

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

DATE: Monday, September 23, 2019
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

PRESENT: Katherine D.P. Stewart; John W. Kluge

EXCUSED: Meredith C. Smith

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

OTHERS: Emily Curtis, recording secretary; Wendy Piper, County Commissioner; Mr. Kiley

CALL TO ORDER

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

APPROVAL OF MINUTES - September 9, 2019

Mr. Kluge was excused from the September 9th meeting, and without Ms. Smith present, would leave only Ms. Stewart to vote the minutes as approved. Mr. Aylesworth noted that a committee chair investigated and found that members of the Board can approve of minutes for meetings they were not present for. According to NHMA attorneys, the vote to approve the minutes is lending institutional validity and does not necessitate for the member to be present for the minutes being approved.

Ms. Stewart requested an amendment to page 5 under 'Board of Selectmen 2020 Meeting schedule' and that "Ms. Stewart approves of skipping of September 2020..." to be changed to "Ms. Stewart and Mrs. Smith approved of skipping the September 2020 meeting" as both Ms. Stewart and Ms. Smith agreed.

Ms. Stewart motioned to approve the September 9, 2019 minutes as amended. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

COMMUNICATIONS

GL Beyond Income Fund Shareholder Correspondence dated 9/11/2019

Mr. Aylesworth reported that there has been a third quarter distribution of \$.16 per share, and they anticipate another distribution of \$.14 per share, which will close the chapter on Daniel Thibeault's monetary obligations. Mr. Aylesworth noted that they are still pursuing the proceeds from the sale of the home, under his wife, Shawnette Thibeault. The house has been on the market for about a year, and is currently listed for \$1.2 million.

Northern New England Telephone Operations v. Town of Enfield

Mr. Aylesworth updated the Board of Selectmen (BOS) regarding the group lawsuit that Enfield entered with FairPoint regarding tax years 2017 and prior. Based on the Superior Courts judgment in November of 2018, FairPoint has filed a suit for funds from tax year 2018. He noted that legal counsel has advised

the town to wait for further information given that the Superior Court case is currently under appeal at the Supreme Court, as that could dictate next steps. Mr. Aylesworth offered that further details can be discussed in non-public session.

BOARD REPORTS

Planning Board

Mr. Kluge reported that the Planning Board met on 9/11 and had a presentation from a consulting firm interested in helping with the Master Plan pre-planning process. The Planning Board voted to engage the firm in the pre-planning phase and asked that the Town Manager negotiate a mutually agreeable scope of work and fee for these services. During the presentation, the consultant suggested to the Planning Board that it would be in their best interest to include the school in the process.

TOWN MANAGER'S REPORT

NH Route 4A Sewer Stakeholders Meeting

Mr. Aylesworth reported that there will be a stakeholders meeting with Lakeview Condo Association, Route 4A residents, and Town Officials on Tuesday September 24th. The conversation will discuss the properties that would be connecting and the fees involved. The intention is to bring Lakeview and stakeholders, such as Route 4A residents, together for a conversation, with town officers present. Ultimately, the Town is looking for Lakeview and Route 4A residents to reach a consensus on the fees.

Light Equipment Operator

Mr. Aylesworth reported that the town has filled the light equipment operator vacancy. A conditional offer of employment has been made to Matt Wilson. Mr. Wilson worked many years for the phone company and has served as a part-time police officer for Enfield, as well as an equipment operator for Canaan. Matt will start work on October 7.

September 19 Accident on I-89

Mr. Aylesworth stated that there was a fatal accident which occurred on I-89 in Enfield on Thursday September 19th. Mr. Aylesworth offered thoughts and prayers to the family members of the deceased for their loss.

Mr. Aylesworth noted that a critical incident stress debriefing, regarding the fatal accident, took place with members of fire and ambulance departments on Sunday. The debriefing was intended to assist in the mental health of first responders and was well attended by personnel from police, fire and EMS.

