

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

DATE: Monday, August 19, 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; Ed McLaughlin, Celie Aufiero, and other members of the public

CALL TO ORDER

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

APPROVAL OF MINUTES

August 5, 2019 Regular Session

Ms. Stewart – Requested a correction on page 4: ‘Ms. Stewart inquired if some of the more detrimental deficiencies could be addressed more immediately.’

Ms. Stewart – Requested a correction to page 11, sixth paragraph down, remove redundancy of the word ‘and’, also change from ‘?’ to ‘.’

Ms. Stewart – Requested a correction to page 13; second paragraph down, incomplete statement. ‘Chief Cummings advised the BOS to separate town and school issues, though offered support for the presentations to be held within the town.’

Ms. Stewart – Requested to add a correction to page 13; fifth paragraph down, add parenthesis and note that Chief Cummings later retracted his statement.

Ms. Stewart motioned to approve the public minutes as amended for August 5, 2019 and the nonpublic minutes as written for August 5, 2019, Mrs. Smith seconded, vote unanimous in favor of the motion (2-0).

COMMUNICATIONS

Letter from the NH Department of Environmental Services regarding a determination on the Town’s recent pre-application for funding under the Drinking Water State Revolving Fund loan program

Mr. Aylesworth noted that a pre-application was completed in July of 2019 to request funding in the amount of \$3.2 million which would be utilized for projects such as replacing sections of the water main, and installing a new well to reduce the likelihood of water supply interruption. At this time, the town is not listed as a priority for funding, but has been put on a wait list. The town was encouraged to apply for funding under the Drinking and Groundwater Trust Fund, which is a combination of grant and loans. The due date for the Drinking and Groundwater Trust Fund application is due soon and the town will be working to apply for the grant as recommended.

Don Lashua – Master Roads Scholar

Mr. Aylesworth recognized the Assistant Highway Supervisor, Don Lashua, who has achieved the status of Master Roads Scholar from the University of New Hampshire. This is the 4th of 6 achievement levels to be completed in the process and he is commended for his success.

Expedited Wetlands Permit Application – Town of Enfield – Bog Road Culvert

Mr. Aylesworth updated the Board of Selectmen (BOS) regarding the permit application process regarding the repair of the 48-inch culvert located near the trail access for Cole Pond. The existing culvert became disjointed due to beaver activity, and a sinkhole was created. Wetlands permitting is necessary to repair the sinkhole and culvert.

BOARD REPORTS**Enfield Village Association**

Mrs. Smith reported that the new business directory is out.

Mascoma Lakeside Park Committee

Mrs. Smith attended a meeting regarding Mascoma Lakeside Park with the Architect, Paul Mirski who has offered his services for designing the park pro-bono. They will be meeting soon to discuss talking points.

Ms. Stewart inquired if the project would go back out to bid as the one bid that was submitted was not accepted.

Mrs. Smith notes that it was difficult to get RFP's, including extending the deadline to get a bid. The one bid received had a high price point.

Ms. Stewart expressed concern that no one is responding to RFP's. A lack of response could indicate a problem with the RFP, or potentially indicate that there is a lack of interest to do business with our town. Mr. McLaughlin clarified that Mr. Mirski could still assist with developing conceptual ideas and that there will still be a bidding process for the construction of a pavilion and any enhancements along the lake, which will follow along with the requirements of the grant that was acquired for the work.

Mr. Aylesworth added that originally it was going to be separate contracts to design and to build; but the committee has discussed the possibility of utilizing a modular structure. There would be a bid for the product and a bid for the contractor to assemble. By utilizing a modular structure, the contractor could utilize in house or volunteer labor. By utilizing Mr. Mirski's offer, it could result in less capital used for that portion of the project and lend more to be utilized for the other parts of the project. Mr. Mirski has given preliminary conceptual designs to the committee. The committee remains open minded to suggestions, and Mr. Aylesworth acknowledged that Mr. Mirski has made a generous offer to assist the committee.

Ms. Stewart inquired as to who will be responsible for giving an estimate on costs for future maintenance.

