walk to the school together. This program was very popular last year, and the Police Department looks forward to again helping our youth and their families get the school year off to a good (and safe) start.
- Michael Stearns, who has served as a light equipment operator with the Town of Enfield for nearly three years, submitted a letter of resignation (two week’s notice) this week. Michael was a valued and hardworking member of the Highway Division who leaves on good terms with the Town. He has accepted a job working at a sawmill much closer to where he and his wife call home (Haverhill). A light equipment operator vacancy announcement will be posted in all the usual venues this coming week.
- The Town Manager, Enfield Recreation Director and Mascoma Valley Parks & Recreation Coordinator – along with Canaan’s Recreation Director – have recently participated in meetings with representatives from the Mascoma Youth Sports League (MYSL). The MYSL is struggling on a variety of fronts, including volunteer burnout, and is signaling the very real possibility of shutting down in the absence of some form of significant assistance. Although the MYSL had initially approached the Towns of Enfield and Canaan work together to take over administration of all MYSL recreational programs (thereby allowing for the MYSL to dissolve completely), it was the position of the Town Manager and other municipal personnel that this was far too big a commitment to make in the immediate term and in the absence of more complete information. Additional meetings will be convened in the future, but MYSL volunteers have agreed to stay on for the upcoming fall sports season and merely look to the Enfield/Canaan recreation personnel for supplemental support.

Project Updates

- The Town Manager has been working in close coordination with the Assistant Town Manager and payroll/benefits coordinator to identify needed revisions to the Town’s existing personnel policies. These policies have been updated on a somewhat piecemeal basis over the years, and it is the Town Manager’s position that a more comprehensive review and update is warranted. At this time it is expected that proposed revisions will be provided to the Board of Selectmen for initial review and possible action prior to the Board’s September 9 meeting.
- The Municipal Facilities Advisory Committee (MFAC) has held three more meetings over the last couple of weeks (July 22, July 25 and July 29). These visits involved site visits to facilities of interest in other communities. These include the municipal offices and public safety complexes

in Hanover, Sunapee, and Hartford (VT). The new library in Sunapee (a truly remarkable facility) was also visited. 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.

The MFAC is scheduled to meet again on August 6 and August 12, and will begin transitioning to the next phase of the process – analyzing alternatives and eliminating options that are infeasible for any number of reasons (i.e., cost, location constraints, etc.).

One of the key considerations the MFAC will be making is what the Town should do with the Shedd Street property (former DPW garage site). Options include subdividing the property for residential development or redeveloping it for the construction of a public safety complex. Regardless of what recommendations the MFAC ultimately arrives at for the town-owned property on Shedd Street, the MFAC wishes to commission a qualified firm to conduct a Phase II environmental assessment to evaluate the presence, or absence of petroleum products and other hazardous substances in the subsurface of the site. The Town Manager has engaged Pathways Consulting to provide an initial cost estimate for these services. The Town Manager is also exploring the possibility that these services could be funded using EPA Brownfields grant monies that are administered by the regional planning commissions.

- Municipal Resources Inc. (MRI) has issued some preliminary recommendations relative to the ongoing Fire/EMS transition planning effort. This report has been provided separately for the Board's review. MRI's team will next be in Enfield on August 29 for another series of one-on-one meetings Town administration and appropriate department heads, as well as a nominal group process with the full membership of Fire Department and Ambulance.
- The Town Manager and Land Use & Community Development Administrator recently prepared a draft request for proposals (RFP) for master planning services and shared this document with the Planning Board for its review and feedback prior to publication. The Chair of the Planning Board has since expressed the opinion that the Planning Board should itself assume a more active role in writing the plan and limit (if not outright eliminate) the need for assistance from an external entity (whether it be the regional planning commission, consulting firm, or otherwise). At the most recent Planning Board meeting the Town Manager cautioned the Planning Board on this front, explaining that a master planning process is a massive undertaking and expressed the opinion that it might be an unrealistic expectation that the Planning Board would have the capacity to pull everything together (which will include the organization and execution of many public engagement sessions throughout the process) without outside professional support. The Town Manager has also recently learned of "municipal technical assistance" grants offered by PlanNH that could offset up to \$20,000 in master planning expenses, which, in the case of Enfield's project, could come very close to covering 100% of the associated expenses. This topic has been added to the Board of Selectmen's August 5 meeting agenda for additional discussion.
- On July 25, the Town Manager, DPW Director, and representatives from Pathways Engineering convened 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. A copy of the PowerPoint presentation has been provided to the Board

for its review. Topics covered included the financial, ownership, location, technical, maintenance and permitting aspects of connecting to the Enfield Sewer System. During this meeting, residents provided a wide range of useful feedback that the Board of Selectmen (acting in their capacity as Water & Sewer Commissioners) will take into account moving forward. Much of this feedback centered on concerns/objections relative to the monetary value of the fees being set by the Town as well as the Town's stated intention that all "lateral" infrastructure connecting to the Route 4A force main will be maintained by private landowners. A more complete debrief of this informational meeting will be provided to the Board of Selectmen at its August 5 business meeting.

