

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**DATE:** Monday, September 9, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

**PRESENT:** Meredith Smith; Katherine D.P. Stewart

**EXCUSED:** John W. Kluge

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

**OTHERS:** Emily Curtis, recording secretary; Dr. Theis, and other members of the public

**CALL TO ORDER**

Mrs. Smith called the meeting to order at 6:00 pm.

**APPROVAL OF MINUTES**

**August 19, 2019**

Ms. Stewart motioned to approve the August 19, 2019 minutes as printed. Mrs. Smith seconded. Vote unanimous in favor of the motion (2-0).

**COMMUNICATIONS**

**Town Clerk's Report – August 2019**

Mr. Aylesworth reported that the town was about \$9,000 ahead of August 2018, so the town has surpassed the year to date totals from last year.

**Tax Collectors Report as of August 26, 2019**

Mr. Aylesworth reported that the presented information showed less data due to removing all items that had been 100% collected.

Mr. Aylesworth reported that after the letter to Lakeview residents, some homeowner association officers reached out to him that they understand the necessity of the letter. They requested that the Town Manager alert officers when plans are in place to reach out directly to the residents of Lakeview in the future so that they can coordinate accordingly.

**DTC Lawyers correspondence re: Comprehensive Public Rights-of-Way Ordinance**

Mr. Aylesworth noted that the letter appeared to be a solicitation noting that there are pitfalls associated with the town trying to address utilities and public rights of way in a piece meal fashion. They are encouraging towns to participate in a uniform template. Mr. Aylesworth notes that some neighboring communities, including Hanover and Grantham, appear to be strongly considering participation. Mr. Aylesworth would like to examine the costs associated with it to see if it is worth the investment of time and finances.

Mrs. Smith inquired if the NH Municipal Association had any comments on the document.

Mr. Aylesworth noted that he had not seen any feedback from them directly. He would like to inform the DTC Lawyers that the town is interested in further information, which does not entail a formal commitment to the project.

#### **Assessor Norm Bernaiche letter re: 2019 Revaluation**

Mr. Aylesworth noted that there is an ongoing reevaluation and values should be available by the end of the week. After the revaluations are complete there will be information available so residents are aware of the assessments and what the allotted period of time is for hearings to take place. These will take place before the MS-1 report is turned in to the state which informs them of the total valuation for the town. The information will also time well with the normal town tax rate setting which will take place on or about November 1<sup>st</sup>.

#### **MS-4 Report of Revised Estimated Revenues**

Mr. Aylesworth noted that the state requires that as of September 1<sup>st</sup>, each town must submit revised estimated revenues. He noted that the ambulance revenue is at 140% of what was budgeted, which almost doubles the revenue from last year. There is also some surplus municipal property that is being prepared to sell, including Engine 3 and the forestry vehicle. There is currently about a 4% surplus between projected and actual year to date expenditures.

### **BOARD REPORTS**

#### **Budget Committee**

Ms. Stewart reported that the Budget Committee met and the Board of Selectmen (BOS) has received a copy of what was sent to the department heads by the Town Manager. Operating budget and capital requests are to be returned to the Town Manager as of September 16<sup>th</sup>.

#### **Heritage Commission**

Mrs. Smith reported that the Heritage Commission met at the end of August and they are proceeding with the possibility of applying for the Certified Local Government.

#### **Mascoma Lakeside Park Committee**

Mrs. Smith also updated that there was a Lakeside Park meeting last week. Mr. Mirski is moving forward with a plan for the pavilion. They will be meeting at the park site next Tuesday, September 17<sup>th</sup>, to evaluate the location of the pavilion.

### **TOWN MANAGER'S REPORT**

#### **Selectmen's Mini-Retreat & Town Manager Evaluation**

Mr. Aylesworth reported the Select board mini-retreat would take place on Thursday the 12<sup>th</sup>. A discussion was held on when to do Mr. Aylesworth's annual evaluation and how that impacted the timeframe for the meeting. The BOS agreed to convene at 3:30 on Thursday September 12<sup>th</sup>.

#### **Transfer Station Punch Card System**

Mr. Aylesworth reported that the transfer station began a new punch card system on September 4<sup>th</sup>. Per the BOS feedback at a previous meeting, the punch cards are sold for \$25, which include five \$5 punches for disposal at the transfer station. It is acknowledged that the transfer station will continue to accept checks.

