

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

DATE: Monday, October 7, 2019
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

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

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

OTHERS: Emily Curtis, recording secretary; Ed McLaughlin; Kim Quirk, Enfield Energy Committee; Charlie Clark, Enfield Energy Committee;

CALL TO ORDER

APPROVAL OF MINUTES

September 23, 2019 – Regular & Non-Public Sessions

Ms. Stewart requested to remove Ms. Smith from the list of present parties on the non-public minutes.

Ms. Stewart made a motion to accept the minutes of the public and non-public sessions. Mr. Kluge seconded. Vote unanimous in favor of the motion. (2-0) Ms. Smith abstained.

COMMUNICATIONS

Town Clerk's Report – September 2019

Mr. Aylesworth reported that the town is on track with last years revenues.

Tax Collector's Report – September 2019

Mr. Aylesworth reported that the first two betterment assessments for Lakeview and Shaker Landing stand at 95% and 100% collected.

Mr. Aylesworth reported that the first issue property tax bills, which were due July 1, stands at 97% collected. The second issue property tax bills will be sent out next month after the new property tax rate is set. The first and second issue water and sewer bills are both in the low 90% collected, and the third issue bills will be mailed within the next couple of weeks.

2018 Audit (Finalized Copy)

Mr. Aylesworth believes that a previous version of the audit had been presented to the Selectboard at a previous meeting. He reported there were no substantive changes between that version and the final presentation and noted that he prepared commentary regarding the management discussion and analysis section that the town provides.

Ms. Stewart noted that the Board should pay particular attention to deficits which are listed on page 26 of the final document.

Mr. Aylesworth noted that there are different ways of reporting unassigned fund balance in the general fund and noted that on a budgetary basis the current numbers have improved dramatically –

approximately \$700,000 – from where they were just two years ago. He noted that previous areas of deficit, which the Board focused on bettering, are now in a positive balance but there is more work still to be done. He also noted that some items show up as a deficit because they are not balanced by the income due to the cutoff of the budget year. He noted that there have been shortfalls in cash flow which have slowly improved over the years as well.

Ms. Stewart drew attention to pages 50 and 51, which are a review of previous audit findings and note measures taken from previous audit findings and what progress has been made for improvements.

Mr. Aylesworth notes that a reoccurring negative finding in the audits are the “other post-employment benefits” or OPEB. There is a firm that the school district uses to come up with their OPEB liabilities. Even though the town does not pay retirees health insurance, they receive a monetary benefit by participating in town insurance which is at a reduced rate from independent health insurance. Mr. Aylesworth believes that a value should be assigned to the benefit of a reduced rate as even though it is not a direct liability of the town it should be monetized.

Mr. Aylesworth also noted the deficits in the sewer fund, which, while not running positive as of yet, are still improving from where they were a few years ago. The deficit of nearly \$700,000 at the end of 2017 now stands at approximately \$550,000 at the end of 2018. A roughly \$150,000 improvement.

Advance Transit “On Board with Advance Transit” newsletter

Mr. Aylesworth presented a letter addressed to Mr. Kluge as a part of Board correspondence.

BOARD REPORTS

Budget Committee

Ms. Stewart reported that the Budget Committee met and noted that they will be reviewing a detailed copy of the draft 2020 operating budget once Mr. Aylesworth has prepared his preliminary recommendations, which should come by early-November.

Heritage Commission

Ms. Smith reported that the Heritage Meeting met on the 4th Thursday of the month. They have determined that the first local historic district that will have to be in place in order to be a part of the certified local government will be the Mill Heritage District. Ms. Smith toured the town with Nadine Miller of the New Hampshire Historic Resources. The district would include the millhouses and the mill owners house, and will call attention to Enfield’s mill history and mill heritage. The district is already in the National Registered Historic District.

Mascoma Lakeside Park Committee

Ms. Smith reported that the Lakeside Park Committee continues to move forward with details regarding the location of the pavilion. Mr. Patten and Mr. Mirski attended a previous meeting. Mr. Patten confirmed a thorough excavation and historic survey would be necessary, which Ms. Smith noted would cost around \$40,000. Ms. Smith noted the request for Mr. Aylesworth to assist with correspondence with the Preservation Office and the State Archeologist.