Broadband Fiber Network

Mr. Aylesworth notes that residents have expressed concerns, both posting on the local Listserv as well as other electronic correspondences, regarding their inability to access fiber from FirstLight to obtain high-speed internet service in their home. FirstLight purchased the infrastructure from NH FastRoads. When Federal funds were used to build out the network, it was expected that residents would hook up within the first year and the government funding only required that steeply discounted connections be offered during that 12-month period. After the one-year window closed, the owner of the fiber network was free to assess whatever fees they saw fit based on the market. Mr. Aylesworth notes that there are exorbitant prices to run fiber at this time. Some homeowners are being quoted over \$5,000 to bring fiber less than 50 feet from the road into their home. Mr. Aylesworth has been gathering information and will be reaching out to FirstLight's CEO to have a conversation and get a better understanding of the situation.

2020 Budget

Mr. Aylesworth reported that all but one department has submitted its 2020 operating budget request and capital requests for the 6-year CIP. Mr. Aylesworth is working his way through the department head requests.

Ms. Stewart inquired as to if there is a reason for the one department not to have its budget proposal submitted yet.

Mr. Aylesworth noted that the department has its own separate governing board that must weigh in and approve the budget request before the department head submits it. It is his understanding that the proposed budget has been prepared by the department head, but not yet reviewed by the governing board.

Ms. Stewart inquired if it was necessary for the town to prepare its own budget for the department so there is a comparison, but also so there is some sense of budget indicated to proceed.

Mr. Aylesworth noted that Ms. Stewart's point is well taken, and that the department head has indicated that there are higher budget needs in the coming year than there have been in previous budgets. Mr. Aylesworth is aware the department's request will be higher than last year, but is unsure at this time if the proposed increases will be driven by personnel, equipment, training, or other expenses.

CIP Committee Meeting

Mr. Aylesworth reported that the CIP will have its first meeting of the season on Monday, September 30th.

Sewer System – Draft Asset Management Plan

Mr. Aylesworth noted that DPC engineering in town October 1st and October 7th for workshops regarding the draft asset management plan for the sewer system. They have planned to hold a public forum on October 7th to review the goals and objectives, as well as the capital improvements outlined in the plan. The meeting is tentatively planned to be held at the Community Lutheran Church.

Municipal Facilities Advisory Committee

Mr. Aylesworth reported that MFAC met on September 9th. The Committee currently has a recommendation of an architecture firm to work with regarding to the conceptual design and cost estimation for the next phase of the project.

Mascoma Lakeside Park

Mr. Aylesworth reported that the Mascoma Lakeside Park Committee met at the park on September 17th to discuss the location and geometry of the proposed building as staked. One of the objectives the committee is working with is ADA accessibility. It was noted that the BOS will have a final say in the location that is selected for the pavilion site.

Ms. Stewart inquired about balancing the financial needs of requiring an archaeological study versus not requiring a study.

Mr. Aylesworth noted that there were questions and concerns related to the current location proposed as it may take on a lot of moisture, especially during snow melt. Mr. Aylesworth also noted that if fill were used, there were questions as to if the base would erode due to the hydrology in the area. Mr. Mirski is exploring the idea of a structure closer to the parking lot that would provide enhanced accessibility and perhaps present fewer challenges from a runoff standpoint.

Enfield Center Town House

Mr. Aylesworth reported the town has received a second Moose Plate Grant for providing structural repairs for \$10,000 for the Town House. The town had previously received a \$10,000 grant, which proved

to be insufficient for the structural repairs necessary. This means that the Town now has \$20,000 to develop a more robust scope of work and hopefully enable the completion of improvements that shore up the structural integrity of the floor for many years.

Rotary Club of Lebanon Luncheon

Mr. Aylesworth noted he was invited to a luncheon with the Rotary Club of Lebanon. On September 19th Mr. Aylesworth was a guest speaker. The Rotary Club may be interested in volunteering labor to assist with improvements at the Mascoma Lakeside Park and it was requested that he keep the Club updated as plans progress.

Union Street Fire Station Fuel Delivery

Mr. Kluge inquired as to the notation that Dead River did not wish to continue delivery to the Union Street Fire Station due to the location of the oil tank. The BOS discussed the approval for replacement of the Union Street Fire Station furnace, including previous decisions made at Town Meetings, as well as developments since those decisions were made, including the decommissioning of the Shedd Street building.