**ADA Compliant Porta-Potties**

Mr. Aylesworth reported that the Valley News published a regional story that focused on handicap accessibility. He noted that of the four porta-potties located at town properties, there is currently one which is ADA compliant, and two which are handicapped accessible. Mr. Aylesworth noted that he will work with the vendor to exchange current units for ones that are ADA compliant by next spring when the facilities are effectively reopened for the season, and this will involve upgrading at least two of the units. The unit located at the Mascoma Lakeside Park is a shared financial responsibility between the Rail Trail Alliance, Mascoma Sailing Club, and the Town. As such, the Town will seek concurrence from the other two groups before making a decision about any possible changes to that unit.

Ms. Stewart noted that in addition to being ADA compliant, it is beneficial to having facilities that are 'family friendly'.

Mr. Aylesworth noted that two of the units which are deemed as 'handicap accessible' are also deemed to be family friendly as well, even though they are not considered ADA compliant, but also pointed out that ADA compliant units are considered to be family friendly. So, in essence, the ADA compliant units are the best of both worlds.

Mrs. Smith also noted that Mr. Mirski was making ADA compliance a priority for accessibility to the Lakeside Park.

**Annual Softball Game**

Mr. Aylesworth reported that the annual Fire Department versus Police Department softball game was held at Huse Park. The Fire Department reclaimed the trophy for 2019 in what was a very high scoring affair. The game was also well attended by members of the public.

**Master Plan**

Mr. Aylesworth noted that the Planning Board will be meeting to discuss pre-planning for the Master Plan. Mike Akillian, of The Center for Strategic Governance, will be at the meeting on the 11<sup>th</sup> to discuss what his firm can bring to the table and the Planning Board will decide if they wish to work with Mr. Akillian's group on the pre-planning effort. The idea is that the master planning process will formally go out to competitive bid upon conclusion of the pre-planning phase.

**Water System Project Funding**

Mr. Aylesworth, with the assistance of Horizons Engineering, is in the process of preparing another funding application for the municipal water system, which is through the Drinking Water Construction Project Assistance Program. He noted that the grant funding available is based on how economically suppressed the town is. Mr. Aylesworth is trying to make a case for the demographics of residents served by the town water system versus the full town demographic, as they are two very differing statistics. The town is seeking 30% grant funding for the project, and breaking the project up into two parts. One part would be to establish a new well and replacing a subset of the 1903 water mains, and the second part would involve the replacement of the remaining 1903 water main. The goal is to sequence the work in a manner that makes the project as affordable as possible.

**Fire / EMS Transition**

Mr. Aylesworth reported that MRI was here on August 26<sup>th</sup> and had a meeting with members of the Fire Department and Ambulance. The meeting involved what is called a nominal group process, which involves the identification of a wide range of opportunities and challenges, and ultimately uses a consensus-based process to prioritize these items for future action. The conversation identified 16 action items to be prioritized for implementation within the next 8 months. Some will be acted on in as little as a

few weeks, others will require more time. The meeting went well and MRI will be returning to follow up on action items at the first Fire-EMS Working Group meeting later in the month.

**Town IT Support**

Mr. Aylesworth stated that the current Town of Enfield IT provider, Twin Bridge Services, took part in a meeting with Mr. Aylesworth, SymQuest, and a couple of Enfield residents with extensive professional IT experience. During the meeting, there was a lot of agreement on what needs to be done to improve the town's IT network. It was noted that there is a goal to move, at least in part, to a cloud-based environment. It was noted that replacing the current file server was part of this year's budget and should be completed immediately.

Ms. Stewart inquired if the entire IT package would be put out to bid. She also questioned investing in a physical app/file server this year, if the goal is to implement a cloud-based environment.

Mr. Aylesworth noted that the current server is 10 to 11 years old, and there seems to be general agreement that it could be problematic to attempt to migrate much of the Town's existing specialized software to a cloud server environment. That said, moving the mail server to the cloud in 2020 is a very real possibility. Everything within the IT network needs a fresh look.