Mr. Aylesworth noted that they are confirming that they are treating the berm as disturbed earth as it was constructed from imported soil. The location further south and west of the original proposal would not trigger the same requirement for the archeological study.

Mr. Aylesworth noted that in previous meetings it had been agreed that the selected location would be based off of the ideal scenario and not base the decision on cost avoidance. There is a general sense that having a pavilion located closer to the parking lot would be ideal from the standpoint of meeting ADA

requirements, and erecting a structure on that side of the property would also help ensure that less open space was impacted to the east.

TOWN MANAGER'S REPORT

2019 Budget YTD

Mr. Aylesworth noted that the current 2019 budget is looking good. He noted that to date the town has expended about 70% of the current operating budget which leaves about a 5% buffer since 25% of the budget year remains.

Mr. Aylesworth noted that revenues are also looking good. He noted that there are a couple sources of revenue that are slightly below expectations, such as recreation. However, ambulance continues to produce revenues which were above the projected budget. The DPW Director has been working on getting surplus items from the DPW and the fire department listed for sale, with the hope that the revenue will be booked to the 2019 budget year.

2020 Municipal Calendar

Mr. Aylesworth noted that the October issue of Town Newsletter was published on October 1st.

Mr. Aylesworth extended a thank you to the Assistant Town Manager, Ms. Bonnette for her diligence on assembling the 2020 calendar as well as getting advertising to help cover the production costs for the calendar. He noted that Ms. Bonnette also again oversaw the annual photo contest for photos to include in the calendar which was a great success in collecting photographs that captured the beauty of the Enfield community.

Audit RFP

Mr. Aylesworth reported that there are two items currently out to bid for the town. One contract is related to municipal auditing services. Mr. Aylesworth noted that the town has had a great relationship with the current auditing firm, but it is in the best interest of the town to ensure they are getting the most cost-effective option to open it up competitively every few years. He noted that the second item out to bid was with regard to the winter sand procurement for the year.

Capital Improvement Program

Mr. Aylesworth reported the CIP Committee met to review the initial department requests. He noted that some items may be pulled, deferred, or altered to a more budget friendly option.

Mr. Kluge inquired as to the details of what a fire rescue pumper is.

Mr. Aylesworth stated that rather than purchasing a fire engine and a rescue truck (separate vehicles), the fire chief is advocating for buying a combination vehicle. He noted that fire engines usually run around \$500,000, and rescue trucks run around \$300,000, totaling \$800,000. The rescue pumper runs around \$600,000 and would save on overall costs while also saving space at the station.

Ms. Stewart noted that a fire rescue pumper has more seats for transporting more people. She noted that the interim chief last year had made the same recommendation of procuring a rescue pumper.

Mr. Aylesworth noted that they are currently looking into preliminary cost estimates for a fire rescue pumper and noted that it would take 18-24 months to build and bring into service. He also noted that they are looking into grant opportunities to offset the cost as much as possible.

Master Plan

Mr. Aylesworth and members of the Planning Board met with the Center for Strategic Governance to discuss the preplanning aspects of the master plan. Mr. Akillian, the Center's director, recently drafted a proposed outline for what the process might look like, which Mr. Aylesworth has since shared with the Board of Selectmen. The Planning Board expressed that they supported the process as outlined and Mr. Aylesworth noted that the Regional Planning Commission and the Center for Strategic Governance will be able to collaborate on the process. Mr. Aylesworth anticipates that there will be money proposed in the 2020 budget with regard to the development of the master plan.

Mr. Aylesworth presented a copy of the PowerPoint related to the public forum being held regarding the municipal waste water system. The current draft was made with assistance from DPC Engineering. The public forum is to be held at the Community Lutheran Church on Tuesday October 8th at 7pm.