PUBLIC COMMENTS

Mr. Kiley noted that 18 months ago they decided that they would buy the land at Lakeside Park. It was inquired as to what the intentions are for the structure.

Mr. Aylesworth noted that there have been a range of discussions for the building of the pavilion, but that the funds to build it are sourced from private and federal grant funds. He also noted that it is intended to be an open-air pavilion with no electricity or running water.

Mr. Kluge inquired if it would be privately funded through donations.

Mr. Aylesworth confirmed and noted that everything that has been fundraised to date will cover the plans for the building of the structure.

Ms. Stewart clarified that the town would still be responsible for the maintenance costs of the pavilion.

Mr. Aylesworth noted that the funds raised to date can assist in covering annual operating costs towards future expenses, and the committee has the opportunity to continue with annual fundraising appeals to keep it going.

Ms. Stewart encouraged the Lakeside Park Committee to think about running a sewer line hookup or running a line for electric services even if it is not immediately put into use.

BUSINESS

Wendy Piper: Grafton County Update, including Budget & Tax Information

Ms. Piper distributed a handout which showed the difference in the amount the county will ask for in taxes in this budget season versus last. She noted that in Enfield, they will be asking for .42% less than last year. She noted that the Department of Revenue Administration has not set the tax rates as of yet.

The state, while asking for an increase, received unanticipated revenue of \$2 million. The revenue stream is ProShare which has to do with Medicaid. This helps close the gap between the Medicaid gap reimbursement and Medicare.

The state of NH applied for a waiver to try a pilot program on delivering services for behavioral health needs, which assisted in closing the gap on the tax increases.

State representatives from Grafton County asked that \$12,000 be trimmed from social services funding. It was noted that the county funds three child care services, which there is no statutory requirement for the county to provide, and that is where the \$12,000 were requested to be cut from.

Ms. Piper noted that the undesignated fund balance is up to almost \$5million, which is almost up to the recommended 7% of the projected budget.

Grafton County has joined with other municipalities in the state regarding an opioid lawsuit against Perdue Pharma as well as the Sackler Family.

The delegation authorized the county to borrow up to \$8 million in anticipation of taxes. Ms. Piper noted that they haven't had to do that as of yet, which is an accomplishment. It is still possible to borrow less money at a lower interest rate.

The BOS did not have any further questions regarding Ms. Piper's report.

Municipal Facilities Advisory Committee (MFAC) firm selection regarding the RFQ

Mr. Aylesworth reported that the MFAC developed a subcommittee which completed in-person interviews with six of the 12 firms that responded to the Town's RFQ relative to conceptual design and cost estimation services. Some firms only submitted for specific aspects of the project, such as a public safety or the municipal offices and library aspect of the project. The Committee ultimately decided to focus on firms that could assist with all aspects of the project. The subcommittee charged with interviewing and selecting a firm was comprised of Mr. Aylesworth, Mr. Shipman, Mr. Russell, and Mr. Young, as well as Mr. Neily in his capacity as Building Inspector.

The subcommittee identified Bread Loaf of Middlebury, Vermont, as the most advantageous firm to work with on the project. Mr. Aylesworth noted the firm had great reviews, noted they were highly collaborative, and that they had extensive experience completing related municipal projects. It was noted that the fee quoted would include analysis of as many different sites as requested by the committee and extensive public engagement. Firms bid in a range from \$20,000 to \$60,000. Breadloaf agreed to reduce their cost down to the second lowest bid of \$29,000, which is a 17% + discount from their original proposed fee of \$35,000.

Mr. Aylesworth presented the information to the BOS because the contract was not the lowest bid and, per the town's purchasing policy, it is appropriate to notify the BOS. Mr. Aylesworth requested the BOS to go on the record as supporting the decision.

Ms. Stewart and Mr. Kluge both agreed to support the decision of the MFAC subcommittee to select Breadloaf for the MFAC RFQ.

