

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**DATE:** Monday, November 4, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

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

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

**OTHERS:** Emily Curtis, recording secretary; Nancy Adams; Carl Adams; Jessica Irwin; Jim Bonner (videographer)

**CALL TO ORDER**

The meeting began at 6:00pm.

**APPROVAL OF MINUTES - October 7, 2019**

Ms. Stewart made a motion to accept the October 7, 2019 minutes as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion. (3-0)

**COMMUNICATIONS**

**Notice of Wetland Application: Winslow, Map 28, Lot 22, Bay Drive**

Mr. Aylesworth presented the Board with a document notifying them of a Wetland Application submission for the installation of a pre-cast concrete retaining wall at 11 Bay Drive.

Mrs. Smith questioned why documentation continues to have Joyce Winslow named as the requestor when she is deceased. Mr. Aylesworth noted that it was possible to be in a trust or LLC of some kind.

Mr. Kluge noted the letter was not clear if the intention was to replace an existing wall or to extend an existing wall.

**NH DES Letter of Deficiency: Kirk, Map 44 Lot 26, Algonquin Road**

Mr. Aylesworth noted that an inspection was completed in August 2019 to ensure compliance with RSA 482-A regarding the construction of rock wall in and on the bed of Crystal Lake located on Algonquin Road. The letter noted that Ultimately it is the NHDES responsibility to follow up and the letter is

Mr. Aylesworth noted that it is the NHDES responsibility to follow up on the enforcement order with the property owners. He also noted that the town Conservation Commission, who received a copy of the correspondence, could be of assistance to the Department of Environmental Services in the process.

**Tax Collectors Report – October 2019**

Mr. Aylesworth noted that even though tax bills have not been mailed yet, payments are already being received through the online kiosk.

Mr. Aylesworth reported that the taxes and utility fees are at 97% collected in for the first issue in 2019. He noted that the betterment assessment fees stand at 97% collected for Lakeview Condos and 100% for Shaker Landing Condos. The next set of semi-annual betterment fees will be issued within the next two weeks with a due date in mid-December.

Mr. Aylesworth reported that the third issue of water and sewer bills stand at just under 50% collected with a due date of next week. The previous quarters stand at 93% and 94% collected for 2019.

**Town Clerks Report**

Mr. Aylesworth reported that the town continues to keep pace with previous years' revenue regarding vehicle registrations, marriage licenses, boat registrations, dog licenses, and other fees collected by the Town Clerk's office.

**BOARD REPORTS****Budget Committee**

Ms. Stewart noted that the Budget Committee will be meeting November 5<sup>th</sup>.

**CIP Committee**

Mr. Aylesworth reported that the CIP Committee met at the end of October and will meet again on November 26<sup>th</sup>. He noted that the October meeting focused on DPW requests and the committee was joined by the DPW Director. The November meeting will focus on public safety requests, and the Police Chief, Fire Chief, and Ambulance Chief will take part in that meeting.

**Mascoma Lakeside Park Committee**

Mrs. Smith reported that the Lakeside Park Committee will be meeting on November 5<sup>th</sup> to review finalized drawings presented by Mr. Mirski. She noted that the Committee received correspondence from the state which noted they would not require an archeological survey for the proposed site near the parking lot.

**Heritage Commission**

Mrs. Smith reported that the Heritage Commission met on last Thursday of October and they continue to move forward with the work to prepare to be a certified local government.

**TOWN MANAGER'S REPORT**

- Mr. Aylesworth noted that the November issue of the town newsletter was published on November 1<sup>st</sup>.
- Mr. Aylesworth reported that the Town's 5-year property revaluation is complete and the Town's net valuation increased by 7.6%.
- Mr. Aylesworth reported an update on the RFP for municipal financial auditing services. Two firms submitted proposals, which include the firm that has been providing auditing services to the town for many years. Mr. Aylesworth and Ms. Bonnette will review the submitted proposals, which were notably similar in proposed fees.

- Mr. Aylesworth noted that there was a water main break that occurred in the area of Georges Store. He noted that break was in a section of pipe that was last replaced in the 1940's/50's. The section of pipe was replaced and the site was filled and paved over. Mr. Aylesworth extended a thank you to members of the Enfield Fire Department for their assistance in the process.
- Mr. Aylesworth reported that the City of Lebanon is proposing a new "sewer development" fee. This fee will be approximately \$3,000 for a 3-bedroom home. He noted that he will be attending more public hearings and intends to express concerns regarding the fees and how they will affect Enfield homes and businesses.