Mr. McLaughlin suggested speaking with Kelly Dent, who is on the Hanover Planning Board, as a resource. She has a degree in landscape architecture and conservation and may have contributions to make to the conversation. He also noted that the money must be spent by the end of Summer 2020. Mrs. Smith added that they also had to plan for the timeline to include an archeological survey.

Ms. Stewart stated that members of the public have expressed concerns to her, including concerns that were voiced at previous committee meetings. There are also concerns for future maintenance costs and it was requested to keep that in mind while continuing the process.

Mr. McLaughlin offered that he would go through the list of concerns as noted in previous meeting minutes to be sure that they were being addressed.

TOWN MANAGER'S REPORT**Letter from NH Department of Environmental Services to our DPW Director**

Mr. Aylesworth reviewed a letter regarding the George Pond dam, which the Town was notified is slated to be reclassified as a 'high hazard dam' based on a letter received in April of 2019. The NHDES sent the town a schedule of action items to address deficiencies.

Ms. Stewart inquired as to who owns the dam. Mr. Aylesworth noted that the deeds are not straightforward and you may be able to make a case for it being state responsibility, town responsibility, or private landowner responsibility. He also noted that the letter that was received in April was not descriptive as to what the deficiencies were, and noted that the list of action items, also, does not answer this question. Mr. Aylesworth noted that there is a period to challenge the letter, which Mr. Taylor is pursuing.

Inter-Municipal Agreement for Sewage Collection and Treatment Services

Mr. Aylesworth reported on the process between himself and the City Manager of Lebanon regarding modifications to the agreement. The adjustments made preserve the ability for the Town of Enfield to construct a local wastewater treatment plant and potentially disconnect from the Lebanon sewer system. Previously Lebanon only had to give one year of notice to the Town of Enfield if it was choosing to disconnect, the new agreement states that it must give five years' notice.

Shaker Bridge Pump Station Repairs

Mr. Aylesworth reviewed the Shaker Bridge Pump Station repairs that have been completed, which included replacing three major valves. The cost of the repairs is approximately \$10,000, which falls within the Sewer Department's maintenance budget for the year. With one third of the year still remaining, Mr. Aylesworth noted that any unanticipated expenses could overextend the budget and that there was a possibility for a future request to withdraw from the Sewer Capital Reserve Fund to absorb some expenses.

Department of Public Works (DPW)

The DPW is working to arrange for the use of a lift that will allow them to perform necessary maintenance on roof, roofline, and siding issues for municipal buildings.

The Light Equipment Operator vacancy continues to be advertised and will continue to be open until filled.

Police Department

The Enfield Police Department completed active shooter training at Enfield Village School. Three exercises were performed and Principal Little noted he received positive feedback from teachers and staff regarding the training.

Disaster Declaration

On August 15th President Trump declared a major disaster in New Hampshire regarding the storms that took place in July of 2019 in Grafton County. This allows FEMA assistance to become available to Grafton County and they are in the process of setting up Applicant Briefings to go over declarations in detail.

Mascoma Youth Sports League

Mr. Aylesworth met with members of the Mascoma Youth Sports League (MYSL) Board. The board is experiencing volunteer fatigue and having trouble sustaining the effort and involvement necessary to continue programming. The local and regional recreation staff are going to be providing support to the MYSL. The MYSL board should be applauded for their efforts.

Ms. Stewart asked Mr. Aylesworth to clarify the terms of insurance and how much it costs the MYSL. She also inquired if the town's insurance would be worth pursuing in the event that it could provide cost savings. Mr. Aylesworth indicated that they source alternative insurance that can be more cost effective, but if that doesn't work other possibilities could be discussed.

Walk with a Cop

Mr. Aylesworth noted that August 27th will be the first day of school and the second annual Walk with a Cop event, which has become very popular.

Master Plan

Mr. Aylesworth participated in a meeting with the Planning Board and the Land Use and Community Development Administrator to discuss next steps for the master plan. There have been discussions on how to make the information as accessible as possible as well as how to include the historical roots of the town in the process. They are working on developing goals and objectives prior to seeking the assistance of an independent consultant.