Old Home Days Trailer

The BOS reviewed a letter from the Old Home Days Committee to the Byrne Foundation requesting a donation to acquire a trailer for the Old Home Days. It was noted that the letter has not been submitted yet.

Mr. Aylesworth thought there was a previous arrangement for storage space to be provided at the Shaker Athletic Fields which would have provided storage for the Old Home Days.

Ms. Stewart noted the necessity to add a trailer to the town insurance policy. She inquired as to who would manage the use of the trailer, if there were volunteer forms and waivers for the use of the property, and if there is a paid employee to oversee the use. It was also inquired as to where the trailer would be stored, with specific concern as to if it would be stored on town property or not.

Mr. Kluge requested that the town confirm that the Shaker Athletic Field building would not be suitable prior to pursuing the purchase of a trailer.

The BOS agreed that Mr. Aylesworth and Ms. Bonnette would collect further information regarding the details of the request, as well as insurance implications and retrofitting an existing building for storage.

2019 Revaluation Update

Mr. Aylesworth noted that the preliminary values have been established with an overall increase in the 9% range. Mr. Aylesworth noted that, following the completion of hearings with the assessor and establishment of final values, if property owners still do not agree with their values they may file an abatement request with the BOS. The abatement period begins on the date when the property tax bills go out and the abatement deadline is by March 1, 2020.

Review of Draft Enfield Personnel Policy

Mr. Aylesworth noted that the BOS was provided with a marked draft of the proposed Personnel Policy. He noted the next step will be to present the document to the Town Council for a full legal review.

Ms. Stewart had comment regarding several sections of the document:

- It was verified that no company/provider names for benefits, such as current medical benefit providers, are listed in the policy
- 1.3D on page 1-2; change language and replace 'sex' with 'gender', also add 'sexual orientation'
- 1.5B; references 'employee, intern or co-op student' – it was requested there be further clarification on reference for benefits (clarification that details are noted on table page 6-1).
- 1.5I, the BOS discussed the clarification of 'domestic partnership'
- The BOS discussed the use of the term 'supervisor' within the document
- Inquiry - do volunteers sign a release or have any training?
 - Ms. Bonnette noted they had signed a release in the past. It was noted that volunteer committee members are not always treated the same as a volunteer. Mr. Aylesworth and Ms. Bonnette have discussed the current volunteer release form and are open to suggestions from Ms. Stewart or Mr. Alpers.
- 1.7A; It was noted this is a great policy relative to providing references, however, it was noted employees should be trained how to respond to requests so it does not reflect poorly upon the employee.
- The BOS and town managers discussed the terms of compensatory time versus overtime, as well as booking compensatory time as liability
- Page 2-3; It was noted that the table is not accurate. The numbers will be edited to total properly
 - It was agreed that 8 hours should be subtracted from 'Friday' to calculate properly
- Page 4.5A. It was confirmed the wording aligned with all grandfathered and prior amendments.
- 6.4; Insurance Benefits were discussed and noted to add a reference page and table for context (See section 6.1)
- 6.6 Secondary Education. It was noted that there is no cap on the tuition cost and concern for how the budget and budget year runs. It was discussed that some companies have a cap.
 - Mr. Aylesworth notes that fixing a dollar figure would require annual research and updates with relation to the increasing costs of education.
- It was discussed if sick time should be partnered with earned time off.
 - Mr. Aylesworth notes that when previously researching different practices, he received mixed feedback regarding blending earned time and sick time.
 - It was noted that there are multiple avenues, including focusing on the enforcement of leave usage rather than a policy issue. There are caps in place regarding the amount of annual leave that can be accrued.

- Section 8.4; The BOS discussed the use of a smoking policy versus a tobacco use policy.
- It was requested that the Library of Trustees look through the document after the updates are made.

Mr. Aylesworth noted that updates will be made based on feedback and the next stop will be reviewing the document with Town Council and the Library of Trustees.

Scheduling Town Manager Annual Performance Evaluation

The review is currently scheduled for Thursday September 26th at 4pm. Mr. Aylesworth will confirm with Ms. Smith her availability regarding a Heritage Meeting which is taking place the same evening.