The Board discussed that there is nothing in the current sewer agreement that indicates that Lebanon's administration of the fees is unlawful. Mr. Aylesworth noted that the rationale is understood, but the outcome is less than favorable in that it will act as a disincentive for new sewer connections and/or expansions of use.

- Mr. Aylesworth noted that there is a new RFP for repairs to the Enfield Center Townhouse. The work would be funded with moose plate grants, however, there has been difficulty in getting bids for the project.
- Mr. Aylesworth reported that a focus group of ten residents were selected to take part in a discussion with regard to themes and topics related to the Master Plan. Thirty residents expressed interest in participating in the focus group. Mr. Aylesworth noted that the other twenty interested residents will have other opportunities to participate in the process as it moves forward.
- Mr. Aylesworth reported that he attended the International City Managers Association (ICMA) annual conference. He noted that he received assistance from the NH Municipal Association to be able to offset a majority of the costs of his attendance. He stated the conference's content was highly valuable, and it has led to a number of ideas regarding how municipal operations can continue to be improved and refined.

## **PUBLIC COMMENTS**

### **Maple Street Drainage Issue – Nancy & Carl Adams / Jessica Irwin**

Nancy and Carl Adams expressed concerns with a water drainage issue on three properties located on Maple Street. Mr. Adams and Ms. Adams described the pooling of water that occurs on their property and asked the town for assistance in mitigating the drainage issue. They noted that since land located above their property had been cleared of trees the issue has become progressively worse and they are seeking collaboration with the town to help solve the issue.

Their neighbor, Jessica Irwin, was also present and noted that the water does not drain from her property either and has flooded her garage on multiple occasions.

Ms. Adams shared photos with the Board of the ditches and drains in question regarding town maintenance and mitigation of water flow. Ms. Adams noted that she and Mr. Adams had spoken with Scott Johnson (Highway Supervisor), Jim Taylor (DPW Director) and the Town Manager on previous occasions. They had received a letter with recommendations but no further communications.

Mr. Aylesworth noted to the Board that he and Mr. Taylor met with Mr. Adams regarding the drainage in question in January of 2019 and that he had spoken with the Adams' on the telephone regarding their concerns. Mr. Aylesworth noted that it would be important to have all parties present for a conversation,

which would include Mr. Johnson and Mr. Taylor. He requested that the discussion be an agenda item for the next Board of Selectmen meeting so other parties involved in the process could be present.

**Shaker Boulevard Utility Poles – Keith Thomas**

Mr. Thomas expressed concern that the current telephone company doesn't provide adequate response to town needs and requests and recommended getting more aggressive with requiring compliance. He specifically recommended to take further legal action to place an injunction against the company from doing any further business in Enfield.

He inquired as to what the next steps would be if the old poles on Shaker Boulevard were not removed in time for the proposed paving in 2020.

Mr. Aylesworth noted that he and Mr. Taylor are pursuing the issue to try to ensure Consolidated Communications complies with requests for the removal of the old telephone poles. Mr. Aylesworth noted he is actively researching legal avenues that may require the company to take the needed action, but he noted that collecting signatures and letters would be a beneficial coordinated effort to urge them to act.

Ms. Stewart noted that sometimes it can be more successful to have multiple residents call the company directly to raise the issue. She noted that concerned residents could potentially provide a phone number and talking points to help encourage participation.

**BUSINESS****Heritage Commission Meeting – 10/24/2019**

Mrs. Smith reported that the Heritage Commission continues to work on next steps for the application to the Certified Local Government Program. She noted that having a Certified Local Government Program would help Enfield qualify for more grants. She stated that establishing a local historic district was a part of the process. The current proposal includes structures which are already a part of the Enfield Village National Historic Register District.

The Board discussed concerns with the proposed responsibilities of enforcement to participate in the Certified Local Government Program.

Mr. Aylesworth spoke with the chair of Historic Preservation Commission in Bristol who described the process and noted that the town has focused on building a sense of awareness and education without limitations or stipulations to property owners. He stated that it may be beneficial to invite current participants, such as those from Bristol and Lebanon, to have a conversation about their experiences of having a Certified Local Government Program.

The Board agreed that the language of the documents was important to develop. They discussed the goals and merits involved in having a Certified Local Government Program.