**Lebanon Rotary**

Mr. Aylesworth noted that he was invited to the Rotary Club of Lebanon to discuss happenings within the Town of Enfield.

**PUBLIC COMMENTS**

Dr. Theis, a member of the Conservation Commission, requested a copy of the surplus properties that the town intended to sell.

Mr. Aylesworth clarified that the previous discussions were based on surplus equipment only, and not town properties for sale.

Dr. Theis also requested a breakdown of prices for disposal of truck and tractor tires.

Mr. Aylesworth noted that there are different categories for tire pricing.

Ms. Bonnette looked the information up on the town website and reported the different categories and prices associated with disposal.

Dr. Theis presented the BOS with a packet of information regarding the problems with the disposal of tires.

Dr. Theis inquired as to who Primex is.

Mr. Aylesworth stated that Primex is the insurance company that works with a large number of NH municipalities. Particularly, for the Town of Enfield, they provide Workers Compensation and Property and Liability insurance.

Dr. Theis asked if the public would be informed of the goals that would be set for the community.

Mr. Aylesworth confirmed that the community would be informed by the information being published to the BOS page on the Town website.

**BUSINESS****Review of Draft Enfield Personnel Policy**

Mr. Aylesworth presented the recommendations with regard to comprehensive updates to the town Personnel Policy. The document presented is not intended to be voted on or formally accepted by the BOS at this time, but simply being provided for review in advance of discussion at the next meeting.

Ms. Stewart requested a copy which reflected the tracked changes for the Personnel Policy.

Ms. Bonnette agreed to e-mail Ms. Stewart a copy.

**Appointment of Transportation Advisory Committee Member – Rob Taylor, Land Use & Community Development Administrator – Vote Required**

Mr. Aylesworth informed the BOS of the merits of having Mr. Taylor as a Transportation Advisory Committee Member, who can serve as an advocate for town needs.

Ms. Stewart made a motion to appoint Rob Taylor as a Transportation Advisory Committee Member. Mrs. Smith seconded. Vote unanimous in favor of the motion (2-0)

**Donation to Conservation Commission Conservation Fund: \$1,000 – Vote Required**

Mrs. Smith made a motion to accept the donation of \$1,000 to the Conservation Fund. Ms. Stewart seconded the motion. Vote unanimous in favor of the motion (2-0).

**Donation to Mascoma Lakeside Park Expendable Trust Fund: \$100 – Vote Required**

Ms. Stewart moved to accept as printed. Ms. Smith seconded the motion. Vote unanimous in favor of the motion (2-0).

**Board of Selectmen – 2020 Meeting Schedule (for Municipal Calendar preparation)**

Ms. Bonnette reviewed the options available for a scheduling conflict in the calendar for September 2020.

Ms. Bonnette noted that due to the Primary Elections day, the option was to have three meetings in August 2020, or skipping one meeting in September 2020.

Ms. Stewart and Mrs. Smith approved of skipping the September 2020 meeting as the BOS would be present during the Primary Election day, or, worst case scenario, another meeting can be set.

**Municipal Facilities Advisory Committee (MFAC)**

Mr. Aylesworth notified the BOS that MFAC had received 10 submissions in response to an RFQ for Conceptual Design Services. The BOS discussed the locality of firms that bid and Mr. Aylesworth informed them that MFAC voted to only consider firms bidding on the entire project, and not those that only bid on partial aspects such as public safety or municipal facilities.

**ADMINISTRATIVE ITEMS****Enfield – Lebanon Sewer Inter-municipal Agreement (IMA) – Vote Required**

Mr. Aylesworth noted that the BOS had already discussed the inter-municipal agreement with Lebanon in prior meetings and a complete copy of the document had been included in an earlier meeting packet; however, it was in question if it was necessary to have the BOS approve of the IMA given that the Lebanon City Council was holding a vote on the agreement after having the City Manager sign it. As a formality, it was requested by Mr. Aylesworth that the BOS vote to execute the agreement and authorize Mr. Aylesworth to sign on the Town's behalf.

Ms. Stewart moved to authorize Mr. Aylesworth to execute the Enfield and Lebanon Sewer Inter-Municipal Agreement. Mrs. Smith seconded. Vote unanimous in favor of the motion (2-0).