OTHER BUSINESS

Ms. Stewart voted to enter the Non-Public Session at 7:35 PM, per RSA 91-A:3 II (a) and (l), Mr. Kluge seconded the motion. Vote unanimous (roll call vote) in favor of the motion (2-0).

Ms. Stewart voted to enter the exit Non-Public Session at 7:48 PM, per RSA 91-A:3 II (a) and (l), Mr. Kluge seconded the motion. Vote unanimous (roll call vote) in favor of the motion (2-0).

ADMINISTRATIVE ITEMS

The Board reviewed and approved Current Use Applications for Enfield Land Company, LLC.

ADJOURNMENT

Ms. Stewart moved to adjourn the meeting at 7:53 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

The meeting was adjourned at 7:53 pm.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – SEPTEMBER 23, 2019

General Information and Updates from Departments

- On September 24, a follow-up meeting is being organized with stakeholders along the NH Route 4A corridor to further discuss how additional sewer connections will be made to the force main extending to Lakeview Condominiums. This meeting will include officers from the Lakeview Condos Association. A primary goal is to reach consensus among Lakeview Condos and other “would-be” customers regarding the appropriate monetary value of the connection fees.
- On September 16, the Town Manager, Police Chief and DPW Director participated in a scoping meeting with representatives from NH Homeland Security Emergency Management and FEMA regarding the July storm damage. The Town has compiled detailed information with respect to the recovery effort and is now uploading associated data and backup documentation into the FEMA web portal. At this time, the estimated cost is in the \$130,000-\$140,000 range, and, if approved, FEMA would reimburse 75% of these costs. The Town will also be submitting an application for a separate FEMA Hazard Mitigation grant for the upsizing of a culvert on Potato Road that failed during the storm event. The upsizing of the culvert is intended to reduce the likelihood of failure from future storm surges. Concrete headers have already been installed.
- The Town of Canaan previously requested mutual aid support from neighboring communities as part of its own response to the July storm damage. For its part, the Town of Enfield made two operators and two dump trucks available to assist Canaan. The Town of Canaan has not yet provided remuneration for the labor and equipment provided, and we will be following up to inquire as to the status of these payments.
- Six members of DPW will be receiving training in crane operation from a certified instructor. The training will focus on proper rigging and truck crane use, as well as the operation of a loader boom that will enable personnel to perform repairs to elevated areas along Town buildings (i.e., the eaves along Whitney Hall).
- DPW personnel will be reading water meters this week for the third quarter water and sewer bills. These readings will be used for quarterly bills issued in early-October.
- A resident’s water service line failed at the junction with the curb stop on Shaker Hill Road. This resulted in water saturating adjacent soils and at times sheeting over the top of the road. Town crews were able to perform the needed repairs to the Town’s infrastructure. The homeowner will now need to retain the services of a contractor to replace the private service line that failed leading into the house (the Town only provided a temporary fix to the private service line).
- The Town has filled the light equipment operator vacancy within DPW. Matt Wilson has accepted a conditional offer of employment, and will begin work on October 7. Matt previously worked for the phone company for many years and has served as a light equipment operator in Canaan. He holds and Class A CDL and has experience operating a variety of equipment.
- This past Thursday (9/19) evening, there was a fatal accident on I-89 in Enfield. The driver was killed at impact and the scene that first responders arrived to was highly disturbing. As a result,

this weekend a critical incident stress debriefing was conducted by the Granite State Critical Stress Debriefing Team. Members of the Police, Fire, and Ambulance departments participated.