Municipal Facilities Advisory Committee

Mr. Aylesworth reported that the Municipal Facilities Advisory Committee (MFAC) is transitioning to the next phase of the process, which includes voicing thoughts and positions on where committee members stand, particularly after reviewing information from several site visits in other towns. There was consensus on many points, including the fact that sharing walls, utilities, administration, and some basic functions make economic sense for the town budget. The location of a public safety facility will be an ongoing subject of discussion. At the most recent meeting the committee analyzed three years' worth of fire and ambulance call data, specifically regarding structure fires and emergency response, to see where the most calls were originating from, which will help in making a decision on the best primary location for emergency services. The police calls were not analyzed at the same time as the data needs a different approach to analyze. Further discussions will be had to develop ideas on what options are available for the town regarding land and building usage, and include ideas on how to improve municipal properties such as the town offices and the library. The next meeting will take place on Monday, August 26th.

NH Route 4A Sewer – Stakeholders Meeting

Mr. Aylesworth has spoken with Mr. Taylor about developing a stakeholders meeting with Lakeview officers, or designated representatives, and residents from Route 4A.

Mr. Aylesworth and Mr. Taylor have been taking part in Economic Development themed meetings. They have been productive meetings and have helped discover different services that are available for use by the town.

IT / Network Assessment

Ms. Stewart requested an update regarding the IT concerns and repairs that were agreed to be immediately implemented. Mr. Aylesworth reported on the time sensitive fixes that have been instituted.

There will be a more global conversation had with the current IT contractor and the network assessor to speak to the deficiencies noted in the report.

PUBLIC COMMENTS

Mr. McLaughlin noted to Mr. Aylesworth that he had not heard from Mr. Taylor regarding the discussion to have a group study. Mr. Aylesworth stated he would hear from Mr. Taylor within the next few days.

Celie Aufiero inquired as to where the public safety center would be located, and if there was a plan to purchase land instead of building on current town owned land. Mr. Aylesworth noted that the committee did not know what the formal proposal was going to be as of yet. MFAC is currently analyzing all of the information which has been collected and will be analyzing information available regarding optimal locations and what parcels, town owned or not, are available to place it on. With regard to purchasing land, the committee is thinking long term as to where the facility could be placed and how current land could be sold to use as revenue for other projects.

Ms. Aufiero inquired as to how many members were on the committee and if they were all current residents of Enfield. Mr. Aylesworth noted that there are nine members in the committee and all of them are residents of the Town of Enfield. He also noted that minutes for the meetings are available on the town web site and that meetings are open to the public.

Ms. Aufiero expressed concern that the committee was making decisions on behalf of the town. Mr. Aylesworth clarified that the committee is analyzing information to propose to the town, in the best interest of the town and residents. It is unclear what that will look like in terms of construction or reconstruction projects at this time. He did note that it was possible for the committee to propose multiple projects which would not take place all at one time, but rather as a succession of events that would potentially be contingent upon grants.

Ms. Aufiero expressed that the construction or reconstruction of buildings should be split up. Particularly if the town residents feel they can't afford this type of structure or development, it can be dangerous to put everything into one warrant article. Mr. Aylesworth noted that the proposal would be on one warrant, but could be a series of different warrant articles. The proposal will focus on the best interests of the town to have a full picture on how all the pieces fit together to benefit the town for immediate as well as future needs.

Town of Canaan Correspondence:

Mr. Aylesworth presented a commendation letter from the Town of Canaan to the town of Enfield for their assistance with the damages caused during storms in July of 2019.

BUSINESS

Upper Valley Lake Sunapee Regional Planning Commission Updates – Ed McLaughlin

Mr. McLaughlin presented a detailed report regarding the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) areas of focus which included education, environment, transportation, contractual programs, and a summary of member benefits.

Board of Selectmen/Town Manager Goal Setting “Retreat” (Facilitated by Primex)

Mr. Aylesworth offered information regarding a retreat facilitated by Primex, with half day and full day options. Weekday afternoons, an evening session, or a Saturday session are available. BOS members were requested to e-mail Mr. Aylesworth regarding their availability.