#### **ADJOURMENT**

Ms. Stewart moved to adjourn the meeting at 6:40pm. Mrs. Smith seconded. Vote unanimous in favor of the motion (2-0), meeting adjourned.

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John W. Kluge, Chair

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Katherine D. P. Stewart

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Meredith C. Smith  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – SEPTEMBER 9, 2019

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### ***General Information and Updates from Departments***

- The 2020 Municipal Calendar Photo Contest is officially underway. Submissions must be received by September 26. Photos must be about Enfield, NH: places in Enfield, people from Enfield, or events that have taken place in Enfield.

Additional contest information can be obtained by visiting the following link:

[https://www.enfield.nh.us/sites/enfieldnh/files/uploads/photo\\_contest\\_rules\\_2019\\_2020.pdf](https://www.enfield.nh.us/sites/enfieldnh/files/uploads/photo_contest_rules_2019_2020.pdf)

This also marks the second year that the Town is inviting local businesses to help offset the calendar's production costs by taking out an advertisement. Advertising space is being sold on a first come, first served basis.

- On September 12, the Town Manager and Board of Selectmen will be participating in a "mini-retreat" to establish some big picture goals for the coming year. This session will be facilitated by Primex staff who regularly performs these services for member communities (no cost).
- As was previously reported, the Town is in search of a new light equipment operator resulting from a staff member departure. Three qualified candidates were interviewed by the Town Manager, DPW Director and Highway Supervisor on September 6, and two additional candidates will be interviewed on September 9. The goal is to have a new light equipment operator in place by the end of the month.
- During the month of September, the Department of Public Works will be working on several projects on US Route 4, Main Street and other village streets that will involve work zones or closing of roads for parts of a given day.
- DPW will be finishing up mowing roadsides and easement areas in early September. This helps keep drainage areas open for flowing water and allows for snow storage. It also improves site distances making roads safer. Efforts have been made to minimize the mowing of common milkweed (Enfield's officially designated town flower) given its recognized importance as a food source for Monarch butterflies.
- In accordance with a recent vote by the Board of Selectmen, Enfield's new punch card system for the disposal of various solid waste items at the Transfer Station & Recycling Center went into effect on September 4, 2019. Punch cards cost \$25 and can be punched up to 5 times in \$5 increments. Only punch cards or checks (no cash) will be accepted at the Transfer Station for disposal fees. Enfield punch cards do not expire.
- The Valley News recently published a story regarding ongoing challenges in the region associated with accessibility for the physically disabled. This story in part focused on the experiences of an Enfield resident and concerns he has expressed about the lack of ADA-compliant portable toilets and the Shakoma Beach. The Town is actively working with its current portable toilet vendor to upgrade several of the existing units to ADAP-compliant models. The

news story being referenced is accessible here: <https://www.vnews.com/Handicapped-access-far-from-universal-28042031>.

- The second annual “Walk to with a Cop to School” was a success. After assisting approximately 100 youth and parents/guardians this past year, the 2019 installment saw approximately 140 participants and was covered by the *Valley News*.
- The annual Police Department vs. Fire Department softball game was held on September 8. The nice weather enticed a sizable number of spectators. The Fire Department emerged victorious by a three-run margin (both teams scored gobs of runs) when the Police Department’s 9<sup>th</sup> inning rally fell just short. As such, the Fire Department regained the coveted trophy the Police Department had reclaimed the year prior. A celebratory barbeque ensued. There were no injuries or dented vehicles and fun was had by all.
- The Fire Department has begun to implement a more regular training program. Trainings are taking place at least once per month. In September, the Department is training on auto extrication along with the ambulance to get ready for the upcoming winter accident season. The Department is also be training on chimney fire response.
- The main fire engine in the Union Street station (Engine 5), which is now 18 years old, will be going out for a major pump repair in the coming weeks. The Fire Chief has not yet provided a definitive cost estimate, but it appears that it will be several thousand dollars, which will come from the operating budget. Engine 3 from the Enfield Center station (the newest apparatus) will be relocated to Union Street for the period in which Engine 5 is being repaired.
- The Fire Department has replaced a lot of protective equipment in the last few weeks. Helmets, boots and protective clothing that were expired were replaced. The Fire Chief has agreed that, moving forward, there needs to be a scheduled replacement cycle to limit spikes in the budget.
- As was previously reported, effective September 15, 2019, the following codes will be updated by the State of New Hampshire and adopted by reference in the Town of Enfield.
  - 2015 International Building Code
  - 2015 International Residential Code
  - 2015 International Plumbing Code
  - 2015 International Mechanical Code
  - 2015 International Existing Building Code
  - 2015 International Energy Conservation Code
  - 2015 International Swimming Pool and Spa Code
  - 2017 National Electrical Code, NFPA 70
  - 2015 Fire Code, NFPA 1
  - 2015 Life Safety Code, NFPA 101