Municipal Facilities Advisory Committee (MFAC)

Mr. Aylesworth informed the BOS that Bread Loaf Corporation, the engineering firm selected by MFAC for the first phase of the project, was in town on September 30th and toured Whitney Hall as well as the Police Facilities, and met with members of the Library of Trustees. He noted that members of MFAC as well as the Library of Trustees are excited to work with Bread Loaf.

Fire/EMS Transition Planning

Mr. Aylesworth noted that a principal of Municipal Resources Inc. was back in town on September 26th for another meeting with the fire/EMS crew. They will be meeting with the ambulance chief and the fire chief to draft standard operating procedures, training programs, and recruitment.

PUBLIC COMMENTS**Energy Committee – Power Purchase Agreement & Community Power Committee**

Ms. Quirk of the Energy Committee presented information on two projects which require Select Board information and approval.

The first request is for a solar power purchase agreement which would allow the town to put solar on a roof and not pay for it all up front while also benefiting from the lower energy costs. Ms. Quirk noted that to get a power purchase agreement that is longer than one or two years, the town has to vote to allow the Select Board and the Town Manager to negotiate a long-term agreement. She noted that most power purchase agreements were 25 years and includes a long-term agreement for a price of electricity as well as leasing the location where the solar panels were located.

Ms. Smith inquired if the rates were on a sliding scale and if the town would always pay less then the going rate or if it could become an inverse situation.

Ms. Quirk noted that those types of details would be outlined in the negotiations. Ms. Quirk suggested that there be a warrant article that leave the details open for negotiation in a formal contract.

Ms. Quirk presented a proposed warrant article which stated: to authorize the Select Board (and/or Town Manager) to grant an easement and license on property owned by the town for the purpose of installing a solar panel array in connection with a proposed solar power purchase agreement, with an option to purchase the array and for a term not to exceed 35 years.

Ms. Stewart inquired as to if any area towns had done this.

Ms. Quirk noted that Lebanon just entered an agreement which involved all seven of their municipal buildings. She noted that if a large group is completed at once it can result in a lower power purchase

agreement rate. She noted many towns have been considering or implemented power purchase agreements including Hanover and Plainfield.

Ms. Quirk noted that there was a warrant article put forth two years ago in Enfield with regard to the DPW salt shed, but it faltered in that the warrant article was too specific and did not allow for any flexibility in negotiating details such as the vendor, location of the panels, or rates.

Ms. Stewart confirmed with Ms. Quirk that the Energy Committee would still be a part of the process, including suggestions of location or further details to guide the process.

Mr. Aylesworth noted that town counsel advised that a multi-year contract of this sort needs Town Meeting approval and state law requires that the projected financial impact be adequately detailed at the time of the vote. Generally speaking, towns are not to enter in multi-year agreements unless there is a “non-appropriations” escape clause or by disclosing a likely projected fiscal impact over the term of the agreement. He supports Ms. Quirk’s strategy to leave some parts of the warrant article fluid, but he believes the rate information or a clause which indicates that the per kilowatt cost will not exceed a certain amount may need to be incorporated in the warrant article.

Ms. Quirk distributed detailed information regarding power purchase agreement as provided by the NH Department of Energy.

Ms. Quirk then presented her second request to the BOS, which was with regard to Community Choice Aggregation, which allows a municipality to have more control over how and where electricity is purchased. The town can procure power on behalf of the residents, businesses, and municipalities by aggregating. There is an opt out available. The Select Board would need to form a Community Power Committee which has the task of developing the Community Power Plan.

Ms. Quirk asked if the BOS would be interested in exploring this option. She noted that there are members of the Enfield Energy Committee that would be interested in being a part of a Community Power Committee and assist in the planning processes.

Ms. Smith inquired as to if the Community Power Committee would be a subcommittee of the Enfield Energy Committee.

Ms. Quirk confirmed that it would be. She noted that the subcommittee would be working with local towns such as Hanover and Lebanon to develop the plans for Community Choice Aggregation.

Ms. Stewart motioned to form a subcommittee of the Enfield Energy Committee to study Community Choice Aggregation and develop a plan. Ms. Smith seconded the motion. Vote passed unanimous in favor of the motion (3-0).