Preparation for Town Manager annual performance evaluation

Mr. Aylesworth indicated he has completed his self-assessment and discussed with Mr. Kluge what his thoughts were in term of template or format. He requested using the same grid as was used last year. Mr.

Aylesworth offered to supply last years copy to the BOS in addition to this year's copy for reference. The BOS then discussed the details of time and place to execute the evaluation.

Board of Selectmen – October Meeting Schedule

Mr. Aylesworth brought it to the attention of the BOS that he would be unable to attend the second meeting in October due to a conference he will be attending in Tennessee. Mr. Aylesworth presented the Selectmen with options to reschedule, have Ms. Bonnette fill in for him. A decision was not made during the meeting.

ADMINISTRATIVE ITEMS**Property Tax Overpayments (Previously Approved)**

Mr. Aylesworth provided documents related to property tax abatements for Crystal Moses. The item was voted and approved at the last meeting but the documentation was not signed. The Selectmen present signed the document.

Property Tax Abatements – reviewed and approved

Mr. Aylesworth presented three documents regarding property tax abatements which were reviewed and approved by the BOS.

Other Administrative Items

The Selectmen signed meeting minutes that were voted on at the beginning of the meeting.

Mr. Aylesworth noted that he included templates to be used for 2020 budget development and review processes, including operating budget requests and expenditure budget request forms, and guidance to emphasize aligning strategic governance plans. He noted the process is starting a few weeks early this year and there will be a Town Managers proposed budget in late October. The early start in the process will allow time for the Town Manager to review budgets with each department head prior to their submission to the Budget Committee.

ADJOURNMENT

Mrs. Smith made a motion to adjourn at 7:16 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (2-0), meeting adjourned.

John W. Kluge, Chair

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – AUGUST 19, 2019

General Information and Updates from Departments

- The *Final Legislative Bulletin* (prepared by the NHMA), which summarizes action taken on all state-level legislation of relevance to municipalities, has been provided to the Board of Selectmen as an addendum to this report.
- The Town Manager has begun drafting his annual performance review self-assessment and will provide this, as well as evaluation forms to be completed by the Board of Selectmen, before the end of the month so that Board members can complete their own individual evaluations prior to convening a group discussion in early-September.
- Tentative arrangements are being made for the Town Manager and Board of Selectmen (with an appropriate level of involvement with Department Heads) to participate in a “mini-retreat” (probably a 4-hour session) to establish some big picture goals for the coming year (or two). This session would likely be facilitated by staff from Primex, who regularly performs these services as a courtesy for member communities. Ideally, this retreat would take place during the month of September, before the budget season commences in earnest. The Town Manager respectfully requests that Board members let him know if particular dates/times would work best for such a session, which will likely need to take place outside of a customary Monday business meeting.
- The Highway Division began mowing roadsides this past week, starting with the Methodist Hill side of Town. It is anticipated that roadside mowing will be completed this coming week. Residents are being asked to mark shrubs in the road right-of-way that they do not want cut. A resident has submitted a formal request that care be taken to minimize the amount of common milkweed that is mowed given its importance as a food source to monarch butterflies. The highway crew will do their best to avoid cutting milkweed where practicable.
- Crosswalk and stop bar line painting was performed by members of the Highway Division in early-August. At the behest of the Chief of Police, the NH Department of Transportation also recently repainted the U.S. Route 4 crosswalk by the Enfield Village School so that the new markings would be in place prior to commencement of the new school year.
- Trash and recycling volumes were exceptionally high during the month of July. July is quite commonly a high-use month given the number of additional seasonal residents that utilize the transfer station and curbside programs.
- The Town Manager and City Manager in Lebanon have completed negotiations on the draft inter-municipal agreement (IMA) for sewage collection and treatment services. Although there were some minor modifications that primarily benefit the City of Lebanon, there were others that will ultimately benefit Enfield. As such, the adjustments balanced each other out and the result is a reasonably fair and equitable IMA that will preserve the Town’s option to potentially disconnect from Lebanon’s sewer system in favor of constructing a local wastewater treatment plant in the future (an option that will be the focus of Phase II of the wastewater planning work being completed by DPC engineering with funding [\$75,000] from NH-DES).