- The Police Department recently participated in a series of safety drills at Enfield Village Elementary School.
- The replacement overhead garage doors have been installed at both the Union Street and Enfield Center fire stations.
- The Town has been notified by its heating oil and propane fuel provider, Dead River, that they will no longer fill the oil tank at the Union Street Fire Station from the interior of the building due to safety concerns. This would require the existing tank to be emptied and relocated to an exterior wall either on the interior or exterior of the building. If the tank was moved outside the building it would likely be necessary to use kerosene as opposed to heating oil due to the potential for heating oil to congeal in cold weather. The Fire Chief has indicated the department does not have the funds remaining in its 2019 budget to cover the cost associated with relocating the tank, and he would prefer not to incur this cost in 2019 given that he is submitting a CIP funding request in 2020 to replace the existing oil furnace with a propane furnace (meaning that any outlay to relocate the oil tank would be very short lived). The Town is attempting to negotiate with Dead River to be permitted to continue filling the oil tank for one additional year from inside the building, but, thus far, the company has not indicated a willingness to reconsider the matter.
- In recent weeks there have been an escalating number of comments and frustrations aired by Enfield residents regarding the inability to have obtain residential high-speed internet service from FirstLight (the owner of the existing fiber network). Although the existing fiber may be strung via poles directly in front of a resident's home, FirstLight is quoting would-be customers prohibitively high connection fees (upwards of \$5,000 in some cases) just to bring the fiber a short distance from the pole to the home. The excessive nature of the cost appears to be arising from the fact that FirstLight is not motivated to add new residential customers and has instead been focusing on business/commercial customers (although it is not clear why it would not be in their financial interest to grow their existing residential customer base). The Town Manager has been actively researching the matter and gathering pertinent information regarding the initial establishment of the fiber network (which at the time was owned by FastRoads) and possible means by which a better outcome can be achieved. Unfortunately, although federal funds (stimulus money) was used to fund the initial infrastructure build out, the funding only required that homeowners within the network be provided a one year window with which to connect for effectively no cost. After that one year period, which concluded several years ago, the owner of the fiber network was at liberty to assess any connection fee it saw fit. A meeting with FirstLight's CEO is currently being arranged.

Project Updates

- All but one department submitted its proposed 2020 operating budget and 2020-2025 capital item requests to the Town Manager by the September 16 deadline. The Town Manager is completing his review of the requests, meet with department heads to discuss their requests in detail, and ultimately prepare a complete set of preliminary budget recommendations by mid-

or late-October. As such, these recommendations will be officially presented to the Board of Selectmen and Budget Committee approximately two months earlier than in past years. Department heads will then present their individual budgets (which have been reviewed and adjusted as necessary by the Town Manager) to the Budget Committee in November and early-December. This streamlined approach is being experimented with in the hopes that it streamlines the 2020 budget development process.