Keith Thomas – Shaker Boulevard

A resident of Shaker Boulevard expressed frustration with the condition of the roadways. He presented a document which had signatures of other residents that shared the frustrations of the road conditions near the southern shore of Shaker Boulevard. Mr. Thomas noted that DPW has filled holes in the road in the spring and summer months, but the fill does not last. He expressed that there are areas of the road in which he must drive on the wrong side of the road to avoid damaged roadway. He noted that residents had been informed that lack of progress on the road was in part to finalizing the changeover of lines to new power poles, but that progress has been stalled for a long period of time and residents would like further information as to the status.

Ms. Stewart noted it would be ideal to speak with Mr. Taylor who may have further insight with regard to plans and budgetary proposals.

Mr. Aylesworth noted that the utility company is in the process of moving lines from the old poles to the new poles, which is a work order that has been in progress for over a year. He noted that the town had received information that Consolidated Communications was actively working on moving the lines on Shaker Boulevard. The next step, once the lines are moved, will be for them to remove the old poles, which will allow the town to make plans for repairs and paving during the summer of 2020.

Sewer Assessment Meeting

A resident requested clarification on the sewer assessment management meeting. He inquired if the meeting was with regard to current infrastructure or if it would be focused on future expansion. Mr. Aylesworth confirmed that the focus would be on the footprint and current state of the existing system. He noted an engineer will walk the public through the plan and explain the current conditions and proposed priorities for future investment.

BUSINESS

Route 4 Sewer Connection Status

Mr. Aylesworth reports that there are four property owners that have yet to hook up. At a previous meeting it was the expressed desire of the board to pursue necessary remedies to ensure people connected. The letter states the town's expectations with a proposed firm deadline for getting connected of December 1, 2019. The letter also indicates that the matter will be referred to town counsel for action if residents do not meet the connection deadline.

2019 Revaluation Update

Mr. Aylesworth noted that there will be 125 assessment hearings to be held. Mr. Aylesworth noted that people wanted to understand more about the process and noted that there have been some adjustments made based off of meetings held. He noted that the number of meetings being held for the revaluation is within a normal range and that he has confidence in the assessor's ability to be attentive to the market and being objective in the work that they do.

Mr. Kluge inquired as to if there were any particular patterns that were being seen in the hearings. Mr. Aylesworth and Ms. Bonnette both confirmed that there was no set pattern that they saw so far. Mr. Aylesworth noted that until the meetings are complete, they can't accurately predict the full picture of how it may impact the valuation on tax rate setting.

Mr. McLaughlin noted that he met with an assessor from Lebanon who came in to assist with assessment hearings. He stated that the assessor was unable to answer a lot of his questions and he was not completely satisfied with the meeting. The assessor was kind, but Mr. McLaughlin did not feel like he understood the needs of Enfield and noted that the assessor was going to have to follow up on questions with Mr. Bernaiche, the Town of Enfield's contracted assessor.

Mr. McLaughlin noted that due to where the meetings took place in the town offices, he overheard a resident comment about the town raising the taxes so high that only rich people could live in Enfield and that the poor people would have to move out. Mr. McLaughlin did not express personal opinion on the matter, but felt it important and relevant for the BOS to be aware of the comment and the possibility that this misperception is shared by others in the community.

Mr. Kluge noted that there are some misunderstandings that because a valuation goes up means that taxes will also go up, and that is not necessarily the case.

Ms. Stewart added that revaluations could be disproportionately assessed with neighboring properties. She noted that the new system for property cards online where things can be looked up is easy to use and an excellent tool for residents, as well as having the support of the town offices.

Old Home Days Trailer Update – Shaker Recreation Field Storage Option

Ms. Bonnette noted that staff discussed the information from the last BOS meeting regarding insurance and liabilities for a trailer and they ultimately decided that there would be space at the Shaker Recreation Field for the time being.

Ms. Stewart noted that a trailer for the town might still be a relevant conversation because of the number of different organizations that could potentially utilize it.

Mr. Aylesworth stated that in his correspondences, he got the sense that the group would be satisfied with a regular location, such as the Shaker Recreation Field, and that the trailer was a back up plan if that did not work out.