**Recommended Declaration of Surplus Equipment: 2009 GMC Sierra 2500HD Work Truck 4WD and 2003 Saab 9-3 SE Convertible**

Ms. Stewart moved to surplus the two pieces of equipment. Mrs. Smith seconded. Vote unanimous in favor of the motion. (3-0)

Mr. Aylesworth noted that there has been a strong response to the surplus Dodge wagon that had already been listed for sale.

**2019 Property Tax Rate and Warrant – Brief Recap**

Mr. Aylesworth noted that the conclusion of the tax rate setting process dropped from \$26.41 in 2019 to \$25.05, which was a 5.1% decrease in the rate. He stated the property values increased 7.6%, with an average increase in residents' tax burden of 2.5%.

**2020 Operating Budget – Town Manager Preliminary Recommendations**

Mr. Aylesworth provided a brief overview of the Town Manager's preliminary 2020 budget recommendations, which he indicated would be a focus of the Budget Committee's meeting the following evening. Mr. Aylesworth indicated that his recommended budget represents a 3.56% from the 2019 budget when budgeted expenditures are aggregated across all six funds. He has met with each department head to address areas where his budget recommendations differ from their initial requests. Mr. Aylesworth's proposed budget would result in a 3.15% increase in the general fund budget. He also noted that revenues were set at a conservative level, with about a 5% increase based on currently available data.

Mr. Kluge asked Mr. Aylesworth to talk further about the town's commitment to the CIP program. Mr. Aylesworth noted that the town started the appropriation to the CIP in 2012. He noted that increasing the appropriation to the CIP Capital Reserve Fund is a commendable thing to do, but acknowledges that automatically increasing the appropriation by this amount on an annual basis places strain on the operating budget because of the need to identify areas to cut in the interest of managing and resulting increases in the tax rate.

Mr. Kluge raised questions and concerns for how long the appropriations would continue.

**September 12 & October 28, 2019 Goal Setting Report**

Ms. Stewart expressed concern that the water and sewer was not addressed in the report. She noted that sewer and water address health and safety aspects for residents and should be a higher priority.

**Donation to Mascoma Lakeside Park Expendable Trust Fund: \$1,650 – Vote Required**

Ms. Stewart moved to accept the donation as printed. Mrs. Smith seconded. Vote unanimous in favor of the motion. (3-0)

**Donations to Regional Recreation Cross Country and Track Team: \$1,700 in Aggregate – Vote Required**

Ms. Stewart moved to accept the donation as printed. Mrs. Smith seconded. Vote unanimous in favor of the motion. (3-0)

**Energy Committee – Recommended Appointments**

- Alternate to Full Members – Kurt Gotthardt and Jo-Ellen Courtney
- Alternate Member – Wendell Smith

Mrs. Smith made a motion to accept the appointments. Ms. Stewart seconded. Vote unanimous in favor of the motion. (3-0).

The Board of Selectmen discussed terms for which the appointments will expire with Ms. Bonnette. It was agreed that the expiration terms for Alternate to Full Members will be staggered and that the Alternate Member will be a 3-year term.

**Property Tax Payment Plan Update**

Mr. Aylesworth reported to the board that Mr. Smith, who had agreed to a specific payment plan, has fallen behind due to personal circumstances and a request for leniency was made to not engage in the

deeding process. It was noted that payments had been made on the outstanding balance up until now. The BOS unanimously agreed to approve leniency.

#### **ADMINISTRATIVE ITEMS**

The Board reviewed and approved the following documents: Trustee of Trust Fund Alternate Appointment (Previously Voted), 2019 Equalization Assessment Data Certificate, Property Tax Refund

#### **OTHER BUSINESS**

Mr. Aylesworth noted that the only other matter was for non-public regarding the potential sale or purchase of town property.

Mr. Kluge motioned to enter non-public session at 7:26PM, RSA 91-A:3 II (d). The BOS completed a roll call vote approving to go into non-public session. Roll call vote unanimous in favor of the motion (3-0).

Ms. Stewart moved to come out of non-public session at 7:35 PM, Ms. Smith seconded, roll call vote unanimous in favor of motion (3-0).

Ms. Stewart moved to seal the non-public meeting minutes of November 4, Ms. Smith seconded, roll call vote unanimous in favor of motion (3-0).

#### **ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 7:37 pm. Ms. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:37 pm.