- On September 11, the Planning Board met with Mike Akillian of the Center for Strategic Governance. The discussion centered on the possibility of retaining the CSG's services to conduct "pre-planning" work associated with the community master plan. The 2019 operating budget contains a limited amount of funding for work associated with the master plan, and this would enable an organization, such as the CSG, to assist the Town with carrying out some initial public engagement sessions and collecting data from the community to help inform a needs assessment. Once the pre-planning work is completed by the fall of 2019, a request for proposals can be issued to solicit services from qualified firms interested in assisting the Town with preparation of the master plan in earnest.
- DPC Engineering has largely completed the wastewater asset management plan that has been funded with a loan (100% principal forgiveness) from the NH Department of Environmental Services. A public forum to present elements of the draft plan, and receive feedback regarding desired levels of service, is being planned for October 7. This meeting will likely take place in the fellowship hall of the Community Lutheran Church. A portion of this public forum will likely also address the second phase of the work being undertaken by DPC, which pertains to examining 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. A public announcement will be circulated once location information is finalized for October 7 forum.
- On September 13, the Town submitted an application for funding under the Annual Drinking Water Construction Project Assistance Program (administered through the Drinking Water and Groundwater Trust Fund), for the purpose of upgrading the municipal water system. The total funding request was \$1.75 million, which would allow for a project budget of \$1.85 million when paired with \$100,000 from the Water Fund's capital reserve fund. The Town has requested that a \$1.75 million award from the state include 30% grants, so the amount borrowed would \$1.225 million. This would represent the first phase of a two phase process. 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 additional funds within the next 10 years to complete 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 Municipal Facilities Advisory Committee (MFAC) most recently met on September 9. The meeting included a review of the proposals (of which there were 12) received by the Town in response to a request for qualifications for conceptual design and cost estimation services. The committee ultimately voted to form a subcommittee consisting of the Town Manager, Building Inspector, committee chair (Phil Shipman), and two additional members (Erik Russell and Tracy Young) that would be responsible for selecting the firm to complete the project. In subsequent days the sub-committee narrowed the field of 12 firms to six, and completed in-person interviews with principals from each of these six firms on September 19 and September 20. It is the subcommittee's unanimous view that Breadloaf, which has exceptionally deep experience with respect to the (re)design of municipal facilities (including public safety facilities, municipal offices and public libraries) is the most advantageous firm for the Town to engage based on several objective criteria that were used to evaluate each firm. It is the Town Manager's intent to enter into a service agreement with Breadloaf, pending support from the Board of Selectmen and more detailed review of their references/clients. This recommendation will be discussed in further detail with the Board of Selectmen at its September 23 business meeting. The goal is to issue to a notice to proceed to the selected architecture/design firm by October 1 to ensure that the project can be completed within the previously outlined timeline (Oct.1 to early-January).
- Municipal Resources Inc. (MRI) was back in Enfield on September 17 for the initial meeting of the recently formed Fire-EMS Working Group. The group is comprised of seven members: Fire Chief, Ambulance Chief, two Assistant Fire Chiefs, Assistant Ambulance Chief, and two members who are cross trained as firefighters and EMTs. The Town Manager participated in the inaugural meeting and will take part in many such meetings in the future. The initial meeting of the Working Group focused on a more focused discussion of the priority action items identified in the Nominal Group Process held in late-August. The Working Group will begin meeting on a regular basis and MRI personnel will also be working closely with the Fire Chief and Ambulance Chief to ensure steady progress is being made throughout the transition.
- On September 17, the Mascoma Lakeside Park Committee met on-site to examine the location being proposed by Paul Mirski, Architect, for the planned open air pavilion. It should be noted that Paul Currier, lifelong resident and retired professional surveyor, volunteered his time and expertise to properly demarcate the exact location of each support post as depicted on Mr.s Mirski's site plans. Mr. Mirski is proposing that the pavilion be octagonal in shape and take on a more "formal" appearance. Considerations have also been made regarding how and where to site the pavilion so as to maximize its accessibility to individuals with mobility limitations. Based on the feedback provided by members of the Committee, Mr. Mirski will be developing a few new preliminary site plans that might strike the desired balance. Additional discussions will also be arranged with the state archaeologist (NH Division of Historic Resources) to verify whether or not certain potential construction methods would be exempt from the requirement that any work done within a 50-meter radius of an historic railroad cellar hole trigger the completion of an archaeological investigation (which of course adds expense to the project). There is reason to be optimistic that some of the emerging alternatives that Mr. Mirski will further explore may enable the Town to avoid an archaeological investigation altogether.
- The Town has received official word from the NH Division of Historic Resources informing us that our second application for Moose Plate grant award in the amount of \$10,000 to complete much needed structural stability improvements to the Enfield Center Town House has been

approved. These funds will be combined with a \$10,000 Moose Plate grant the Town received for this project in 2017, and thus allow for the total project budget to increase to \$20,000. Additional supplemental funding may still be needed from the CIP Capital Reserve Fund or private donations depending on the bids that the Town ultimately receives from qualified contractors in the coming months.

Recent/Upcoming Meetings

- The Municipal Facilities Advisory Committee met on September 9 and will meet again on September 24 and October 14.
- The Town Manager took part in the September 11 meeting of the Planning Board, which involved additional preparations for the master planning process.
- The Town Manager was the guest speaker at the Rotary Club of Lebanon's lunch meeting on September 19. Topics covered included ongoing/planned community and economic development efforts in the Town of Enfield, as well as ongoing efforts to upgrade the Town's public infrastructure and buildings. The Rotary Club may be in a position to provide volunteer labor in support of planned Mascoma Lakeside Park improvements.
- The Town Manager will take part in the UVLSRPC's Executive Board meeting on September 25.
- The Town Manager will take part in a CIP Committee meeting on September 30 (first meeting of the 2020 budget season).
- The Town Manager will take part in Budget committee meetings on October 1 and October 15.