Ms. Smith inquired about whether the group would still be applying for a grant for the trailer.

Ms. Bonnette confirmed that the group was waiting for Select Board approval for the Old Home Days to own a trailer prior to moving forward with a grant request. Ms. Bonnette added that the town would be the owners of the trailer and that the intention would be for the Old Home Days to utilize it, including storing items during the winter.

Ms. Stewart noted that for a trailer to be approved there would need to be further information regarding the insurance, the transportation of the trailer, where it would be parked when not in use, etc.

Ms. Bonnette discussed the estimated monetary implications of adding a trailer to the town insurance.

Mr. Aylesworth inquired if it is the Board's preference to retrofit space for Old Home Days at the Shaker athletic field and then reevaluate the situation. The Board unanimously agreed.

OTHER BUSINESS

Dr. Jerold Theis – Conservation Commission

Dr. Theis presented a document on behalf of the Conservation Commission that requested an evaluation for the current ordinance designations for the Conservation Commission.

Mr. Aylesworth and Mr. Kluge questioned the definition of the Conservation Commission within the RSA's. Mr. Aylesworth noted that there can be a high level of variability among communities as to how broad or narrow the scope is.

Ms. Stewart noted she would be interested to learn how the current commission was formed in the first place and the language from the initial charge or motion.

Ms. Smith acknowledged that the Conservation Commission has changed over the years.

Dr. Theis noted that under the present ordinance #600, the commission is only involved with review of wetlands and watershed; however, there are a considerable larger number of items to be addressed. He expressed that the commission wished to include items that are important to the natural resources of the community.

Mr. Kluge supported the commission's endeavor and agreed that RSA's would need to be further researched.

Mr. Aylesworth and Ms. Bonnette agreed with the need to further study the RSA's for further advisement.

Ms. Stewart expressed that she was not opposed to the request but that further research was appropriate to ensure proper procedures were taken.

Charlie Clark – Public Works Facility

Mr. Clark inquired about the next steps regarding the DPW building evaluation for insulation, which was completed by Liberty Utilities earlier this year.

He noted the report represented the first step in the process. The next step would be to commit \$1,000 to the company that performed the evaluation to do a second level evaluation. At that point, the company will supply 50% of the cost of insulating the building.

The main areas of concern are the office areas. The building is poorly insulated. Mr. Clark noted that it would be possible to utilize current staff to install the cellulose to properly insulate the building.

Mr. Aylesworth apologized to Mr. Clark as he remembered speaking with Mr. Taylor regarding the next steps, but the communication was not finalized. Mr. Taylor expressed to Mr. Aylesworth that it was within the budget to be able to complete the commitment of \$1,000 for the next step of the project.

Mr. Aylesworth believes it is a sensible investment, and gave authorization for Mr. Clark to move forward with the next step. He noted that, depending on what the estimated costs would be for insulation, it would be discussed the appropriate timing and coordination to procure within the Capital Improvement Plan or the Operating Budget.

The Board expressed gratitude to Mr. Clark for his knowledge and follow up on the matter.

ADMINISTRATIVE ITEMS

- Mr. Kluge and Ms. Stewart signed the public minutes from the meeting on September 23rd.
- Mr. Kluge recused himself from signing letters due to familial connections with two property owners.
- The Board unanimously agreed to cancel the meeting on Monday, October 21st.
- Mr. Aylesworth discussed a tentative plan regarding a Primex a meeting on October 28th at 4pm. All Board members unanimously agreed. Mr. Aylesworth noted he would reach out and confirm the meeting time with Primex.
- Ms. Stewart made a motion to seal nonpublic minutes from September 23rd. Mr. Kluge seconded the motion. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mr. Kluge motioned to adjourn the meeting. Ms. Stewart seconded the motion. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:07pm.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith

Enfield Board of Selectmen

TOWN MANAGER REPORT – OCTOBER 7, 2019

General Information and Updates from Departments

- The October issue of the Town newsletter was published on October 1.
- The Town Manager has been admitted into the ICMA's Emerging Leaders Development Program. This program is geared toward professionals in executive and managerial roles and the curriculum is administered remotely and delivered over the course of a six-month period. ELDP is intended to be a pre-cursor to Leadership ICMA, a highly-regarded/intensive program designed for local government executives at the midpoint of their careers. ELDP sessions begin in October.
- As part of the next (and final) phase of the 5-year revaluation, the Town's assessor and his associate participated in hearings with property owners questioning their preliminary tax assessment on October 5 (Saturday) from 9:00 AM to 4:00 PM. Additional hearings have been scheduled for October 7-10 from 5:00 PM to 8:00 PM. Lists of the preliminary property values for all property owners and sales data can be found on the Town's website here: <https://www.enfield.nh.us/assessingdepartment/pages/2019-revaluation>.
- The Assistant Town Manager is diligently assembling the 2020 municipal calendar, and another milestone was reached upon the conclusion of the annual photo contest (the highest vote getters of course appear in the calendar). The calendar provides our residents with information about board and committee meetings, important dates and the curbside rubbish and recycling collection schedule. To provide this at the lowest possible cost to our taxpayers we solicit advertising from Enfield businesses and organizations. After a couple of weeks, if there is still space available, we expand our area of coverage and invite local businesses from neighboring communities. The advertising dollars greatly offset the costs of production and mailing. In 2019, roughly two thirds of the costs were supported by advertisers. In 2020, with additional ad spaces sold, we anticipate being close to 100%! Enfield businesses support our calendar and we encourage the support of our Enfield and local businesses. The calendar should be mailed out to Postal Patrons of Enfield and Enfield Center by early November.
- The Town recently issued a request for proposals (RFP) for municipal auditing services. The Town recently completed a 3-year contract for independent auditing services and issuing an RFP at the conclusion of a contract is a sensible practice to ensure that services are being procured at a cost-effective price point.
- The Town recently issued an invitation to bid for winter sand. Bids are due October 9. A complete description can be found here: https://www.enfield.nh.us/sites/enfieldnh/files/uploads/winter_sand_2019_0.pdf
- The DPW Water/Sewer Division has completed quarterly meter readings and bills are being mailed the week of October 7.
- DPW personnel have been busy the last couple of weeks doing culvert and ditching work. Looking ahead, DPW will be replacing culverts on several roads that are required to be done

during low water levels and/or during lake drawdown per the issued Wetlands Permit. Roads may be closed at these sites for part of the day. Signs will be placed to notify residents of closures.

- The DPW Highway Division will be continuing with the grading of gravel roads during the month of October.
- Enfield police officers will be participating in the statewide “Safe Commute” patrols in October. These patrols specifically target speed and distracted driving, which are still the major cause of our crashes that cause injury.

Project Updates

- The CIP Committee held its first meeting of the 2020 budget season on September 30 and capital requests submitted by departments for the 2020-2025 period were initially reviewed and discussed. The Committee will meet several more times between now and February to finalize the updated CIP Plan and make recommendations to the Board of Selectmen regarding items that should be programmed for funding over the next six years. The capital item request sheets transmitted to the Town Manager by department heads have been provided to the Board of Selectmen for informational purposes as a separate attachment. The most significant proposed acquisition in 2020 is a fire rescue pumper, which would replace Engine 4 (which has been in service for 30 years). There are various federal grants available that have the potential to significantly offset the cost (approximately \$600,000) of this apparatus, but competition for these funds will be fierce.
- The Budget Committee met on October 1. In addition to preliminary information regarding the 2020 operating budget, the Town Manager provided an analysis of year-to-date revenues and expenditures and gave the committee an update on the progress of the Municipal Facilities Advisory Committee.
- Departments continue to prepare updates to their respective strategic governance plans and proposed plans are to be provided to the Town Manager by October 11. Once finalized, these plans will later be presented to the Budget Committee and Board of Selectmen.
- On October 4, Mike Akillian and Carole Ogilvie of the Center for Strategic Governance took part in meetings with the Town Manager, Land Use & Community Development Administrator, multiple members of the Planning Board and Upper Valley Lake Sunapee Regional Planning Commission. The Town has contracted with the Center for Strategic Governance to help complete “pre-planning” activities, which include the following:
 - A suggested set of “themes” that can guide the overall master planning process
 - A list of data to be collected, the sources of that data, the kinds of integrated analysis by theme that should be performed, and who will perform that analysis.
 - A communications plan for the various stakeholders that will present various community-wide themes, potential paths for Enfield to take in how it uses its land in the ensuing years, and likely implications for each potential path. This will include a proposed mix of media and editorial content categories, roles, and involvement of various contributors, timing, costs, etc.