Several of the adopted codes have amendments to address specific New Hampshire concerns. Many of these amendments have been carried-over from the 2009 codes.

These amendments can be found on the NH Building Review Board website for Building Codes: <https://www.nh.gov/safety/boardsandcommissions/bldgcode/>.



Information on Fire Codes can be found here:

[https://www.gencourt.state.nh.us/.../state\\_age.../saf-c6000.html](https://www.gencourt.state.nh.us/.../state_age.../saf-c6000.html)

### ***Project Updates***

- The Planning Board has designated their first meeting of the month (on the second Wednesday) as a work session to make progress on the Town's Master Plan Update. These meetings will be open to the public, but will not include any hearings or conceptual discussion for projects. These early discussions have centered on defining the process and deciding where to begin. The September 11th meeting (7:00 pm at the DPW facility) will include a presentation from a potential consultant and discussions about the "scope of work" to be considered.
- With assistance from DPC Engineering, the Town is in the process of completing a wastewater asset management plan and will soon commence with an interrelated planning and design study that will examine the financial sustainability of the present rate structure (and consider alternatives as appropriate) and evaluate the feasibility of designing, constructing and operating a local wastewater treatment plant to enable the Town to disconnect from the City of Lebanon's sewer system. More detailed project summaries and anticipated completion schedules have been included in the packet for the Board of Selectmen's September 9 business meeting.
- With assistance from Horizons Engineering, the Town is in the process of preparing an application for funding under the Annual Drinking Water Construction Project Assistance Program (administered through the Drinking Water and Groundwater Trust Fund), which is a relatively new program that provides both grant and loan funding for municipal construction projects, for the purpose of upgrading the municipal water system. The total funding request will be for approximately \$2 million, which would be split 70% low-interest loans and 30% grants. As was detailed in the recently finalized water system asset management plan, the Town of Enfield is facing the daunting reality of needing to replace a considerable amount of circa 1903 water main in the village area, as well as the need to develop an additional water source (which will likely involve drilling a new well) so that the Town's water supply is less likely to be interrupted (this becomes more likely in light of the fact that the Town's largest producing well – McConnell – is experiencing water quality issues). If the Town is successful in receiving the requested funds, it will be able to replace approximately 50% of the failing 1903 water main. This means it will be necessary to pursue an additional roughly \$1.5-1.75 million in the future as part of the next (and final) phase of replacing the remaining 1903 water main in the village area. This funding could potentially also come from the Drinking Water and Groundwater Trust Fund, or a combination of sources, including the Northern Border Regional Commission, Community Development Block Grant, or USDA Rural Development.
- The Town Manager has presented a set of comprehensive proposed revisions to the Town's existing personnel policies for the Board of Selectmen's initial review at the September 9 business meeting. These proposed changes have also been informed by the Assistant Town Manager and Payroll/Benefits Coordinator. Additional, relatively minor, modifications may also be presented to the Board before any official action is taken to enact the proposed updates.