- There were a number of critical repairs completed to the Shaker Bridge pump station. The work included replacing three large valves with associated pipes and check valves. The total cost of these repairs (approximately \$10,000) is making it challenging to stay within the Sewer Department's maintenance operating budget. Essentially the line item in the budget has been fully expended with approximately four months left to go in the present budget year. It is possible that a withdrawal from the Municipal Sewer System Capital Reserve Fund will need to be approved by the Board of Selectmen to help offset some of the cost.
- There have been ongoing reports of the lights on Shaker Bridge being on during daytime hours, and the Town's energy consultant (Gary Hubbard, Leading Edge Design Group) has made multiple visits to check the programming of the lights (and they always check out accurately). His last visit was made while the DPW Director was away on vacation and we are awaiting confirmation of whether the issue has been resolved.
- DPW is working to arrange for a lift to be temporarily deployed so that a variety of roof/roof line and siding issues can be addressed at Whitney Hall, the Police Facility and the Community Building. This work will include filling holes along the eaves of Whitney Hall that has allowed birds to gain entry to the building.
- The Town's mechanic, Ed Tourville, has been laid up with a broken collar bone for approximately two months and just received clearance from his physician to return to work on August 19. It has been very challenging for the Town's part-time mechanic, Bill Spaulding, to keep up with all the intense workload and the Highway Division is very much looking forward to Ed's return.
- The sections of private dock that had been being stored at Mascoma Lakeside Park (and posing possible public safety concerns) have been removed.
- As was previously reported, the Town is in search of a new light equipment operator. Michael Stearns, who has served as a light equipment operator with the Town of Enfield for nearly three years, just completed his last week of work. Michael was a valued and hardworking member of the Highway Division and left for a job working at a sawmill much closer to where he and his wife call home (Haverhill). Shortly after learning of Michael's pending departure, a light equipment operator vacancy announcement was posted in a variety of venues. The position is open until filled, but candidates are being strongly encouraged to submit their applications before the end of the month.
- The Enfield Police Department, in collaboration with other area police departments, will be facilitating an active shooter training on August 19th with teachers at the Enfield Village School.
- The Police Department's speed trailer has been out of commission for a couple of weeks due to a technical problem, and it is anticipated that it will be back in service this week.
- On August 15, President Trump declared a Major Disaster in New Hampshire for the July 11-12, 2019 Storms in Grafton County. DR 4457 allows for Public Assistance in Grafton County and Hazard Mitigation Statewide. FEMA is in the process of setting up Applicant Briefings to go over the disaster declarations in detail. We don't yet know when Enfield's briefing will take place.

Applicants have 30 days to submit a formal Request for Public Assistance (RPA) from the date of declaration, and Enfield has been diligently collecting data over the past month.

- The Town Manager, Enfield Recreation Director, Mascoma Valley Parks & Recreation Coordinator, and Canaan Recreation Director recently met with members of the Mascoma Youth Sports league (MYSL) regarding the future of their programs. Simply put, in recent weeks MYSL approached the municipal recreation departments and the regional recreation coordinator in a somewhat panicked state over the ability of the Board to continue administering all the youth sports programs and essentially said that the organization was prepared to dissolve (thereby eliminating all the athletics being offered through MYSL). Their alternative was that either the Towns or Mascoma Valley Parks & Recreation take over administration of all the programs and associated finances. Since the finances appear to be bordering on being in the red, this clearly set off some alarm bells and would not be something we would agree to take on without ample opportunity to vet and consider the options. Over the course of multiple meetings with the MYSL Board, I believe we have arrived at a workable solution that keeps the MYSL Board in tact with only modest supplemental staff support coming from the Towns and Mascoma Valley Parks & Recreation. This is a fluid situation however, and it is not clear how long the current “equilibrium” will be maintained. Hopefully indefinitely.
- On August 15, the Police Department held its annual senior lunch at the Enfield Community Building. The offerings again included grilled hotdogs and burgers, locally grown corn on the cob, and a variety of pasta salads and refreshments. Approximately 60 seniors attended the event and there were many expressions of gratitude.
- As was previously reported, 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.
- 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

- The NHMA recently announced the latest round of municipal budget and finance workshops, which are customarily offered twice annually during the month of September. This year's sessions are taking place on September 19 (Manchester) and September 26 (Lincoln). The Town Manager has alerted members of the Budget Committee to these sessions and strongly encouraged members to sign up if they haven't previously participated in one of the workshops (or haven't participated in several years). It presently appears that at least two members will be attending a workshop this year.