- Conducting a focus group of eight or so Enfield residents to offer their insights regarding the elements of the planning process before the launch of the master planning process itself to enable some adjustments to any and all plan phases.

The focus of the discussion was on next steps in the pre-planning process that will be carried out during the fall of 2019 with the goal of commencing with the master planning process in earnest in early-2020.

An associated handout detailing proposed pre-planning activities is being provided to the Board via separate attachment.

- The Town Manager, DPW Director, and principals from DPC Engineering participated in a workshop with NH DES officials on October 1 to go over the Town's draft asset management plan (the development of which is being funded with state funding). The meeting went very well and NH DES conveyed considerable positive feedback about the information that has been compiled to date. The Town is subsequently holding a public forum on October 8 (Tuesday) beginning at 7:00 pm in the Fellowship Hall of the Community Lutheran Church (96 Main Street) to obtain resident feedback on the municipal sewer system that will help inform the goals and objectives we set regarding desired levels of service moving forward. With assistance from DPC Engineering (and funding support from the NH Department of Environmental Services), the Town has developed a draft asset management plan for the wastewater system that will guide future infrastructure upgrade decisions.
- Bread Loaf – the Middlebury (VT) based firm selected by the Municipal Facilities Advisory Committee to prepare conceptual designs and associated cost estimations – completed its first official visit to Enfield on September 30. After meeting with several members of the MFAC, the firm completed a comprehensive tour of Whitney Hall and met with the Library Trustees. They then examined the existing police facility. The remainder of their visit was spent visiting eight sites that have been identified as potentially suitable building sites for a public safety facility. Bread Loaf will now begin developing initial conceptual designs for review and feedback from the MFAC.
- Municipal Resources Inc. (MRI) was back in Enfield on September 26 for another meeting of the recently formed Fire-EMS Working Group. This meeting of the Working Group focused on fleshing out much needed updates to standard operating procedures/guidelines, training requirements, and possible recruitment efforts. The Working Group will continue 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. The next meeting will likely take place in mid-October.
- On October 1, the Mascoma Lakeside Park Committee reviewed updated preliminary site plans that Architect Paul Mirski had developed for the open-air pavilion and surrounding area. There seems to be consensus emerging from the Committee that the pavilion should be oriented "long ways" parallel to the lakeshore and that situating the pavilion closer to the parking lot than originally envisioned (but still a sufficient distance to minimize concerns about public safety) will improve accessibility, overall usability of park property to visitors, and keep the easterly portion of the park intact for open space/natural area. It will now be necessary for the Town to compile additional information/records regarding past uses and soil disturbances on the property in the

area immediately adjacent to the existing sidewalk/bypass road so that officials within the NH Division of Historic Resources can render a determination of whether or not the previously instituted requirement for an archaeological study can be waived.

Recent/Upcoming Meetings

- The Municipal Facilities Advisory Committee will meet again on October 14 and 28.
- The Town Manager took part in the September 25 meeting of the Planning Board, which involved additional preparations for the master planning process. The Planning Board will meet again on October 9 to continue preparations for the master plan.
- The Town Manager took part in the UVLSRPC's Executive Board meeting on September 25 and will take place in a UVLSRPC full commission meeting on October 9 and an Executive Board meeting on October 23.
- The Town Manager will take part in a CIP Committee meeting on October 29 (second meeting of the 2020 budget season).
- The Town Manager will take part in the next Budget committee meeting on October 15.