- DPW Engineering is nearing completion of the wastewater asset management project. Fieldwork took slightly longer than originally anticipated due to poor weather conditions during late-spring as well as the inaccessibility of many manhole covers (i.e., many had been previously paved over, and required added effort to access). Once a complete working draft of the report is completed, the Town will convene a "level of service" workshop and invite all users of the system to come and provide feedback. This will be analogous to the level of service workshop that Town organized for the water asset management project completed with assistance from Horizons Engineering earlier in 2019. As soon as the asset management project is completed, the Town and DPC Engineering will commence work on "Phase II," which will involve a rate study as well as a feasibility analysis of constructing and operating a local wastewater treatment plant. As a reminder, both the wastewater asset management project and the upcoming wastewater treatment planning project are being funded with Clean Water State Revolving Fund loans that offer 100% principal forgiveness.
- As was previously reported, the Town retained the services of SymQuest to perform a 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 performed this assessment at no cost. SymQuest officially completed its assessment this past week and submitted a final report to the Town. This report is of course highly technical in nature, and will take some time to thoroughly review and dissect. The Town Manager has provided copies of the report to a handful of individuals with trusted expertise in IT to obtain their feedback. What is already clear, however, is that SymQuest's evaluation identified a number of issues/vulnerabilities/shortcomings with our current assemblage of computers, servers, firewalls, internet connectivity, off-site data backup, and overall IT network environment as configured by Twin Bridges, LLC, Enfield's longtime managed service provider (MSP). Naturally, it will be necessary to convene a debriefing with Twin Bridges as well and provide them an opportunity to speak to these identified issues, offer contrary viewpoints as appropriate, and ultimately take swift action to remedy critical problems. How things play out in the coming weeks could of course necessitate a new MSP moving forward.
- The Town Manager recently held a meeting with Park Architecture, a Hanover-based architecture firm, that submitted proposals in response to the RFPs for (a) landscape design planning services and (b) design and construction of an open-air pavilion at the Mascoma Lakeside Park property. Park Architecture was the only firm to submit a proposal in response to either RFP, and their submission indicated that they would perform these services in collaboration with other firms (including OPUS Construction). Park Architecture is an impressive firm that has a track record of completing a number of relevant community park projects with favorable results. However, the firm's proposed fees for services exceeded what had initially

been anticipated/budgeted by the Town as part of the Northern Borders Regional Commission grant application. Although contracting with Park remains a possibility, this has led the Town to reconsider its options. Shortly thereafter, the needs of the Town were discussed with Paul Mirski, who subsequently offered to provide his architecture and design services to the Town at no cost. An initial meeting was organized with Mr. Mirski this past week so that he could better understand the Town's goals and objectives for the site. Mr. Mirski is of the belief that the Town should reconsider both the design of the pavilion (i.e., he believes it should be octagonal as opposed to rectangular) as well as its planned location (i.e., he believes it should be sited closer to the water and closer to the existing parking lot for both enjoyment and ADA reasons). Mr. Mirski is now in the process of developing a preliminary site plan for the Town's consideration. Although the Town Manager had made arrangements with Monadnock Archaeological Consulting to complete a "determination of effects investigation" (as prescribed by the deed language in the event any activity, such as construction, would result in subsurface disturbance) beginning this past week in the area previously selected to construct the pavilion, these plans are now on hold because the archaeological investigation cannot move forward until such time as a final decision is made regarding the pavilion's design and location. This is because the archaeological investigation will be limited to the specific areas where support posts and the like will cause subsurface disturbance.

Recent/Upcoming Meetings

- The Budget Committee held a quarterly meeting on July 23. The Town Manager provided detailed updates on the Town's year-to-date financials, updates on the work of the Municipal Facilities Advisory Committee as well as the Fire/EMS transition planning process, and information on the IT network assessment (which, at that time, was not yet completed).
- As the recently appointed Vice Chair of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), the Town Manager participated in an Executive Committee meeting on July 24. The Town Manager will also be taking part in the UVLSRPC's regular bi-monthly commission meeting on August 14.
- On August 2, the Town Manager and Land Use & Community Development Administrator met with the Executive Director of the Grafton Regional Development Corporation (GRSC) to discuss local projects (including commercial and residential development, and public infrastructure projects) that the GRDC might be in a position to (in)directly support in the coming year.
- The Municipal Facilities Advisory Committee will be meeting again on August 6, 12 and 26.