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John W. Kluge, Chair

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Katherine D. P. Stewart

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Meredith C. Smith  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – NOVEMBER 4, 2019

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### *General Information and Updates from Departments*

- The November issue of the Town newsletter was published on November 1.
- The Town's 5-year property revaluation is complete. Following conclusion of the landowner hearings that the assessor completed last month, the Town's net valuation was ultimately found to have increased by 7.6% (from \$540 million to approximately \$580 million). This means that the average increase in a given home's value was correspondingly 7.6%.
- After coordinating with the NH Department of Revenue Administration over the past week or so, and working diligently to get all the new values logged into the assessing system following the conclusion of our 5-year revaluation that played out over the last several months, the Town Manager's Office was able to finalize the 2019 tax rate in late-October. Bills are currently being printed and will have a December 6 due date, which is the same as last year.

The total tax rate for 2019 will be \$25.05, which is a \$1.36 (5.15%) decrease from the \$26.41 aggregate tax rate in 2018. The breakdown of the aggregate tax rate is as follows:

- Municipal - \$7.33 (vs. \$7.53 in 2018)
- Local Education - \$13.71 (vs. \$14.58 in 2018)
- State Education - \$2.15 (vs. \$2.29 in 2018)
- County - \$1.86 (vs. \$2.01 in 2018)

The municipal component of the tax rate in 2019 represents a roughly 2.7% decrease from the 2018 rate.

To give an example, if a resident owns property that was appraised at \$250,000 in 2018 and their property value increased to \$269,000 in 2019 (that would be a 7.6% increase, which reflects the town-wide average following the revaluation), then their total tax bill will have gone from \$6,602.50 in 2018 to \$6,738.45 in 2019 (\$136 increase or approximately 2% overall). Obviously households who saw their assessed value increase by more than the 7.6% town-wide average will see their total tax burden increase by more than 2% and, likewise, households who saw their assessed value either decrease or increase by less than the 7.6% town-wide average will see their total tax burden increase by less than 2% (it might even have gone down from last year). In essence, anyone whose home's assessed value either decreased or at least didn't increase by more than 5% from the 2018 value will actually pay less property tax in 2019 than they did in 2018. This is pretty good news from a "bottom line" perspective.

- As was previously reported, the Town recently issued a request for proposals (RFP) for municipal auditing services. Proposals were due as of November 1. 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. Although several firms initially expressed interest in providing these services, ultimately, only two firms submitted proposals. One of these firms, Roberts & Greene, has been providing independent auditing services to the Town for many years. The other firm also has extensive experience performing financial audits for a large number of municipalities across New

Hampshire. The Town Manager and Assistant Town Manager are presently in the process of reviewing the proposals, which were nearly identical with respect to fees.

- The Town of Enfield experienced a significant water main break on Main Street in the vicinity of George's store on the afternoon of October 24. The water was quickly shut down and repair operations started. The road was closed for a significant part of the afternoon and evening. A detour was established on Blacksmith Alley to allow patrons to visit George's store. Two buildings on Main Street were without water until repairs were made. The hole was backfilled and the Town paved it. The site will be monitored for the next several weeks for settling. DR Key Corporation, the Enfield Fire Department and DPW personnel all worked together making the repairs and handling traffic.
- The City of Lebanon is proposing to institute a new sewer development fee, and this was initially discussed at a City Council public hearing on October 23. The fee would affect any new construction or changes/expansions of use for an existing structure. The amount of the fee would be calculated based on the overall size and use of a project. For instance, a \$3,006 fee would be levied on a single-family home, while a three-bedroom, three-unit building would be charged \$5,153. Each one-bedroom apartment or condo would trigger a \$859 fee, according to city calculations. Although the city has a reasonable rationale for the need to establish such a fee when it comes to generating new revenue streams to offset the cost of the wastewater/stormwater separation project and other capital costs, the reality is that imposition of this new fee will invariably serve as a fiscal disincentive for Enfield homes and business to connect to the municipal sewer system.
- Starting November 3, the Enfield and Canaan Police Departments began cohosting another Rape Aggression Defense (R.A.D.) course for female residents of both communities.
- The Town is seeking a qualified and experienced contractor to stabilize and perform structural repairs to the historic Enfield Center Town House. This work would be completed using funding from two Moose Plate grants. As has been previously discussed, the Town House has suffered from moisture and improper drainage in the basement area of the building. A complete/detailed copy of this RFP, including relevant pictures of the building and surrounding property, can be accessed here:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps>