- The Municipal Facilities Advisory Committee (MFAC) most recently met on August 26 and will be meeting again on September 9 (just before the Board of Selectmen meeting). The focus of the August 26 and September 9 meetings have been space/facility needs of the three public safety departments and the municipal offices. Department heads prepared presentations outlining current perspectives on the various needed components as well as suggested dimensions. Compiling an inventory of this information at this time is needed so that it can in turn be shared with the architecture/design firm the Town ultimately retains to prepare more detailed conceptual designs and associated cost estimations. Along these lines, the request for qualifications (RFQ) that was issued for firms interested in providing conceptual design and cost estimation services to the Town has received active interest from upwards of 10 firms, and seven of these firms recently took part in a tour of various facilities to inform their submissions. Submissions are due to the Office of the Town Manager by 12 PM on September 9. A brief summary of submissions will be shared with the Board of Selectmen at the business meeting.
- Municipal Resources Inc. (MRI) was back in Enfield on August 29 for another series of one-on-one meetings Town administration, as well as a nominal group process with the full membership of Fire Department and Ambulance. The overarching goal of the Nominal Group Process was to gain additional understanding of strengths, weaknesses, opportunities and threats facing each department, and ultimately move toward consensus on priority actions. A total of 16 Fire and EMS members participated in the session, including the Fire Chief, two Assistant Fire Chiefs, Ambulance Chief, and Assistant Ambulance Chief. After identifying a comprehensive list of possible action items, the following eight action items were ultimately deemed to be of the highest priority by the members who participated in the session.

Action items	Score	Time	Action Items
1. Training First Aid, CPR/AED	31	1 mon	Fast Squad to provide training/personnel to demonstrate
2. Improved levels of response by department members	54	3 mon	Training must be in place first, update run cards
3. Formation of a Fire/ EMS working Group (transition team)	56	2 wks	Develop action sheet/issues
4. Rehabilitation	67	6 mon	Develop joint SOP's/SOG's
5. Recruitment	71	7 mon	Develop network/program/plan
6. Monthly Reporting/ Updates	72	1 mon	Develop plan/template Identify author of plan
7. Documentation/ Communication	78	8 mon	Develop template, software program
8. Joint SOP's/SOG's	90	1 mon	Fire EMS group to establish

- On September 4, the Town Manager organized a meeting with principals from Twin Bridges, its managed service provider (MSP), as well as engineers from SymQuest and trusted local stakeholders with professional expertise in the IT field. The purpose of the meeting was to go through the independent IT network assessment that SymQuest had prepared and move toward consensus with respect to what action items were needed in both the short- and long-term.

Ultimately, Twin Bridges acknowledged concurrence with the vast majority of SymQuest's findings (including the need to implement a number of security enhancements and address the chronic internet connectivity issues associated with not having functioning rollover between Comcast and WiValley), but differing philosophies were evident when it comes the most effective means to configure the Town's IT network environment and how much emphasis to place on cloud-based solutions. Additional deliberation will be needed, but the parties involved agreed that it would be prudent to move forward with replacing the aging file server in the municipal offices, as has been programmed in the 6-year CIP plan, as soon as possible.

- On September 3, the Mascoma Lakeside Park Committee had a follow up meeting with Paul Mirski, architect, to review the updated preliminary site plans that Paul had developed for the Mascoma Lakeside Park property. The primary focus of the discussion was the design and siting of the pavilion. Mr. Mirski continues to advocate for a more formal structure (i.e., octagonal design, likely white in color) as opposed to something with a more rustic theme (i.e., rectangular, stained wood). The Committee is supportive of the octagonal design concept assuming that the added cost does not place undue strain on the overall project budget. Mr. Mirski is offering pro bono design services. The Town still reserves the right to elect to work with another architecture/design firm if Paul's proposed design does not accomplish the desired objectives, but, Paul is demonstrating an openness to group feedback and considerable enthusiasm for the project. Working with him on a pro bono basis also enables to the Town to allocate a larger proportion of the overall project budget to construction phase costs.

### ***Recent/Upcoming Meetings***

- The Budget Committee convened its final quarterly meeting on September 3. 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 additional information on the IT network assessment. The Budget Committee will now start meeting twice monthly beginning in October.
- The Town Manager will be participating in the September 11 meeting of the Planning Board to continue preparations for the master planning process.
- The Town Manager took part in the UVLSRPC's Executive Board meeting on August 28, and will be taking part in a UVLSRPC's Executive Board meeting on September 25 and a UVLSRPC full commission meeting on October 9.
- The Municipal Facilities Advisory Committee will be meeting again on September 9, September 23/24, and October 14.
- The Town Manager has been invited to be the guest speaker at the Rotary Club of Lebanon's lunch meeting on September 19. Topics will include ongoing/planned community and economic development efforts in the Town of Enfield.