Project Updates

- On August 14, the Town Manager joined the Planning Board and the Land Use & Community Development Administrator for a meeting focused exclusively on next steps for the master plan. In particular the role of an outside consultant was discussed in great detail, as well as the nature of the overall process and work product that the Board would like to see produced. There appears to be wide consensus that it will be essentially to have a highly inclusive process, that draws on multiple methods and media to engage the widest swath of residents possible. Similarly, all parties participating in the meeting agreed that the most important pressing topics for the community to address during "Year 1" of the process are: vision, land use, housing, economic development (which has many interrelationships with natural and cultural resource protection), transportation, and recreation (which, like economic development, also has many interrelationships with natural and cultural resource protection). The Board also pondered the merits of organizing the plan in a more "layperson" manner so that it was a more accessible and easier-to-read document. For instance, rather than dividing the plan up into conventional chapters organized around a technical subject (such as land use, housing or transportation), the plan could potentially be organized around themes like "live," "work," and "play." Early progress continues to be made and it is reasonable to anticipate that the Board will be ready to officially engage an independent consultant with comprehensive planning expertise by early-fall.
- Last month, the Town of Enfield submitted a pre-application for future funding (\$3.2 million) via the NH DES' Drinking Water State Revolving Fund (DW-SRF) for the purpose of upgrading the municipal water system. 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). Unfortunately, this past week the Town received official communication that its pre-application was not added to the DW-SRF priority project list at this time. NH-DES did, however, encourage the Town to submit 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. Applications are due September 13, and the Town will be working closely with Horizons Engineering to pull an application together over the coming weeks.

- The Town Manager has been continuing to work 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) most recently met on August 12 and has begun 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.). The MFAC will next meeting on August 26. Discussion at last week's MFAC centered around giving every member an opportunity to express their own opinions on where the Town should look to go from here based on all the information that has been compiled to date regarding existing facilities and from the site visits that the MFAC was able to complete to facilities in other municipalities. There appears to be an emerging consensus that the Town should in fact move forward with plans for a new public safety complex (housing police, fire, and EMS), and each member expressed the belief that the Shedd Street property would not represent the best location for such a facility. That said, even if Shedd Street were not be redeveloped for a public safety facility, the MFAC believes that a Phase I and Phase II environmental assessment should still be performed on the property to identify whether there are any legacy contaminants that need to be remediated before the Town moves forward with selling the property for private use (i.e., single- or multi-family housing that would be consistent with the current design of the neighborhood). At the request of the MFAC chair, the Town Manager and Police Chief assembled a map that represents where all fire and EMS calls have originated over the past three years. The map needs to be further refined, but it appears clear that the Enfield village area is the optimal location based on call data, and, in particular, the US Route 4 corridor between the Great View Roller Rink and the Family Pharmacy would be the most strategic corridor to focus the search.

Committee members also expressed the belief that the Town must take simultaneous action to improve the municipal offices and library. Although members expressed different opinions on the best design approach for addressing these needs, the consensus appears to be that the municipal offices and library should remain in generally the same location. That is, one function should take over sole use of Whitney Hall (at least the first floor and basement) and the other should move into the existing police station once it under goes a complete renovation and major expansion. With regards to the police station, certain members expressed support for doubling both the building's current length and width (effectively increasing its size by 300%) to then allow for the Enfield Recreation Department and Mascoma Valley Parks & Recreation to assume use of the enlarged basement area for a wide range of recreational programs (thus eliminating the need to recreation to use the Community Building for many functions/programs).

This past week a request for qualifications (RFQ) was issued for firms interested in providing conceptual design and cost estimation services to the Town as this project moves forward. A copy of the RFQ was included in the BOS' August 19 meeting packet.