### ***Project Updates***

- The Town Manager has submitted preliminary 2020 operating budget recommendations (both expenditures and revenues) to the Board of Selectmen and Budget Committee. This includes a narrative summarizing the factors influencing changes in the budget from one year to the next, summary tables, and detailed/line item budget worksheets. These materials are separately enclosed in the Board's November 4 meeting packet. The Budget Committee will review and discuss these recommendations at its November 5 meeting.
- The CIP Committee held its second meeting of the 2020 budget season on October 29. The meeting focused on capital requests submitted by the Department of Public Works for 2020-



2025. The DPW Director participated in this meeting and provided additional information and rationale to explain the need for each proposed project or equipment upgrade/replacement. The CIP Committee will next meet on November 26 and the focus of this meeting will be capital requests submitted by the public safety departments (Police, Fire, Ambulance).

- The Town Manager is in the process of reviewing department-level strategic governance plans. In addition to updating departmental dashboards and revising goals and initiatives for the period 2020-2023, these plans will also add a fifth year of goals for 2025. Once finalized, these plans will later be presented to the Budget Committee and Board of Selectmen. This is anticipated for the month of December.
- The Planning Board has begun working with the Center for Strategic Governance on the “pre-planning” process for the Master Plan. The first step is attempting to identify specific “themes” that will guide the planning board for the next 12-18 months. These themes are essentially questions that will be answered through the work of master planning. Much has already been done by the Planning Board to refine these themes and focus on the proper details. The Planning Board has designated their first meeting of the month for Master Plan work and, as always, these meetings are open to the public. Residents are encouraged to get involved and to keep an eye out for upcoming special sessions to provide public input.

An early first step of the pre-planning process will be to assemble a focus group of Enfield residents, to hear the proposed themes the Planning Board is currently intending to focus on, and comment on them. This will help to determine if we are on the right track or if we need to add additional themes. The focus group will consist of up to 8 people for a two-hour session on Saturday, November 9th from 10:00 am to 12:00 pm. Residents who are available and interested in participating were encouraged to complete an online survey. The eight respondents selected will represent a “cross section” of Enfield.

- Members of the Municipal Resources Inc. (MRI) team attended meetings in Enfield this past month, and will be back in Enfield on November 4 and 14 for a combination of one-on-one meetings with the Fire Chief and meetings with the 7-member Fire-EMS Working Group. These meetings continue to be focused on fleshing out much needed updates to standard operating procedures/guidelines, training requirements, and possible recruitment efforts.
- On October 25, the Town Manager, Paul Mirski (architect), and multiple members of the Mascoma Lakeside Park Committee met with archaeologists from the NH Division of Historic Resources. The purpose of the meeting was to walk the site and obtain a determination of whether or not the previously instituted requirement for an archaeological study can be waived in light of evidence that the preferred location of the open air pavilion sits on fill that was brought in from off-site and/or soils that have already been disturbed. State officials agreed that the existing sidewalk/bypass road was constructed using fill brought in from offsite. As such, any earthwork completed in the course of constructing the pavilion would not trigger the need for an archaeological investigation so long as it was not necessary to excavate below the base of the manmade earthen berm the bypass road/sidewalk sits upon. This is very welcome news. In the days since this site visit, the Town Manager has been in communications with NH Department of Transportation officials to begin the process of obtaining the needed approval to reroute the bypass road to accommodate the construction of the pavilion. The final result will result in

reducing the heights of certain existing elevations and smoothing grades in a manner that will improve access to the site for individuals with disabilities or other mobility limitations.

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

- October 20-23 the Town Manager attended the International City/County Managers Association (ICMA) annual conference in Nashville, TN. This year's conference attendance (over 5,000) set a new record. From the morning keynote speeches, to the themed breakout sessions, to the hundreds of vendors in the exhibit hall, the conference provided considerable opportunities to be exposed to new ideas and hear about best practices being employed in other communities. Approximately 65% of the cost of attending the conference is being covered by a scholarship that the Town Manager obtained from the Municipal Management Association of NH.
- The Budget Committee will meet again on November 5 and 19.
- The Municipal Facilities Advisory Committee will meet again on November 12 and 25.
- The Planning Board next meets on November 13 to continue pre-planning for the master plan.
- The CIP Committee next meets on November 26.
- The Town Manager will take part the UVLSRPC's Executive Board meeting on November 27.