- As was previously reported, Municipal Resources Inc. (MRI) issued a number of preliminary recommendations relative to the ongoing Fire/EMS transition planning effort. This report will be further reviewed by Town administration and the leadership of the Fire and Ambulance departments. 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.
- At the request of the Town Manager, the DPW Director is in the process of organizing a stakeholder meeting to include officers from the Lakeview Condos Association as well as property owners representing neighborhoods (i.e., Wilson's Mobile Home Park and Foster Circle being two such "neighborhoods") along the NH Route 4A corridor. This is a follow up to the public information meeting held on July 25, with the Town Manager, DPW Director, and representatives from Pathways Engineering for property owners that are interested in connecting to the recently completed sewer extension. As was previously reported to the Board of Selectmen, many NH Route 4A residents expressed concerns/objections relative to the monetary value of the fees being set by the Town, the Town's stated intention that all "lateral" infrastructure connecting to the Route 4A force main will be maintained by private landowners, and a hope/belief that the Town is in a position to enable landowners to payback their connection fees over a period of years as opposed to all upfront in one lump sum. The goal of the forthcoming stakeholder meeting is to provide an opportunity for Lakeview Condos to weigh into the discussion and express their opinions on whether or not it would be equitable or acceptable to allow other property owners – in the interest of maximizing the total number of connections made to the system – to connect to the sewer main for a fee that is less than that which is being paid by Lakeview Condo owners.
- The Town's managed service provider (MSP), Twin Bridges, has had an opportunity to review the contents of the comprehensive IT network assessment recently completed by SymQuest. Twin Bridges has thus far offered general concurrence with what SymQuest identified in terms of issues/vulnerabilities/shortcomings with our current assemblage of computers, servers, firewalls, internet connectivity, off-site data backup, and overall IT network environment. The Town Manager has also had an opportunity to go over the assessment with multiple other trusted IT professionals who have raised serious doubts about the ability of Twin Bridges to provide high level service to the Town moving forward. The Town Manager has requested that Allan Treadwell, principal of Twin Bridges, take part in an in-person meeting with SymQuest's engineer who performed the assessment, and two other knowledgeable IT professionals to discuss the issues and see if it is possible to outline a productive path forward. Unfortunately, Mr. Treadwell's initial response was to decline this request and suggest that the Town look for a new MSP. Mr. Treadwell subsequently requested that the Town Manager put his request in writing and provide him some time to think it over. The Town Manager has given Mr. Treadwell until early this week to reconsider.
- On August 13, the Mascoma Lakeside Park Committee met with Mr. Paul Mirski, architect, to discuss some very preliminary site plans that Mr. Mirski had developed for the Mascoma

Lakeside Park property. These plans will include both built and landscape elements of the park property. As was previously reported, Mr. Mirski recently offered to donate his design services to the Town when he became aware that the proposals that an area architect submitted for both the landscape design plan and the design of the pavilion carried a higher fee than anticipated. Mr. Mirski's preliminary concepts seemed to be generally well-received by members of the committee, who are very intent on seeing the park developed in a manner that promotes accessibility and public use/enjoyment while at the same time serving as a model for environmentally-responsible "lake smart" principles advanced by the NH Lakes Association. The Town is still considering its options moving forward, but, working with Mr. Mirski remains attractive from the standpoint of ultimately being able to allocate a larger proportion of the overall project budget to construction phase costs.

Recent/Upcoming Meetings

- The Town Manager and Land Use & Community Development Administrator have taken part in several informal meetings with economic development specialists in recent weeks. These include the Executive Director of the Grafton Regional Development Corporation and the Community & Economic Development Specialist for the Grafton County offices of UNH Cooperative Extension, and the Director of Economic Development with the Community Development Finance Authority (CDFA).
- The Town Manager took part in the UVLSRPC's regular bi-monthly commission meeting on August 14.
- The Municipal Facilities Advisory Committee will be meeting again on August 26, September 9, and September 23.
- The Budget Committee will have its next quarterly meeting on September 3. The Town Manager will provide 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).
- 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.